CLOTA Board Meeting Minutes

Monday, March 26, 2018

1. Board convened at 06:33 PM by Larry L., President
2. Pledge of Allegiance led by Angie Pritchard, Treasurer
3. Treasurer’s Report
	1. Report given by Angie P., Treasurer
	2. QuikBooks made a charge on Angie’s personal account of $387.00 as part of the annual subscription.
		1. With a motion set by Leah L. and seconded by Joshua C., Vice President, the Board unanimously voted in favor to reimburse Angie’s personal account.
	3. It has been brought to our attention that the annual fees for QuikBooks has been going up every year and so the Board has decided to look into other servicers for our bookkeeping and accounting.
4. The next Board meeting will be on Monday, April 23rd at 06:30 PM.
5. Newsletter Deadline for May will be April 23rd.
	1. There has been discussion amongst the Board as to the frequency of the newsletter and it was suggested that the newsletter be quarterly rather than monthly due to the fact that postage is expensive and ranges about $100.00 per month.
		1. Important notifications, show times, auditions, and special events would be sent out via postcard whenever those activities come up.
	2. The Board would like to promote more digital options in regards to attaining information about CLOTA, announcements, etc. while still being aware and sensitive to members who have no means of communication electronically.
	3. Leah L. moved and Brianne H. seconded to have the newsletter be published quarterly.
		1. The Board voted unanimously in favor.
	4. It was discussed as to when the newsletter due dates and delivery would be considering that now there would be a large range within the quarter and Jennifer C. suggested that it would be sent out a couple weeks prior to auditions taking place.
		1. Leah L. moves and Jenna T. seconded to have newsletters sent out quarterly prior to auditions taking place.
		2. The Board voted unanimously in favor.
	5. The next newsletter will go out in May, one month before Angie P.’s show “Law and Order: A Fairy tale Unit”.
6. Fall 2018 Show
	1. Report given by Jenna T., Director for the Fall 2018 show
	2. The production will be “The Game’s A’Foot” by Ken Ludwig. It is another Sherlock Holmes themed production. The show is set in the 1930s, with a cast of 5 females and 3 males. The genre is slap-stick comedy and has shown to be quite popular in town and works well closer to winter due to its holiday theme
	3. Auditions will be at the end of September with the show performing around the end of November and/or the beginning of December.
7. Sylvia
	1. Report given by Larry L., President, Director of Sylvia
	2. The show was quite successful and definitely a tear-jerker as well as hilarious. The production was well done and brought about a decent amount of people, with the majority showing up for the matinee show (almost a full house).
	3. The proceeds made from the matinee show was donated to the Ridgecrest Animal Shelter. We are proud to say that CLOTA was able to donate $535.00 to the shelter.
	4. The net proceeds that we made from Sylvia that went to CLOTA was $64.85.
8. Membership
	1. Report given by Angie P., Treasurer, Membership Chair
	2. Membership information is being updated. Only a few newsletters returned to us so those members will be reach out to for information updates.
	3. People have been steadily mailing in membership forms with their dues attached
	4. Joshua C., Vice President, has updated the webpage to allow people to fill out membership forms online and pay via PayPal. He added a language button to allow for easy translation for non-English speaking persons.
		1. There was a translation issue where someone thought they were purchasing a ticket online when it was actually the membership section.
9. Summer Show 2018
	1. Report given by Angie P., Treasurer, Director of the Summer Show 2018
	2. The show requires around 15 people and auditions will be held the 6th, 7th, and 8th of April.
	3. The age limit of actors is 12 years of age and older
10. Donations
	1. People have been giving generously to CLOTA, some of which has resulted in them being awarded stars for their contributions.
	2. Sarah’s daughter donated $100.00 to CLOTA in honor of her mom, whose memoriam we honored in our production of Sylvia, and we decided to engrave a golden star in her memory.
11. Phone/Web
	1. The webpage was updated yesterday and the phone voicemail message will be updated to reflect auditions for “Law and Order”.
12. Ticket Policy
	1. The report was given by Larry L., President, Chair of Ticket Policies
	2. The ticket policy has been reviewed and the Board was in consensus that it looked good and no adjustments needed to be made.
	3. Joshua C., Vice President, suggested the possibility of selling tickets via Facebook and through the website. It was further discussed that the first 15 tickets be sold online to test out popularity with the rest being sold at Red Rock Books.
	4. The policy will need to be readjusted to incorporate this suggestion so further review needs to take place before approval.
	5. The ticket policy will be tabled for the next meeting.
13. Flier Policy
	1. The flier policy has been tabled to the next meeting for further review and then discussion.
14. New Stage
	1. There was discussion from the meeting in February in regards to a new stage being built in CLOTA.
	2. The price of lumber went up by $50.00 since the last quote was received. What was suggested is creating a 6 inch raised stage inside the building. Pros and cons were discussed and addressed on this.
	3. The suggested time of building would be after “Law and Order” when the theater goes dark for the summer session.
	4. It was suggested by Greg M. that we have the opinions of the populace (mainly actors, directors, tech and crew) be given on this matter and the Board make a decision after taking into consideration what others think is best, especially those who will be working and utilizing the stage.
	5. The Board unanimously consented to having the populace offer advice and opinion on this matter for the next three months and then the Board will decide in their June meeting.
15. Unfinished Business
	1. Spook House Tickets
		1. Looking to offer tickets online as well as being sold at Red Rock Books; allow for more people to easily access purchases via the website.
16. New Business
	1. Yearbook
		1. Greg M. and Larry L., President, will be working on the yearbook after the meeting
	2. Webpage
		1. Greg M. paid dues to keep the webpage operational and he looked to be refunded the amount.
		2. Brianne H. moved and Jennifer C. seconded on reimbursing Greg for the dues he paid for out-of-pocket.
			1. The Board voted unanimously in favor.
	3. Greg M. will be looking at estimates to having two new chairs for the tech booth, preferably rolling office chairs as well as a bar stool with a back for the concessions and tickets booth.
	4. Greg M. will look at estimates to fix large crack in parking lot that is turning into a pot hole; preferably just a simple patch up rather than a total re-pavement.
	5. Joshua C. will look into making sure all First Aid kits are updated and has nothing expired within them as well as do the same for the fire extinguishers
	6. Joshua C. needs to find a way to get into the old CLOTA webpage and enter the domain to close the site as this site is no longer accurate and properly operational.
	7. We are looking to add a suggestion box outside.
	8. Larry L., President, is wanting to paint the outside patio concrete to match the flooring inside the building.
	9. Brie stated that RMES was wanting to see if CLOTA would like to a set painting and design workshop with Dorothy Sites. The location and date is to be determined and we will have them contact Greg M. since he is the Chair of Education for more information.
	10. Ridgecrest Events
		1. Workshops are offered and so we should talk to the Chamber of Commerce to attain more information and to have set events on the Calendar as well.
	11. Jenna T. suggested looking into doing something in the summers at performing at the amphitheaters in town for nighttime shows and performances. Something maybe as a fundraising event or for promoting a cause as well. Will look into it more.
17. Committee Reports have been tabled to the next Board meeting.
18. Meeting was adjourned at 08:23 PM.

Respectfully Submitted,

Gabriel G., Secretary