

Theater Artists Olympia Board Meeting  
January 17, 2009  
10 AM – Ben Moore’s Restaurant.

Members Present

Josh Anderson, President  
Kim Holm, Secretary  
Michael Christopher, Vice President  
Jim Patrick  
Ingrid Pharris  
Jon Tallman  
Heather Christopher  
Rod Campbell  
Pug Bujeaud, Officer At Large

- I. Meeting called to order at 10:13am.
- II. Minutes From Last Meeting read by Secretary
- III. Treasurer Update
  - a. Discussed receipts from Reefer Madness and revenue. Pug submitted Reefer Madness Sales. Discrepancy on totals. Grand totals to be determined at meeting tomorrow with Josh Anderson, Tim Goebel and Jim Patrick.
  - b. Suggested that other printers contacted for better pricing. Jon Tallman suggested Olympia Copy and Printing as he has worked with them before. Discovered that approximately \$400 worth of programs were thrown away when striking Reefer set, so were unable to use them for last WA Center performance.
  - c. Discussion about separating production costs per show with organization costs in future budgets.
  - d. Discussion about comp tickets policy and whether will be counted as an expense for that production or not.
  - e. WA Center Reefer performance success brought up discussion about lowering production costs for future shows.
  - f. Josh suggested concentrating on works that will be profitable until financial stability allows otherwise. Concerns about burden on the back of one show to support another.
  - g. Kim invoiced all advertisers from the program and will forward those invoices to Tim.
  - h. Transition progress
    - i. Moved by Josh to remove debit card to TAO checking account. Concerns about the ease of cash access to non-profit funds. Pug brought up how the card is used regularly to purchase costumes and props online. Kim reminded everyone that we have Paypal and that can be used most places online too.

- i. Board signatures for Bank account will be handled tomorrow with Josh, Tim and Jim at meeting for paperwork transition.
- IV. Old Business
- a. Elections – Kudos from Josh on the running of the election meeting to Michael.
    - i. Communication to Members – Heather will email election meeting minutes to Kim for distribution.
    - ii. Concerns over process – Josh moved that candidates for election, even if unopposed address the membership present with their goals and direction. Ingrid said that according to Tim, there needs to be proof of the election process at the bank in order for signatures to be changed. Meeting minutes from that event need to be submitted.
  - b. Bylaw committee progress
    - i. No progress since the Summer Retreat Meeting at Pellegrino's.
      - 1. Current committee members: Michael, Dennis Rolly, Jenny Greenlee, and Chris Cantrell. In addition, Pug and Kim volunteered to join committee.
      - 2. New Chair of Committee appointed: Kim Holm.
      - 3. Progress required by next board meeting. Timeline will be set for publication to State government and to TAO Membership.
      - 4. Call will be put out once more to membership for any suggestions.
    - ii. Kim pointed out that according to the current bylaws, there is only one Officer at Large on the board, so until the bylaws are voted and changed, that needs to be adhered to. The bylaws that are filed with the State government are the bylaws that must be upheld in order to keep non-profit status.
      - 1. Kim moved for an election of OAL with nominees from the election meeting (Pug Bujeaud, Jenny Greenlee, Rod Campbell). Josh seconded.
      - 2. Michael proceeded to run election and appointed Jim as Teller. Ballot totals as follows: Rod-1 vote, Jenny –3 votes, Pug –4 votes. Pug Bujeaud elected as Officer at Large.
  - c. Procedures and Operations Committee
    - i. No progress made since Summer Retreat Meeting.
    - ii. See Bylaws notes above. Same applies to P&O. Kim appointed new Chair.
  - d. Reefer Madness
    - i. Thank You Noted to local arts organizations: WA Center for the Performing Arts, Harlequin Productions, Capital Playhouse, Big Show City, SPSCC, Saint Martins University, Capital High School.
  - e. Any other old business
    - i. Ticket Revenue Handling Policy- Concerns about holding onto large sums of cash for entire run of show. Pug has been performing

the House Manager duties and assured board that cash from past shows have always been under lock and key at her house thru the run of the show. Heather brought up one exception where the cash was being held in her car trunk for one week. Motion by Josh to have one board member present at every performance in addition to the House Manager to prepare for a nightly deposit. Jim seconded the motion. Kim will take current ticket form and build on it to accommodate this.

V. New Business

a. Lysistrata

- i. Jon submitted a Lysistrata Production Plan.
- ii. Commitment from TAO
- iii. Load-in/Tech support required from both AID and TAO.
- iv. Discussion about printed program for show. Whether should be shoestring, deluxe or somewhere in-between? Heather suggested bare bones program with bios and pics on wall. Josh's concern: Sense of consistency may be difficult for audience to realize to that it is part of the TAO season. Scaling back to some extent could be done and suggests posting complete production info on the TAO website. Bio picture on website. Nice idea to draw people to website. Pug will email program example to Kim of scaled down version used for past show.
- v. Publicity for auditions successful. Jon impressed by the number of people that showed up for auditions.
- vi. Marko Bujeaud has list of storage area contents and Pug will have him email that to Jon.
- vii. Josh and Jenny Greenlee are doing a costume inventory this weekend and will coordinate with Pug to access all costumes.
- viii. A second poster with more telling graphics has been made for production, Jon will email image to Kim for distribution.
- ix. Jon shared that Audition Is Dead has no comp ticket standard, but no one turned away from the door. May be an accountability question with one lump sum of cash for night. Will use TAO ticket policy and there will be no comp tickets for this show due to the size of the venue.
- x. Jim to send Elizabeth Lord/Prodigal Sun letter about insurance.
- xi. Romeo and Juliet – Motion by Josh to table until Chris Cantrell can be present. Seconded by Pug.

b. Publicity –Kim to continue as Publicity Director.

- i. Branding discussion. Michael will email new logo to Kim.
- ii. Fundraising discussion. Season fundraising option to support season so not so reliant on ticket sales. Needs to be something that will fit the mission statement.
- iii. Advertising Committee to be appointed by board to increase ad sales.

- iv. Advertising sales need to focus on entire season run rather than show-to-show.
- v. Combined Fund Drive – Ingrid says Tim will contact them and resubmit our participation in that.
- vi. Community partnerships – Kim to act as TAO Liaison with other theater groups to coordinate pooling of resources.
- c. New Board Positions – Tabling Artistic Director and other new board positions until Bylaws and Operating Rules and Procedures are updated.
- d. Next Season
  - 1. Play reading Committee formed. Heather Christopher, Ingrid Pharris, Rod Campbell and Pug Bujeaud to Chair.
    - a. All membership will be notified for other interested members. Committee membership needs to be finalized by January 31<sup>st</sup>. Will report to Board suggestions.
  - 2. Season needs to be announced early as possible. Suggestion by Jim to plan two years in advance.
  - 3. Concerns that play submission process in the past has not been transparent. Suggested that form for submission be available on TAO website.
- e. Looking Forward
  - i. Goals – Sustainability, Space, Season, Subscribers.
    - 1. Sustainability refers to financial, technical, emotional, morale.
    - 2. Space-Looking for less expensive performance venue and rehearsal space.
    - 3. Season- Should to reflect the membership, artists and organization. Needs to promote the organization so people want to participate. The season should excite people. TAO is become known for cutting edge work from Portland to Seattle.
    - 4. Subscribers –We need to engage subscribers and in doing so we can have a regular source of income and engage a broader section of the population.
  - ii. Concerns
    - 1. Financial accountability from show to show.
    - 2. Show budget vs. estimated return.
    - 3. Technical side of budgets eating up show profit.
      - a. Pug mentioned that the inventory of set pieces is growing nicely.
      - b. Josh suggests we need to separate permanent stock pieces from disposable set pieces in budgets to allow true profitability of show to emerge.
      - c. Debate on set costs.
    - 4. Demographics and Tracking of Audience
    - 5. Transparency of Board Activities

- a. Imperative for success of organization.
      - b. Money handling.
      - c. Audition process and all creative decisions.
    - 6. Technical Help concerns by Michael. Will pool resources and have Liaison check with other theaters.
  - f. Other New Business
    - i. Website
      - 1. Discussed concerns for current website; dead links, updating, etc.
      - 2. Kim suggested looking into software such as godaddy.com. for ease of use.
      - 3. Michael will continue creative control of website.
      - 4. Kim and Michael to meet to discuss website issues, updating.
    - g. Next Board Meeting scheduled for February 21, 2009 at 10am. Ben Moore's Restaurant.
    - h. Next Membership Meeting scheduled for February 25<sup>th</sup> at 7pm. Pug has graciously offered to host at her home. 218 Milroy St NW Olympia.
- VI. Motion to adjourn by Josh. Seconded by Michael.
- a. Meeting Adjourned at 11:55am.