



October Board Meeting Minutes

Tuesday, October 15, 2024 at 7 p.m., Mapleton Hall

Attendees: Jerry Zalewski, Martha Zalewski, Jason Fregeau, Rissa Fregeau, Renee Bouldin, Dana Ring, Bradbury Stearns, Jonathan Hebert, Dorrie Mitchell, and Mary Fernandez-Sierra

Absent: Hanna Madler

Guests: Bob Williams, Playreading Committee Chair and Mark Proulx, Playreading Committee Vice-Chair

Renee called the meeting to order at 7:11 p.m.

Secretary's Report - Renee Bouldin

Business handled via e-mail during the previous month -

- The Board voted to approve the September 2024 meeting minutes

Opening Remarks - Jerry Zalewski

We're looking ahead tonight to 2025-2026.

Playreading Committee Report (Bob Williams and Mark Proulx)

The PRC presented their proposal for the 2025-2026 Season.

Action Item:

- Bob will get Martha the scripts and she will distribute them to the rest of the Board

Treasurer's Report - Dorrie Mitchell (sent via email)

Assets: \$38,375.39

- Beth Webster gave us a grant of \$500 from Elizabeth Webster Charitable Fund at Schwab Charitable
- Expenses for *And Then There Were None* are running well under budget
- Dorrie filed our Annual Report to the Connecticut Secretary of State and our Form 990-N to the IRS

Jason reviewed the September checks and bank statements and found no obvious discrepancies.

Sales and Marketing Director's Report - Mary Fernandez-Sierra

The advertising sales were decent for this show. The fall newsletter was released.

Renee brought up a concern with disparate marketing for both the Fall show and the Holiday fundraiser. A consensus recommendation is that basic standards for marketing graphics and artwork should be published and shared with all contributors and the BOD.

Publicity Director's Report- Hanna Madler

No report.

Membership Development Director's Report - Dana Ring

We have a total of 69 active members this season. This includes the cast and crew of the Fall show, and does not yet include the House staff. We have a total of 28 donors who have contributed approximately \$4,500 this year.

Box Office Manager's Report - Martha Zalewski

There have been 102 subscriptions so far. Of these, 14 are for 2-show subscriptions. Ticket sales have been great for the Sunday performances. The average attendance is around 60 people per show.

Action Item:

- Martha will draft a statement for the front page of the website to clarify when subtitled performances are and will provide it to Dana

Facility Manager's Report - Jason Fregeau (provided via email)

The cage overhaul was completed and, thanks to several volunteers previously identified, the shelving was installed and the furniture, light fixtures, and other items returned. Additional shelving is in the works.

The internet connection was upgraded from telephone wire to fiber optic. There was no charge and our bill was reduced by about thirty dollars a month.

As suggested by the Suffield Fire Marshal, automatic door closers were installed on the North and South Hall exterior doors. The closers are set so that the doors do not bang shut during performances; however,

the doors might not latch, which requires those closing the Hall to tug on the doors to be sure they are properly locked.

Additionally, the emergency light in South Hall, which failed testing, was replaced. The latch and slide bolt now work in the cellar bathroom. Furnace filters were replaced. The water heater was partially drained for sludge build-up.

The Fall Outdoor Cleanup is scheduled for Saturday, November 9, 2024 at 9 a.m. All volunteers are welcome and it's recommended they bring their own outdoor tools.

Action Items:

- Jason will look into replacing and adding traction tape on the outdoor stairs
- Jason will send a Constant Contact about the Outdoor Cleanup Day

House Manager's Report - Rissa Fregeau

We have sufficient staff for *And Then There Were None*, although parking attendants have been more difficult to find.

Rissa sent out an updated Accessibility Commitments document to the Board.

Action Items:

- Martha will address some of the questions regarding accessibility
- Rissa will collaborate with Mary on creating readable and accessible programs

Member-at-Large Report - Bradbury Stearns

No report.

Member-at-Large Report - Jonathan Hebert

No report.

Committee Reports and Discussion

1. Producer Ensemble

- Status update *And Then There Were None* - it's been working well and the crew is wonderful
- Supplementary audition update for *A Few Good Men* - there are still decisions to be made!
 - Becca Coolong also attended the Monson Veteran's Fair and helped promote the show and the supplementary auditions
- Auditions for *The Trial of Ebenezer Scrooge* are October 20-21 at 6:30 p.m.

Action Items:

- The ensemble will discuss creating standing rules
- The Ensemble is working on updating the director handbook with the passage about intimacy coordination provided by AJ Kirby

2. ACT

- Hosting NCCCC “Business After Hours” (networking event) will be October 22, 5:00 - 7:00 p.m.
 - Staffing and participation needed from Players members, business casual attire is appropriate and name tags would be appropriate

Action Item:

- Martha and Jerry will set up for the event the morning of the event to not conflict with the auditions ahead of time
- Board members are continuing to contact the 16 individuals who requested a call during the Suffield-on-the-Green event
- Martha will continue looking into t-shirt/polo options and will send out a notice to Players for them to order a desired shirt

3. Playreading

- a. There was discussion about the processes of the Playreading Committee and how the Board can support their function.

4. Director Search

- a. No report.

5. Website

- a. The Board is trying to schedule a presentation of recommendations (regular or special meeting) for the website update/revision process. As an ad hoc committee, the Board of Directors has the capacity to determine a committee chair if needed. Jerry recommended that the committee determines how to proceed amongst itself, as long as there's a majority.

6. Donor Inspiration

- a. Donor solicitation
- b. Grants

Discussion of *And Then There Were None* Play History

Martha moved to continue the marquee display and the handouts in the North Hall regarding the play's history. Mary seconded. All in favor.

New Business

Becca Coolong requested a donation of tickets to the UUSGS for an upcoming auction. Jason moved to donate tickets to the UUSGS, John seconded. The motion did not carry.

Mail Call

None.

Martha moved to adjourn at 10:15 p.m., Jason seconded. Approved unanimously, meeting adjourned.

Submitted by:

Renee Bouldin, Secretary

Next Board Meeting: Tuesday, November 19, 2024 at 7 p.m.

Location: Mapleton Hall

2024 - 2025 Season Events

New Faces 2024	August 17, 2024
Suffield-on-the-Green	September 7-8, 2024
<i>And Then There Were None</i>	October 11-26, 2024
Holiday Benefit	December 6-8, 2024
<i>A Few Good Men</i>	February 14 - March 1, 2025
NCCCC Home Show	April 2025
<i>Becky's New Car</i>	May 2-17, 2025
Annual Meeting	June 2025

Committees

Producer Ensemble:

Rissa Fregeau, Hanna Madler, Mary Fernandez-Sierra, Bradbury Stearns, Erica LeFebvre, Konrad Rogowski

ACT (Artistic Commitment Team - 1983):

Martha Zalewski, Mary Fernandez-Sierra, Kelly Seip, Kim LaChance, Jerry Zalewski, Rissa Fregeau, Bradbury Stearns

Playreading Committee:

Bob Williams, Mark Proulx, Nicole Murray, Zach Gray, Gina Paro, Dorine Tayts, Jennifer Madison

Directors Search Committee:

Konrad Rogowski, Chris Rohmann, Denise Boutin

Website Committee:

Gonzalo Iribarne, Dana Ring, Mary Fernandez-Sierra, Hanna Madler, Ash Richardson-White, Emma Rucci, Rissa Fregeau, Jonathan Hebert, Martha Zalewski

Nominating Committee:

-

Bylaws Committee:

Dana Ring, Brian Rucci, Kim LaChance

Donor Inspiration:

Lisa Parker, Rachel Berezin