

RHS Offstage, Inc.
Board Meeting Minutes – Approved
Tuesday, Nov. 18, 2008 RHS F100

Meeting was called to order at 7:30 by Lawana Dance, President.

Board members present: Lawana Dance, Ann Marie Bevan, Susan Templer, Kathy Ogle, Bob Burford, Nuala Murphy, Laura Burford, Bonnie Koblansky, Connie Hellyer, Karen Holburn. Visitor: Cliff McClelland.

Quorum was established.

Karen Holburn motioned to accept the minutes of the Oct. 8, 2008 meeting with minor typo corrections as noted. A second was received and minutes approved and filed for audit.

Connie Hellyer, Webmaster, reported that Flickr allows up to 200 photos to be posted on the website for free. To upgrade our program would cost \$25 per year. This expense can come from the administrative budget line item. But since this was a new expense and one that would be re-occurring, she thought it was worthy of getting board approval. The board agreed this was a good idea and that expense should come from administrative budget.

Connie also opened up a discussion about the Theatre Dept. & Offstage participating in the Richardson Christmas Parade. She suggested the possibility of promoting our spring musical, Thoroughly Modern Millie; possibly passing out coupons with \$1 off per ticket to promote on-line sales. It was decided that this sounded like a very good idea worthy of further discussion. Several members would find out parade details and work on this idea.

Further discussion on “Millie” was held:

- Ideas presented to recognize Season Ticket Holders. Possibly discount on additional tickets or free drink. Discussed possibility of having VIP section w/drink prior to show. All seemed like good ideas to be discussed further with Laura Burford, Hospitality and at the big planning meeting for Millie.
- 1 Free ticket for folks with RISD Badge (same for all big shows in past)
- Show MUST start “on time”. We need to get the word out and promote on-line sales and get people to print out ticket before arrival to shorten ticket lines at performance.

Treasurer’s Report: Bob Burford reports current cash on hand is \$11,461.42. Bob also reported that Ticket fees with Ticket Turtle were going to increase. Overall ticket cost will be about \$1 more. Bob also presented a detailed expense report from Ticket Turtle and credit cards. He pointed out that we need to adjust the budget as such. He brought up several areas in the budget with needed amendments to reflect actual income and expenses to date. The following are the highlights with a complete report attached:

- Concessions Sales Income increasing from \$600 to \$1200
- Convention Income increasing from \$6500 to \$700
- Misc. Donations income increasing from 0 to \$600
- Ticket Sales Expense increasing from 150 to \$1,000
- Concessions Expenses increasing from \$360 to \$900
- Merchandise Expense increasing from \$2700 to \$4100
- Publicity Expense increasing from \$1250 to \$3500
- Theatre Dept. Expense increasing from \$5100 to \$6017
- Miscellaneous line renamed to Contingency Expense and increased from \$0 to \$1000

A move was made by Kathy Ogle, seconded by Connie Hellyer, to approve all budget amendments as presented. The motion carried.

Susan Templer, VP Fundraising announced that the deadline for ads for the Millie playbill will be Jan. 9th.

Lawana suggested holding a Musical Mixer in Dec. instead of traditional board meeting. This would be a joint meeting with choir parents to work out more details for Millie. Karen Holburn volunteered her house with date TBD.

Cliff McClelland announced that the convention plans were in place and that Shelter photos are on web site. Victoria Seitz had some great photos which she posted. There is possibly a parent who will take head shots of students for free. Cliff also stated that RISD really wants show start time move to 7pm so that students would get home earlier. However, an earlier start time would be extremely difficult for several reasons. So, we are really going to stress the show starting at 7:30 even if not all folks are seated.

Having completed all business, President declared the meeting adjourned at 8:50.

RESPECTUFLY SUBMITTED BY: Kathy Ogle, Secretary.