

RHS OFF-STAGE, INC.
Board Meeting Minutes
Tuesday, June 30, 2009, Susan Templer's Home

Meeting was called to order at 7:22pm, by Susan Templer.

Board members present were: Susan Templer, Nuala Murphy, Laura Burford, Sharla Rosenstein, Kathy Muehlman, Bob Burford and LeeAnn Horn. Guests present were Connie Hellyer, Kathy Ogle, and Cliff McClelland.

Minutes of last meeting were read aloud by LeeAnn Horn. Motion made by Sharla Rosenstein and second by Laura Burford was made to accept the minutes as presented. Motion passed.

Susan Templer asked for old business, but there was none to report. An audit is being done.

New Business:

Board meeting dates are the third Thursday at this time. Cliff stated that the theatre always has Thursday rehearsals and waves. A schedule of tentative shows was handed out and corrections made.

Bob Burford arrives and was updated on discussion of meeting date. A discussion was made to change the bylaws and a calendar correction will be made by Susan Templer. The third Tuesday of each month is the meeting day at this time.

Connie Hellyer reported that General meeting are held in September, January and April. Cliff McClelland stated that the mandatory meeting for the students and parents will probably be September 3.

The dates of the meeting can be changed if needed and the bylaws do not need to be changed as it is a guideline.

Each board member is to look at the job description of their position.

Cliff McClelland will handle the design of the t-shirts for each show. Discussion was made of receiving money and Cliff McClelland and Bob Burford discussed ways of tracking who has paid and possible use of individual envelopes. Also discussed was the handling of cash vs. checks with the goal of having ease and organization.

Discussion was held regarding the merchandise that has sold well at student registration. Also, if a parent is at registration, then it is an Off Stage fundraiser. Connie Hellyer suggested parents be available at underclassman registration.

Cliff McClelland reported that ticket prices may change and the seating chart may change. Ticket Turtle will be used again and further discussion of having reserved seats vs. general admission was held.

Bob Burford gave the Treasurer report and the report is attached. Discussion was made to spend the money in our account to avoid RISD budget cuts. The cash on hand is \$13,994.32 as of June 30, 2009. Decoration expenses are in the Hospitality row.

Other Business:

July, 2009 meeting is to be announced.

Meeting will be held in August, 2009.

Discussion was held regarding the types of tee shirts to have and what designs were wanted, particularly a season shirt and a general shirt.

Having completed all business, President Susan Templer adjourned the meeting at 8:30pm.

Respectfully submitted by LeeAnn Horn, Secretary.