

**RHS OFF STAGE, INC.**  
**Board Meeting Minutes**  
**Tuesday, October 6, 2009**

Meeting was called to order at 6:45 pm by Susan Templer.

Board members present were Susan Templer, Bonnie Kobilanski, Bob Burford, Nuala Murphy, Laura Burford, Dina Steiner, Sharla Rosenstein and LeeAnn Horn.

Minutes of the August 18, 2009 meeting were read emailed to each board member. Motion made by Bonnie Kobilanski and second by Bob Burford to accept the minutes as presented. Motion passed.

Minutes of the September 15, 2009 were read individually. Motion was made by Bob Burford and second by Sharla Rosenstein to accept the minutes as presented. Motion passed.

Bob Burford presented the updated budget. Cliff McClelland's card had been misused and a new card was issued to him, along with cash for expenses. Audit committee needs a third person who is not an Off Stage Board Member. Karen Ingram will be contacted.

**Officer Reports:**

Membership – Bonnie Kobilansky will line up volunteers for Macbeth/Clownbeth. Two volunteers needed for concessions, three for box office, and two for merchandise. Two volunteers will be needed each night and three cash boxes.

Fundraising – Macbeth/Clownbeth playbills will have one corporate sponsor due to poor economy. Off Stage was not required to pay for the playbills as Signature Printing donated their services.

Concessions – Ellen Heller will be in charge of concessions.

Box Office – Ticket sales are slow at this time. Sales should pick up as the opening date gets closer. Volunteers are needed to help.

Hospitality – The rehearsal dinner will be October 12, 2009 at 5 pm in the Eagles Nest. Set up for the dinner will begin at 4:15pm.

Cliff would like an area roped off for the Hospitality table for the Off Stage Members and season ticket holders. A sign will be made for the area.

Publicity – Advertisements will be places in the go neighbors section of the Dallas Morning News and in The Advocate. Banners are not yet up as the city of Richardson has not returned the phone calls. The sandwich board is available for use.

Merchandise – Board member not present and will be contacted by Susan.

Web – Corrected problems with ticketing section. Pictures will be uploaded to flicker site. Sharla will get password to board members.

Discussion:

Volunteers for Macbeth/Clownbeth to help with set up. The seats need to be numbered and the map needs to be printed.

Haunted House - Board Members man the ticket table and volunteers needed to help with other duties. Dads of the students are needed for security in the pit area, two per night. Police officers will also be needed for security and Cliff will take care of arranging for the officers. Four cash boxes will be needed for concessions, merchandise, and box office. Pricing information to be obtained.

Senior Show – will be held November 9 & 10, 2009. Parents of the seniors will decorate posters to be displayed in the hallway.

Junior Directing Wave will be November 12. Admission is free.

Thespians Convention is November 18 – 22.

Other Business:

Sharla asked if the Homecoming Parade supplies are paid for by Off Stage. It was also noted that the water ran out and several cases of water will be needed for next year's parade.

Bob stated that the form for reimbursement is not showing up on data bus. He also said that this will be a different year financially. Off Stage is starting off well with funds. Haunted House money will be used for the convention bus fund. Bob anticipates a budget revision before next semester.

Motion made by Laura Burford to adjourn meeting and second by Bonnie Kobilanski. Meeting adjourned at 8:15pm.

*Respectfully submitted by LeeAnn Horn*