

To be presented at the March 17 Board Meeting for review and approval

OLT Board Meeting Minutes
February 20, 2022

Board Members Present:

X	Brad Storey	X	Jessica Kropp
X	Robby Burt		Amanda Baker
	Judy Kropp	X	Jered Biard
	Bill Hays	X	Eva McAllister
X	Rudi Timmerman	X	Makayla Kenyon-Ortiz
	Lamar Austin		Julie Ulmer
X	Alex Night		

Visitors: Ann and Marvin Glenn, Sharon Hose

The meeting was called to order. Previous meeting's minutes were approved.

Financial Report:

Concession's Account: \$2,972.65

Union Bank Building Fund: \$12,730.16

Arvest: \$2,972.65

“A Doublewide, Texas Christmas” made \$990.42.

House—Robby

Suite A:

Robby and Brad noticed there is remaining moisture in Suite A. Earlier today, Brad investigated the crawl space and found moisture from last night's rains, probably runoff from the parking lot. Brad took photos of the crawl space and will show them to Jason when he meets with him Saturday morning. Brad has already spoken with Jason a little about this issue and it's likely that Jason will suggest that he

excavate alongside the building. After they meet Saturday morning, Jason will submit a detailed proposition. There is a dehumidifier running in Suite A.

Robby also mentioned we need to make a decision about what to do with the ceiling tiles, which are currently painted black with cotton “clouds” glued to them. The first possibility is to purchase new tiles; the second is to spray paint what we have. The important point was made that we need to make sure the ceiling is ready before we do the walls, floors, etc.

The question was raised of when it is appropriate to begin showing the space to potential renters, and Brad suggested that we could show the space to anyone interested really any time in this process, since we need to get that ball rolling and get that income back as soon as possible.

Some of the work we may need to do may involve the parking lot. Rudi clarified that the first 25 feet of the parking lot on our side of the building is ours, but we are leasing it to the city, so we will need to clear the work with the city before going ahead with any work that involves that area.

Costume shop:

Earlier this week, Jane, Robby, and Brad looked at the costume shop with Jane who determined the mold situation appears to be better upstairs, perhaps due to the work that’s been done on the outside of the building. Jane is willing to be somewhat involved, but not in charge, due to time constraints and health issues. Sharon, who was present at the meeting, expressed her willingness to reorganize and straighten the area.

Upcoming shows: We still need to fill the JOLT Christmas play slot. Alex is looking for shows and is possibly interested in directing.

Membership: Eva: As of now, there are 65 active members, 96 expired. There are 161 letters going out next week. Jered pointed out that the majority of expired members are those who had \$10 memberships from being part of a show and then not being active afterward.

Office Report — Alex :

Alex reported that we’ve sold several tickets (for Brother Eudy and the Three One Acts respectively, both in person and through the website (one was a season pass

holder.) We received \$1,000 toward Burn the Mortgage and a \$200 general donation. Thank yous have been sent. We have made about \$250 in Memory Savers in the past month or so and sold an OLT T-shirt. Alex has also been working on learning how to set up the tickets and seating charts for upcoming events so that we can start selling those as soon as possible, as well as many other website admin tasks (more on this in IT Report section.)

Box Office — Amanda

Amanda was out due to illness but continues to ask for volunteers for box office. Jess suggested friends and family of any One Act cast members only pay \$1 admission after the first show they attend and all agreed that was good.

Upcoming Shows:

The Brother Eudy Band's show is next Saturday. Don Buttermilk is running sound. The One Acts casts will make sure the stage is cleared after their rehearsal next week in preparation for the concert.

The One Acts are all on track and going well.

Judy asks us to each be brainstorming/considering people who may be able to contribute to Burn the Mortgage. ANYONE who seems like they may be able to donate, ask! We don't want our progress to dwindle! She would like to revive the framed nameplate box for those who donate in the event that, hopefully, more people will be encouraged to donate, and so we can thank everyone who has for their generosity. Jessica made a motion for this, Eva seconded, and the motion passed.

Jessica asked that we start spreading the word for "Matilda"! She is still looking for a lot of behind-the-scenes people (costumes, props, etcetera) —see her recent email for all info! Tickets will be \$15 for adults and \$10 for students and seniors. We are hoping for big audiences!

Nomination Committee:

Brad brought up that elections are coming in May, and those who are not up for re-election or running for office are eligible to head up the Nomination Committee. Brad and Alex will obtain a list of those who will be up for re-election so that we know for sure by the next meeting who is eligible for the Nomination Committee.

Bensons:

We did not hold Bensons during the height of Covid, nor did we have them last Spring. There will be 2023 Benson Awards, with possibly two sets of awards to make the fairness more in line with all previous Benson ceremonies (one ceremony for 19-20 and one for 21-22.) Jessica brought up the point that many of these productions were reader's theatre in deference to Covid and we may need to figure some things out, make new categories, etc.

Per Bill's request, we are dropping our P.O. Box address, as it barely gets used in comparison to our 610 Mena Street address. Rudi suggested that we give it one more year but stop publicizing the address anywhere; that way the mail to the P.O. Box will peter out and we can close it when there has not been any mail for at least two months. Eva's letter have the P.O. Box on them; she will change them to reflect this before she sends them out.

Julie was still out, but has been hard at work on publicity!

IT : Jered, Alex

Jered recently ordered more ink and has found a way to save a lot of money on ink this year. We were spending upwards of \$800/year and now hopefully it will be about \$200/year.

Our OLT.com domain's annual renewal has gone through. Our automated mailing service has been renewed, which should go through within 24 hours.

Brother Eudy tickets are now set up on the website. Jered has been training Alex how to set up the tickets and seating charts for shows and Alex is currently in the process of setting up One Acts tickets. Alex is also learning how to create posts for audition notices, show advertisements, etc, and has made physical tickets for the Brother Eudy Band concert and the Three One Acts.

Discussion was had over how the Publicity committee will work with Jered and Alex on the website to make sure the website has a unified, polished appearance, with no duplications, typos, etc (it was also established that Alex will be on the Publicity Committee as the Instagram person as well as the eventual main operator of the website.) To make this easier and more streamlines, it is requested that anyone who wishes to add something to the website go through Alex or Jered rather than having a lot of people logged in and posting things. To that end, however, to help make sure that everyone gets the content and information they

want up on the website—and for many other facets of theatre productivity, if needed—Jered created a free Atlassian ticketing system that will work a lot like email, but is essentially a To Do list that is all contained on one place that everyone who’s signed up can see. Everyone will be able to send in a request, assign it to a specific person if desired, and mark it as “in progress”, etc. He sent out invites to several Board members to test it out. It is a free service for up to ten users. Jered and Alex also requested that we decide ticket prices right when a show is suggested so that they can get all of the information/tickets up on the website right away.

The issue that was discussed at the last meeting of making it quicker and easier to buy tickets on the website —ie, you click on a picture and you’re at the ticket page—is now fixed.

Rudi posed some questions regarding the process of posting information to the website. Brad asked that individual board members—Jessica, Robby, Eva—provide feedback on the progress of the website. Comments were generally positive: that they were pleased with the resolution of the ticket purchasing process, that it looks cleaner and more modern, that they are seeing progress. Further discussion was tabled due to the time.

Eva motioned to adjourn, Alex seconded, and the meeting was adjourned at 6:57 PM.