



# Liberty Lake Community Theatre

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## Liberty Lake Community Theater Meeting

January 19, 2010

**Attendees:** Tracy Cavanagh, Jennifer Ophardt, Kevin Kuecken, Kenneth Boles, Cary Pieroni, Erica Boles, Shalice, Cindy (interested in backstage volunteering), Danielle Perry, Jean

### Agenda:

- Status of formation
- Status of events = auditions, summer camp
- Upcoming events
- Status of Budget/ bank account
- Status of plays
- Membership status
- Elections

### Notes:

- Formation
  - We have to amend our Articles of Incorporation to be eligible for non-profit status and submit the amended Articles to the Secretary of State for the State of Washington and then send the amended Articles to the IRS and that should complete our non-profit application unless the IRS has additional questions.
  - We have now filed the appropriate documentation for the State of Washington and the City of Liberty Lake.
- Events
  - Erica, Ken and Cary presented their plan for the LLCT Summer Fundraiser. They have changed the name to "Vocal Expressions". Erica shared some of the songs that she is considering for inclusion. The Board reviewed them to make sure that the performance will meet with our general policies with regard to content. It is a family friendly proposal and meets with the approval of the board. Event scheduled for August 14<sup>th</sup>.
  - We need to get the word out about the event.
  - Proposal to cancel the February, July and December or move the meetings to accommodate the production schedule.
  - Spring Camp – online registration provided through the valley as well as all publicity. Insurance should not be a problem. City has requested that we do all day camps. Estimated to be \$120 per child for the week. Valley and City will only take 10% for registration. Decision needs to be made by January 28<sup>th</sup> and we need to be registered with Valley. Ken has volunteered to take the full week off to run it. Jennifer can provide some support but cannot do full time. Need to nail down the time, the ages and the amount that we charge. Matt can volunteer some time. We will offer 9am-3pm for \$120 per child.
  - Summer Camp is July 26-30. There has been a request for a summer camp for teens. This would not be a full day and Jennifer is willing to take some



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time off to run the summer camp. Proposal is to offer the camp for ages 12-18. No decisions need to be made at this meeting.

- Farmer's Market event has been scheduled for July 31<sup>st</sup>. Jennifer still needs to confirm this date with the Farmer's Market management.
- Status of budget/bank account
  - \$565.27 in the bank account
  - \$140.00 yet to be deposited
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- Status of plays
  - Upcoming Play – Check Please performances Feb 18-20
  - Auditions for Shrunken Heads March 4,6
  - Shrunken Heads performs April 29,30 May 1
  - Auditions for Seuss Odysseys May 6,8 (looking for a director who is really good with large casts and kids)
  - SO performance July 22-24
  - Auditions for Halloween Play August 26,28
  - Performance for Halloween play October 28-30
  - Auditions for Christmas play Nov 4,6
  - Christmas performance December 16-18
  - We are opting not to do a performance in the park but instead a preview of our fundraising event prior to a movie that is consistent with our approved content.
- Membership Status
  - 26 members (19 family, 7 individual) + 4 more from this week. Database has been updated.
  - Memberships are expiring and reminders need to be sent out to pay annual dues. Perhaps a newsletter would be inspiring ...
- Elections
  - President – Jennifer Ophardt
  - Secretary – Tracy Cavanagh
  - Treasurer – Matt Ophardt
  - Chairman of Fundraising - Vacant
  - Chairman of Productions – Kevin Kuecken
  - Elections were held by members present and current board members were voted to continue in their current position.
- Misc
  - Jennifer will solicit the yard sale people to request that left over items be donated to the theatre for use as props.
  - Working this Saturday at 10am painting the set.