

# Port Huron Civic Theatre Board Meeting Minutes

Date: October 23, 2022

Time: 12:30 - 2:41

The meeting was held in person at the Blue Water Convention Center and a Zoom link was extended to include virtual participants. President Tyrell called the regular meeting to order at approximately 12:20 PM. Those in attendance and constituting a quorum were:

Present (In Person): Danyel Llyod, Leah Tyrell, Andrew St. Coeur, Jeanine McCanham, James Cottone, Diana Decker

Present (virtually): Kammie Gayton, Amy Fabick

Absent: Patrick Phelan, Erin Moran, Jordan Frontiero, Cheryl McCoy

Others Present: None

## I. CHANGES TO THE AGENDA

President Tyrell sent out an agenda for today's via email to all board members prior to the meeting.

## II. REVIEW OF MINUTES

**MOTION:** Tyrell moved to approve the minutes of the September 28th Board Meeting. Seconded and carried without dissent.

## III. Unfinished Business

### i. Scholarships

- ⇒ A review of the applications submitted for the PHCT scholarship occurred. A variety of details about the scholarship were discussed and a date for the scholarship presentation was discussed.
- ⇒ All applications that were submitted were read to the Board Members present. It was determined that we have been extremely fortunate to have these individuals in PHCT.

### ii. Post Office Box

- ⇒ A request to draft a letter to the USPS to necessitate a change of ownership from a previous Board member to a current Board member was made. This letter will be drafted by the Secretary this week.

### iii. May Show

- ⇒ The Adult show in May of 2023 has been officially selected.
- ⇒ A brief discussion about inquiring about a potential partnership with RESA to help build sets in the future.

## IV. PRESIDENT'S REPORT

### i. Junior Board Proposal

⇒ Tyrell discussed the idea of the creation of a Jr Board. A discussion of the potential scope and responsibilities of the Jr. Board took place. A potential inclusion of youth as part of their bid was also suggested. A brief discussion about the timeline for this Board to be formed was also discussed.

## ii. Grant Opportunity and Help from Brian

⇒ Tyrell updated the board with a potential partnership with Brain Spain on grant writing and the application for future grants.

## iii. Executive Board Meeting Updates

⇒ Tyrell discussed the role of the Executive Board and a desire to share information with other board members when a meeting of the Executive Board takes place. A discussion of a recent meeting of the Executive Board took place.

## iv. Transparency

⇒ Tyrell discussed a desire for transparency between PHCT board, the PHCT membership, and the general public at large.

## V. 1ST VICE PRESIDENT REPORT

⇒ No report today.

## VI. EXECUTIVE PRODUCER REPORT

⇒ May show selected and rights secured.

## VII. TREASURE REPORT

⇒ Decker updated the board on financial matters including updates to the bank account to include electronic payments, the expected costs of rental space, the October bank account balance, the purchase of rights for Junior Show, and upcoming purchases for Shrek the Musical!

## VIII. SECRETARY REPORT

⇒ Cottone discussed the method for updating our membership quarterly, per our bylaws. Additionally, updates were given on the PHCT website and letterhead.

## IX. SHOW STATUS

### i. Shrek the Musical – November 11-13

⇒ An update to the board on the current PHCT production of Shrek the Musical! was given by one of the Co-directors.

⇒ Specifics for the creation of the programs for Shrek the Musical! was discussed.

### ii. Dinner Gala – Jan 27, 2023

⇒ An update on the PHCT Dinner Gala was given to the board by one of the co-directors. Specifics included: finances of the event, ticket pricing for the event, and an indication that there would be messages sent this week asking for specific help in regards to the PHCT Dinner Gala to board members.

### iii. Frozen Jr.- March

⇒ Due date for director bid by November 13, 2022. Advertisement for bid would go on website and social media.

⇒ Intent to vote on director bid at regularly scheduled board meeting November 15th.

#### iv. PH Halloween Hunt

⇒ An update on the Port Huron Halloween Hunt was given to the board. Specifics included: City of PH is closing road in front of Citadel, scavenger hunt will be taking place, karaoke, donation photography, food truck, children's games, vendors, etc. A check for using Citadel space was requested. A need for volunteers Sunday morning to changeover decor from ESR event to Halloween Hunt was indicated.

### X. COMMITTEES

⇒ The formation and update of board members on committees was discussed. The recruitment of non-board members on committees was briefly discussed.

#### i. Show Selection

#### ii. PHCT Jr

#### iii. Publicity

#### iv. Grant Writing/fundraising

#### v. Warehouse Maintenance

#### vi. Financial budget policy

#### vii. Events

### XI. New Business

#### i. Scholarship Vote

**MOTION:** Tyrell moved to adopt a \$250 scholarship for each of the two applicants.  
Seconded and carried without dissent.

#### ii. Committee Chair

⇒ The idea of having committee chairs as a liaison between specific committees and the board was suggested.

#### iii. Expected Meeting Time

⇒ A request for the expected meeting length to be included in the agenda was requested.

**MOTION:** Cottone moved to adjourn the meeting at approximately 2:41 PM  
Seconded and carried without dissent.