

Port Huron Civic Theatre Board Meeting Minutes

Wednesday, September 28, 2022

7:00 - 9:30 PM

The meeting was held via Zoom and the meeting host was Board Member Llyod. President Gaytan called the regular meeting to order at approximately 6:50 PM and assumed the responsibility of meeting host. Those in attendance and constituting a quorum were:

Present: Danyel Llyod, Leah Tyrell, Amy Fabick, Erin, Moran, Andrew St. Coeur, Diana Decker, Kammie Gayton, Patrick Phelan, Cheryl McCoy, Jeanine McCanham, James Cottone

Absent: Jordan Frontiero

Others Present: None

I. CHANGES TO THE AGENDA

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

MOTION: moved to approve the agenda for the meeting.

Seconded and carried without dissent.

II. REVIEW OF MINUTES

MOTION: moved to approve the minutes of the September 12th Annual Membership meeting.

Seconded and carried without dissent.

III. PRESIDENT'S REPORT

⇒ Gaytan reviewed and read the updated bylaws for the PHCT.

⇒ Voting for new officers took place

⇒ Nominations were taken for President

⇒ Leah Tyrell elected President

⇒ Nominations were taken for Vice-President

⇒ Pat Phelan elected Vice-President

⇒ Nominations were taken for Executive Producer

⇒ Erin Moran elected Executive Producer

⇒ Nominations were taken for Treasurer

⇒ Diana Decker elected Treasurer

⇒ Nominations were taken for Secretary

⇒ James Cottone elected Secretary

IV. 1ST VICE PRESIDENT REPORT

⇒ Phelan stated there was nothing new to report since meeting on September 12, 2022 at which time he shared proposed updates to the bylaws.

V. EXECUTIVE PRODUCER REPORT

⇒ Moran discussed several topics of interest to current and future productions for PHCT. These topics included: ordering materials for current production or Shrek, creation of posters for current production, shipment of scripts for children's production, an update of where we are in show selection for the adult show and teen show for 2022-2023 season, and the need to create a formal bid for children's production directorship.

⇒ Moran also discussed timelines for requesting rights to future shows and when auditions would need to take place for future PHCT productions.

VI. TREASURE REPORT

- ⇒ Decker stated that there was nothing new to update as she had already presented a finance report to the board at the September 12, 2022 meeting.
- ⇒ Decker shared a digital copy of the budget report from previous meeting with new board members.

VII. SHOW STATUS

i. Shrek the Musical – November 11-13

- ⇒ An update by the show co-director was given to the board on the current PHCT production of Shrek the Musical!
 - ⇒ A show budget for Shrek the Musical! was presented to the board. Items listed on the budget were discussed amongst board members.
 - ⇒ A discussion of the possibility of a Friday preview show took place.
- MOTION:** McCanham moved to approve the budget for Shrek the Musical!
Seconded and carried without dissent.

ii. Dinner Theatre-Jan 27, 2023

- ⇒ An update by the show co-director was given to the board on the upcoming PHCT Gala event.
- ⇒ Details included that they were in the process of casting the show (approximately 10-20 people) and that they were working with BWCC to configure details for pricing, menu items, and space.

iii. Frozen Jr.- March

- ⇒ An update from the Executive Producer was given to the board on the upcoming PHCT children's production set for March of 2023.
- ⇒ Details included that the script had shipped and that the board should begin the process of advertising for a director for this production. A suggested deadline of November 1, 2022 for director's was given.

VIII. COMMITTEES

i. Show Selection

- ⇒ A review of prior shows that were considered took place. Board members discussed the options and a call for any additional shows to be considered was asked for by the Executive Producer. The final list of shows considered for the Adult show of the 2022-2023 season was narrowed to five choices.
- ⇒ The Executive Producer indicated that a request for perusal would take place so that board members to review shows before casting their vote for the adult show later in the week.
- ⇒ After the narrowing process to two or three shows an additional vote for the adult show would take place.
- ⇒ A discussion about the teen show took place.

ii. PHCT Jr

- ⇒ A discussion of committee and committee selection will take place at October meeting.

iii. Publicity

- ⇒ A discussion of committee and committee selection will take place at October meeting.

iv. Grant Writing/fundraising

- ⇒ A discussion of committee and committee selection will take place at October meeting.

v. Warehouse Maintenance

- ⇒ A discussion of committee and committee selection will take place at October meeting.

vi. Financial budget policy- (Amy, Pat, Diana)

- ⇒ A discussion of committee and committee selection will take place at October meeting.

IX. Unfinished business

i. Volunteer event 9/30

⇒ The board was briefed on an upcoming opportunity on SC4 campus to represent PHCT. This event would be used as a recruitment opportunity and to promote PHCT on SC4's campus.

ii. Halloween Hunt 10/30

⇒ The board was briefed on developing specifics of the event that will be taking place on October 30th in Downtown Port Huron. The specifics included logistics, partnerships with ESR, partnerships with downtown businesses, and the need for volunteers.

X. New Business

i. Meeting dates for the year/ in person vs virtual

⇒ A discussion of which day of the week and when during each month took place amongst board members. The dates will be finalized and published on the PHCT website and social media.

ii. Letterhead

⇒ A request was made to the board to update the letterhead for our organization.

iii. Jr Board idea

⇒ This item was not discussed and will be tabled to next meeting.

iv. Production team to board liaison

⇒ This item was not discussed and will be tabled to next meeting.

v. Mini classes/workshops

⇒ This item was not discussed and will be tabled to next meeting.

vi. Committee chair

⇒ This item was not discussed and will be tabled to next meeting.

MOTION: McCanham moved to adjourn the meeting at approximately 9:30 PM
Seconded and carried without dissent.

Minutes submitted by James Cottone