

## JRT Meeting Minutes 10-27-09

Members/Staff Present: Sharon Squibb, Joe Florence, Mike Schmidt, Rachel Conger, Hal Knight, Bob Browning, Jeanette Gaines, Brian Ponder

The meeting was called to order at 6:30pm. The minutes were reviewed by the board and were brought up for approval. Joe Florence made the motion to approve the minutes and Sharon Squibb seconded the motion. The minutes were duly passed.

Next on the agenda was the financial report. Bob reported that based on the breakdown provided for the board, *Wit* did not make or lose any money. In order for the show to break even perfectly, some allocated sponsorship money was designated towards the show in order for it to break even. Mike Schmidt asked about the Visitor's Center fee that he noticed on the report and Bob said that those were fees to help cover the cost of the work that the Visitor's Center staff had to do for the theatre as well as some of the credit card processing fees. Bob also reported that *Wit* would have made money but \$827 of the proceeds were given to the American Cancer Society. Joe Florence made the motion to approve the minutes and Mike Schmidt seconded the motion and the motion was duly passed.

Mr. Knight asked about some potential dates for a JRT retreat for when Jonathan McCarter was to start. Mr. Knight said he felt that a lot of weekends weren't going to work for some people and with the holidays approaching, it would be difficult to set a date. The date was set Saturday, January 9, 2010 at 8:00am. Mr. Knight said that other board members would need to be contacted to reserve the date.

Next on the agenda was the JRT Board Issues/Subcommittee membership and operation. Mr. Knight said it would be helpful to establish a regular meeting date for the board. The members discussed particular days in the months that would work for them. Mr. Knight then set the first Tuesday of the month at 6:00pm would be the regular meeting date for the JRT board. Joe Florence made the motion to set the meeting date and Sharon seconded the motion. The motion to set the regular meeting date for the board was duly passed.

On the agenda next was setting a procedure for authorizing expenditures out of the JRT account. Bob Browning said that the JRT board had not yet made a decision on how much they would like the Town Recorder to be involved (or not) in assisting with keeping up with the JRT bank account. Mr. Browning said that it may be beneficial for the current Town Recorder, Abbey Miller, to be involved in keeping up with the account. Mr. Knight asked of Mr. Browning to work with the treasurer, Mr. Schmidt, on putting together a process for purchasing and keeping up with the JRT account. Mr. Browning asked the board as a whole how much they would like the Recorder to be involved. Mr. Ponder said he would prefer that the Recorder keep track of it for them. Mr. Florence

and Mr. Schmidt both agreed with this. Mr. Schmidt said he would get the checking account in order and get the checkbook back to Ms. Miller at Town Hall.

Mr. Knight said he would like to table the discussion on sub-committees until the next meeting. Mr. Browning said what he had included a breakdown of the subcommittees and what each of them entails. Mr. Knight said he would like to discuss this during the December meeting. Ms. Gaines said she felt that the sub-committees needed to be set in order for a lot of the work that Ms. Buttolph had previously done to be assigned to other individuals.

Mr. Browning said he put some information in the packet on the 2010 season at the JRT. He said one thing that would need to be discussed and decided at some point in time would be how much input the board would want in determining the season schedule each year. Mr. Ponder said that he felt that the Artistic Director should have sole responsibility for setting the season and then present the season to the board. Ms. Gaines said that in the past, there have been individuals who help make suggestions to the Artistic Director and assist with the time-consuming task of reading scripts. Mr. Knight said he felt that the season needs to be formally approved by the board. Ms. Squibb said that she would like the Artistic Director to discuss each show with the board as well. Mr. Browning said that the season needs to be set enough in advance so that staff could be procuring sponsorships in November for the next year's season. Mr. Browning said that the expectation would be that the Artistic Director would set the schedule, the board would approve it and then they could then go out and seek sponsorships and season tickets could be sold. Mr. Browning also said that if the board was okay with the current selections for the upcoming season, he could go out and begin seeking sponsorships for those shows. Mr. Knight said he felt it was really important for the JRT to formally approve the season to make the connection between the board and the productions that the theatre puts out. In addition, he said the board could assist with coming up with appropriate sponsors for each of the shows. Mr. Browning said that if the board approved, once the season was set, he would go out and begin seeking sponsorship money based on that schedule. In addition, he asked the board for contacts for potential sponsorships.

Mr. Knight asked if there was any new business that the committee would like to discuss. Mr. Florence said that it would be nice if there could be a sort of "meet and greet" for when the new Artistic Director arrived in Jonesborough. Mr. Browning asked if this could be something that could be worked out after Mr. McCarter arrived. He also mentioned that it might be nice to include this in the opening night gala for *Lion in Winter*. Ms. Gaines said that it might be a good idea to have it before the show in order to help sell tickets. Ms. Squibb said it might be a better idea to keep it separate. Mr. Knight also mentioned making it a part of St. Nick's Nights in Jonesborough. Rachel

Conger said there would be a meeting on this event next week and she would bring it up at the meeting for discussion.

The meeting was adjourned at 7:40pm.