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Culver City Public Theatre Closed Board Meeting July 15, 2020

Meeting was called to order at 5:10 pm

In attendance: Lauren Bruniges, Sophie Bell, Trace Oakley & Alexis Long, Eric Billitzer

Proceedings:

1. Those present unanimously voted on Board positions to be held as follows: 5:12pm
Vice President: Sophie Bell
2nd Vice President: Trace Oakley
Secretary/Treasurer: Alexis Long
All agree – 5:12pm

2. Board roles & responsibilities:
 - President: Runs company, writes grants
 - VP: - Helps write grants, organize drive, run website
 - 2nd VP: - Helps president and VP as needed
 - Secretary / Treasurer: - schedule meetings and take minutes, input financials into database (TBD)
 - All board members work on: Lauren and Sophie. Explaining roles and allocating times and responsibilities.
 - social media
 - producing shows (and all of those sub categories)
 - community outreach (after COVID look more into school internships etc. with Heather Moses)
 - general support
 - Unassigned tasks: Graphic Design. Nic used to handle and occasionally hire a graphic designer.

3. CCPT's focus: Focusing on the mission of CCPT.
 - Producing new works / re-working classics – Eric B. weighs in on CCPT history of reworking classics – Shakespeare especially.

- Producing shows that are female centered stories (female empowerment etc.) Sophie talks about female centered shows we have put on in past year
 - Bringing theatre to the community in the park with at least 1 show per year Continuing theatre in the park
4. 2020 – 2021 Season – Sophie and Lauren speak on grants and producing a zoom show for this show and season. Rights already purchased, producing. Working out logistics with Marina regarding musical numbers as there are many duets. Deciding how to do it live – discussing how to produce via zoom. Live vs private event. Possibility of posting flyers in Culver City and in park to promote show. Keeping it private vs sharing on facebook. Eric chimes in to speak about scheduling of shows and preferring live recordings to watch later. Lauren states to record and post recording for people who cannot make it. Eric B states to watch a Juneteenth event to take notes from theatres doing live performances for exits/entrances, other technical issues. Agreeing on dates – goal for middle of September. Number of performances and times, paid for 8 performances, debating on amount of recordings/performances. Saturdays at noon vs night time performances and varying times to help with people’s schedules. Trace speaks on performance time preferences. Eric B speaks about posting our fundraising techniques including our venmo accounts and information posted before performances so people can visualize how to donate. All agree on varied time performances but early for child audiences. Hoping to allocate money to hire stage manager – Lauren to follow up. 2 standing grants okay to use for online performances.
- Summer Production: The Bully of Baker Street by David Hansen
 - Marina Tidwell to direct. She is re-reading the script through the lens of what to change for zoom (e.g. changing songs with multiple actors to just one, cutting songs, etc). She will email David Hansen with requested changes and cc CCPT.
 - Need to confirm dates: want to complete by Sept. 15, 2020 at the latest. Also need to schedule rehearsals per Marina’s availability.
 - Rights have already been procured & paid (\$35/show for 8 performances)
 - Production meeting: needs to be scheduled
 - Stage manager: Gregg Brevoort recommended a stage manager who wanted to work in online productions. Need to secure for this performance. – **Lauren to follow up**
 - Backgrounds/Costumes/Props: need to be acquired, need to potentially hire someone for costumes. – Virtual vs. practical. Green screen discussion about backgrounds. Working out props for distance performances. Trace spoke about possibility of performing in the park and recording and posting – possibility of next year. Not quite in a place for in person performances. Would need sound system – work in progress. Logistics of future live performances.
 - Graphic Design: need to secure graphic designer – **Alexis follow up**, Fiver as well. Stipends?
 - Casting: plan is to cast from within among actors we’ve worked with and trust. It’s also important to consider diversity, so might need to hold virtual auditions as well.
 - Stipends: these need to be discussed, but the goal would be to pay slightly higher stipends to everyone including actors. Discussing pay for all involved considering climate
 - Platform: Zoom vs. Zoom on Facebook Live (need to consider registration – need zip codes for our grants)
 - Reaching out to schools: Sophie & Lauren have one connection in the Culver City school district; Lauren also has a connection.
 - Donations: tickets would be free to align with our grant but we can ask for donations.

5:41 pm

- Next Production: ? Trace spoke about performing a show – ghost story he wants to write in an immersive way such as in the woods, hiking trail etc... something outdoors and unique for COVID times – social distance, masks, outdoor ventilation, etc....
 - Unsure on timeline for the next performance. Ideas include another park show in Spring/Summer, a performance in a theatre next fall, continued online productions, etc.
 - The Dorie Theatre has our deposit from R&J, so our next indoor production will be there. – possible delay of R&J – deposit still viable whenever we are concluded with social distancing
 - Various COVID considerations for any in-person production, including waivers.
- 5. Zoom Facebook Live Readings – **Sophie to follow up** about posting live reading on CCPT website
 - Need to schedule upcoming readings. We have a few scripts left (one from Jim Cox and a few random submissions) but might need to call for more material. **Trace follow up about children's play for future performances**. Will send Jim's scripts to everyone to read. A couple shorter ones. Discussing scripts we have read and what to disseminate to perform via zoom or not (technically heavy etc...) Trace has friends who are playwrights as well volunteering if short of material. All discussed to focus on one-acts at this time for Zoom performances. Discussing doing more well-known plays – issues of obtaining and paying for rights. If allowed to record/post to facebook etc....
 - Follow up about another open call with parameters for the kind of shows we are seeing work well on a zoom platform (one acts, less than 10 characters/actors, etc...) – **Lauren to follow up**
 - Discussing amount of rehearsals for "Bully" considering not necessarily need to be off book, agree need multiple to keep it polished.

Discussing how logistically to do indoor performances – all agree too soon at this time.

- 6. Grant Update
 - Both of our recurring grants (Culver City Performing Arts and Los Angeles County Arts Commission) will honor our grants funding the 2020 season even if it's performed online.
 - New grant opportunity: Culver City Arts Foundation is new; CCPT applied earlier this year for a grant up to 5k. They have put the grant on hold.
 - Culver City Arts Alliance is trying to secure grant funding from Apple or another Culver City company to produce a virtual festival. CCPT may or may not participate. The next planning meeting is **Friday, July 31 @ 12pm**. All to follow up about joining meeting.
 - Follow up about CC Arts Foundation – in process of applying for grant and on hold due to COVID
- 7. Misc.
 - Vendor ID: Alexis is working on updating our Vendor ID; this is needed for grant funding. No action necessary.
 - Mail: **Lauren to check the mail** this month, it was last checked in June.
 - Shed: once it's safe to do so, the shed could do with being organized/cleaned. – Trace to spearhead this project
 - CCPT already booked and paid for the park for summer 2020. Our permit was just rejected due to COVID – need someone to reach out and request a refund if possible. – **Sophie to follow up**

- Wells Fargo: Lauren to send minutes to Wells Fargo to provide updates on new board officers.
- Fundraising: we usually do \$20 letter and were planning on doing it in 2020 as hard copy & email blast. Lauren was going to send email blast twice, do the \$20 letter as a \$20 postcard to save on postage and stuffing, also do a regular letter for JUST those that donated in the last 2 years. Revised plan given COVID? – Debating on sending out for donations or not due to climate. Agree to move forward to help with donations. Trace suggested to make our birthday fundraisers to help CCPT. Deciding to do emails and physical mail. **Trace to follow up on language of emails and letters. Sophie and Alexis to help send letters.**
- Volunteer Insurance: before considering an in-person production, we need to contact our insurance company to see what's covered given COVID. The policy also may need to be renewed.
- Social Media: as of today we have 1001 Facebook followers! – send logins to everyone to help boost social media reach, all discuss ways to help boost followers, etc...
- Amazon Smile: CCPT receives a portion of proceeds from those who shop on Amazon Smile and choose CCPT as their non-profit to donate to. Need to do another social media post given all of the Amazon orders during COVID. – smile.amazon.com on browser and help post this information around
- Discuss virtual garage and or shed sale to help with fundraising

Meeting adjourned @ 6:44 so moved by Lauren B. and seconded by Alexis L.

Next meeting for Board members: August 19th at 5pm

Production Meeting for “The Bully of Baker Street”: **Sophie to Follow up with Marina – either July 21st of July 22nd**