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## **Culver City Public Theatre Board Meeting January 3<sup>rd</sup>, 2019**

Meeting was called to order at 7.00 pm  
Venue: 5720 W Centinela Ave, Los Angeles, CA, 90045

In attendance: Lauren Bruniges, Nicola Henry, Eric Billitzer, Scott Hillegas, Megan Beasley

### **Proceedings:**

#### **1. 2019 Season**

- a. Insurance
  - i. Volunteer Accident Insurance \$242 renewable in January. Nic to send check.
- b. Park Permit
  - i. Lauren will go to City Hall to secure the permit for Carlson Park.
- c. Fanatic Salon – secure venue, pay deposit, finalize Tech rehearsal dates.
  - i. Tommy confirmed every Friday and Saturday in April. Fridays we have to be out of the theatre by 10pm for the show that goes up after us.
- d. Stipends
  - i. Director - \$500
  - ii. Stage Manager - \$350
  - iii. Costumer - \$250
  - iv. Sound designer - \$300
  - v. Lighting Designer – \$150
  - vi. Technicians – Adriana, Jesse, Nancy - \$25 each per show plus Tech rehearsals (rate to be agreed).
- e. Dates for auditions and rehearsals
  - i. Auditions at Vet Center – Lauren to book rooms with Martin.
  - ii. Rehearsals: 18 Feb – March 28<sup>th</sup>, Monday thru Thursday, 7-10pm
  - iii. Auditions: 2/4, 2/5, 2/9 (1pm-3pm). Callbacks 2/11. Evenings 7-10pm.
- f. Marketing
  - i. Lauren will build out social media campaign.
  - ii. Nic will do graphic design for flyers and posters.

#### **2. \$20 Donation Letter**

- a. Lauren will print letter and labels at work.

- b. Nic and Lauren will stuff envelopes and mail out.
  - c. Nic to buy stamps.
- 3. Drag Queen Bingo**
- a. Proposed for May 17th
  - b. Other available dates: Wednesdays at 7pm (9/19, 9/26, 11/21, 11/28); Weds at 9pm (6/27, 7/11, 7/18); Thursdays at 7pm (8/23, 8/30, 9/6); Sundays at 6pm (booked until April 2019); Suns at 8pm (9/9, 9/16, 9/30).
- 4. Grants – New Cultural Equity Statement**
- a. Cultural Equity Statement discussed and approved as follows:

Culver City Public Theatre is passionate about representing a diverse community of artists through mindful decisions around casting and crew, as well as ensuring that its productions are attended by an equally diverse audience. CCPT is committed to presenting a variety of theatrical experiences throughout the year that will appeal to a variety of ages/communities, etc. We feel strongly that our artists and audiences should reflect the diversity in the county of Los Angeles as well as our country as a whole.

In order to achieve our goals around cultural equity for this project, we will divide our efforts between first identifying and fostering a diverse team of artists to ensure that our cast and crew reflects as broad spectrum of individuals as possible, with specific focus on including those from traditionally underrepresented groups (e.g. gender, gender/sexual identity, race/ethnicity, age, disability, socioeconomic status, etc.). Secondly, we will implement an outreach plan in order to reach a broad audience base with specific targeted efforts to reach traditionally underrepresented groups.

#### **Artists**

In order to ensure a diverse cast and crew for this project that represents Culver City as well, we will post casting notices on a variety of sites as well as post crew opportunities in multiple locations. We will also share these opportunities in various local Facebook groups (including one limited to just Culver City residents). The director and producer(s) will select the cast and crew with an inclusive mindset and the intention to represent our community as accurately as possible, including an effort to include historically underrepresented groups.

#### **Audience**

In order to ensure as diverse an audience for this project as possible, we will share announcements about the production on a wide variety of local sites (e.g. DoLA, Discover Los Angeles, Thrillist, LA Weekly, TimeOut, as well as others) as well as share to various local Facebook groups (including one limited to just Culver City residents). Our PR campaign will include contacting a variety of local and city papers, including Culver City News and the Culver City Observer. We plan on doing targeted Instagram and Facebook ads that are focused at promoting the production to different underrepresented groups within a 10 mile radius of Culver City. We are committed to promoting access to socioeconomically disadvantaged groups by continuing to keep our ticket prices either low or free.

Meeting adjourned @ 9pm, so moved by Scott and seconded by Lauren.

**Next meeting: TBA**