

CCPT AGENDA FOR MEETING 03/13/18

Meeting called to order at 7:27pm by Nicola Henry.

IN ATTENDANCE

Megan Beasley, Eric Billitzer, Nicola Henry, Lauren Bruniges, Lezlie Moore.

1. APOLOGIES

Ria Erlich, Betty Kane, Nick Thompson, Susan Stangl, David Narloch.

2. APPROVAL OF MINUTES

Eric voted to approve minutes, Megan seconded.

3. FINANCIAL REPORT

\$1470.51 plus \$20 deposited today.

Expenses:

\$20 letter supplies totalled \$44.03

Park booking \$720

4. ACTIONS ARISING

Marketing/social media

Lauren to make Facebook event for Drag Queen bingo. Lauren will also post to announce the season, call for directors/stage managers/etc.

5. TAXES

Requested tax returns and 990s from Roland. Roland did not provide copies of the tax returns to us, so Nic will call the IRS.

2012 and 2015 - Nic spoke to her tax advisor Erin who advised not to mention 2012 when calling IRS as the statute of limitations has passed. She gave Nic a phone number of the non-profit dept in the IRS.

6. FUNDRAISING

\$20 letter - sent out

Bingo - Disneyland tickets and other donations - working on gathering donations. Please let Lauren or Nic know if you have any items to donate and bring to the next meeting if possible.

7. ANNOUNCEMENT OF SHOWS

Pride and Prejudice

The Hysterical History of the Trojan War

8. ITEMS TO BE DONE

1. Quickbooks - we need someone to do bookkeeping.

2. Book Park - DONE

3. Book rooms - Lauren to book
4. Insurances: Volunteer accident coverage - renew in may, pro rata rate.
Event coverage for audience - request in June
5. Chamber of Commerce membership - May renewal
6. American association of community theatres membership - \$111 yearly. Don't know when due.
7. Event permit - apply at city hall by June 16th latest.
8. Hand deliver neighbour letter one week prior to tech. Where is this? What does it say? Eric thinks this was a small flyer that reminded the neighborhood that our season was coming and to please be considerate with noise (car alarms, leaf blowers, etc). It also might have had the show info. Eric suggested that Heidi might have a copy.
9. Advertise for director, stage managers, costumiers and set designer. Nic working on posting ads. Also, Nic is willing to direct one of the plays this summer. Eric to ask Rupert if he would be willing to do sets.
10. Volunteers - Jill Thomsen, CC Volunteer Co-ordinator - looking to find volunteers for this summer. Megan to ask Allana how she found volunteers, Eric to post at LA City College.
11. Culver City Expo - June \$170 - we're considering doing the expo this year. Eric thinks it's definitely worth it.
12. 5K - we're not sure if the 5K is worth participating in or not; in the past, not very many people stop by.
13. Press advertising - Lezlie to create newspaper ad.
14. Press releases online
15. Postcards, posters and flyers / graphic design - Lezlie will do the graphic design. Nic to look into cost of postcards, we're doing postcards & half-page flyers. We're not doing large A3 sized posters this year.
16. Local Business mail solicitations - Chamber of Commerce list. Where is this? Nic to contact appropriate person at C of C.
17. Go through shed for costumes/props
18. Icontact email blast list. We have an account with iContact and an email list - Lauren to look into. We want to use mailchimp or another free service moving forward.
19. Contact Susan Obrow by May 7th to coordinate promotional efforts. Marketing materials must be approved before distributing.
20. Zip code form - sent to us two weeks prior to start..
21. Photo of company or of upcoming performance as soon as possible.
22. Three photos of the performance after completion, along with permission to reproduce them for purposes of promoting activities in the City of Culver City.
23. Invoice for grants - Nic to ask Susan Obrow for a previous invoice.
24. Program design - Lezlie agreed to design program, or we're also looking into getting a professional printed version of the program. Nic is researching.
25. Microphones - Lezlie brought up a good point about wind affecting the mics. It can be really loud and stacy, also batteries and upkeep were an issue. Eric has

a pair of wireless microphones that he would be willing to donate but it would need an amp. Perhaps turning the stage will solve the sound issue - we're going to try turning the stage this year so that the wind doesn't take the sound away. We could try it at tech and see how it goes.

26. Videoing of performances - Eric has done this in the past. He is willing to do it again this year.

The meeting was adjourned at 8:39pm by Nic, Megan seconded.

DATE OF NEXT MEETING

Production meeting Tuesday April 3rd at 7pm, Artemide, 9006 Beverly Blvd, WeHo.