



PO Box 93, Culver City, 90232
Tel: 310-712-5482

Culver City Public Theatre Closed Board Meeting January 29, 2020

Meeting was called to order at 6.30 pm

In attendance: Lauren Bruniges, Scott Hillegas, Nicola Henry, Eric Billitzer, & Sophie Bell

Proceedings:

1. Those present unanimously voted on Board positions to be held as follows:
President: Lauren Bruniges
2nd Vice President/Secretary: Scott Hillegas
Treasurer: Nicola Henry
Vice President (previously held by Lauren Bruniges) – open position

2. April production: Romeo & Juliet
 - a. Budget - list all receipts in the Drive - Nicola to send Drive access to Sophie.
 - b. Director applications so far 0; will meet with Gregg Brevoort and Brendan Kane on Monday if possible - Sophie to set up. Sophie to post to Craigslist as well. Lauren to reach out to Ken MacFarlane, Jim Felton (Tanya Gorlow in contact - his wife is a director), Christopher Gaunnt (on Facebook).
 - c. Other positions: Producer, Stage Manager, Set design, props - need to post for stage manager (Lauren to post).
 - d. Engage Daniel Kruger for costumes - Nicola to do.
 - e. Confirm audition/callback/rehearsal dates with Marina Tidwell of Grace Lutheran Church - Sophie to book with Marina: rehearsals Feb 24th to April 7th M-Th 6:30-9:30, auditions: Feb 9th 1-4pm & 10th 6-9pm, call backs February 17th 6-9pm.
 - f. Release audition notices & post on social media/send email blast - need to post audition notices on the 3rd. Sophie to make character breakdowns, Nicola to post LA casting, Lauren to post to Actors Access, Scott to post to Backstage.
 - g. Schedule volunteers for bar and box office - do later.
 - h. Graphic design and marquee design - Nicola to do graphic design and marquee in the next few weeks.
 - i. Dates:

- a. 4/7 n/a for load in or tech (if it opens up they will let us know)
 - b. 4/8 - available up until 6:00pm
 - c. 4/9 - 8am - midnight (free)
 - d. 4/10 - available anytime
- j. Cost:
- a. \$15/hr extra tech hours
 - b. \$25/hr Stage Manager from the venue per hour (they recommend Giselle and another woman - need to email Monica for the name).
 - c. Need to schedule specific hours on 4/8 & 4/10.
 - d. 2 payments of \$1250.
 - e. Insurance \$125 (paid separately).
3. Summer show: About a Ghoul
- a. Rights \$35 per show
 - b. Confirm the rights with David - Nicola to respond and cut check.
 - c. Book the park. Proposed dates Tech 11th July, Show 18 July - 9th August - Nicola to book park.
 - d. Get the park permit - Lauren or Sophie to do this – Nicola to tell us when park is booked
 - e. Engage Daniel for costumes - Nicola to email Daniel.
 - f. Engage Scott for set – done.
 - g. Lauren to send script to Scott and Sophie.
 - h. Confirm rehearsal dates with Marina - Sophie to confirm. Rehearsals June 1st thru July 10th from 6:30 - 9:30pm - Auditions: May 2nd afternoon & 4th evening, Callbacks: May 9th afternoon & 11th evening (depending on what Marina wants).
 - i. Post for Stage Manager - Lauren to post at some point April/May.
 - j. Post for Producer (?) - not needed.
 - k. Schedule volunteers for concessions - to do later.
4. Transition plan: Nicola and Lauren to meet to make transition plan/timeline, update operational docs/timeline, training on various tasks, update bank, etc.
5. Grants: New grant - Lauren and Nicola to work on grant.
6. Lee Lawlor asking for things for grant - business license, confirm show dates - Nicola to work on business license - need to check mail, will send show dates when we book the park.
7. General:
- a. Pay Vet Center for outstanding rehearsal room rental from 2019 - Nicola to send.
 - b. \$20 letter (hard copy & email blast) - Lauren 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.
 - c. Nicola to check that volunteer insurance is in place.

Meeting adjourned @ 9:30pm, so moved by Scott and seconded by Lauren.

Next meeting for Board members: Sunday, February 23rd at 4pm.

