

**Minutes of the Los Alamos Little Theatre
Board of Directors Meeting
February 2, 2010**

Present: Eric Bjorklund, Pat Beck, Gracie Cainelli, Larry Cox, Nick Gurrola-Gal, John Gustafson, Bobbie Simpson, Chris Weaver

Absent: Kaki Kelly, Patti Stevenson-Brown

Visitors: Russ Hopper

Minutes:

The minutes of the January meeting were accepted and approved.

Treasurer's Report:

The treasurer's report was accepted as submitted.

Question was raised about engagement of the Board in approving the Haiti Relief collection and who was taking care of the money collected. Eric confirmed he received a request, and approved it, to have a collection at LALT shows through the remainder of the season. The money was to be donated to the Red Cross.

Report on the House:

Nothing to report

Mail:

Corporate report received. Also a seasonal letter from Duncan Hoehn (former LALT member).

Concerns:

Gracie reported a broken leg by one LALT supporter and a positive trip to a specialist by an LALT member.

New Business

Publicity

Chris suggested providing tickets to KRSN to "raffle off" to callers as a way of raising awareness about shows.

New Year's Eve Production

Chris suggested producing a revue for New Year's Eve – skits, improv, karaoke, one acts. The Board agreed to consider this idea along with the proposals for shows in defining the 2010-11 season.

Electrical Issues

John had reported by e-mail about an issue with a circuit for the house lights that repeatedly blew its fuse. In addition, the hot-water-on-demand electrical units in the bathrooms are not functioning. Eric was going to contact Corky to have these issues looked into. Board members also suggested Payless Plumbing might have some experience with the water heater units.

Historic District

The LALT building is included in the Fuller Lodge Historic District, which potentially makes resources available for building upkeep. Eric was going to contact Ron Wilkins to inquire about possibilities.

Minutes

John asked about posting LALT Board meetings to the LALT web site. There was general agreement that it would be useful to do so, but Board members recognized that the minutes would require writing at a consistent level and would have to exclude personal information if they were to be posted. Pat moved and Bobbie seconded that we post minutes to the web site starting with the January 2010 meeting.

Old Business

Snow Removal

Eric reported that Oasis Landscaping can clean snow from the parking lot for a \$75 minimum. Oasis thought their minimum should cover the time to clear the lot. Gracie moved and John seconded that LALT get on a retainer with Oasis for future snow storms. The motion passed unanimously.

New Director Subcommittee (R. Hopper)

Russ distributed the subcommittee's recommended actions (attached below). The subcommittee report had also been mistakenly sent to the LALT membership, which provided some input and feedback. That also was considered in the discussion. The Board agreed that rather than calling for a written "contract" with a director it should call for a written "agreement," the latter term suggesting less formality and more partnering. The agreement could represent the "book of the show."

The Board felt the recommended actions were positive, but believed more definition had to be given to the definition of the "liaison" role, the specific steps toward becoming a director, and the steps to becoming a producer.

John moved and Bobbie seconded to accept the subcommittee's recommendations. The motion passed unanimously.

John agreed to draft the liaison roles and responsibilities. Eric agreed to draft the “steps to” progression for a director and said he would try to enlist Dennis Powell to draft something for the producer progression.

Sylvia Update

There was no one to report from the production side of Sylvia (three actors present, but what do they know?). It was noted that set construction would take place 9 am Sunday, Feb. 7.

2011 AACT Fest Update

AACT Fest needs something soonest to prepare for 2011. It was noted that 2013 would be the 70th Anniversary of LALT – so that would be a great time to host AACT Fest. After some discussion it was moved, seconded and unanimously approved that LALT would offer to host 2011 AACT Fest if no one else volunteered, but we will make clear that 2013 is our preferred year to host.

Roof Leak

No report

Next Meeting

Tuesday, March 2, 2010 @ 6:00 PM

Adjourn

Recommendation to the Los Alamos Little Theater Board of Directors
For New Directors and Producers and Experienced Directors and Producers

1. A written agreement between the Director and the Board
Specifies details of the agreement for the production, such as understanding of key production members (producer, set designer, etc.)
States that any changes to what was presented to the board upon approval, MUST get approval from the board before rehearsal/opening can continue
Must be a status update at each regularly scheduled board meeting, during rehearsal
2. There must be a board liaison to each production that is not in the cast or on rehearsal crew
 - Liaison will be identified in the agreement
 - Role of the liaison should be clearly defined
3. The board must approve all directors, producers, mentors and liaisons. If the show requires music, the musical director must also be approved.
4. The board appoints a Marketing Lead that is a board member position similar to 'house'. This person's duties will be to undertake publicity efforts related to the entire season, such as making sure space is reserved for marketing throughout the season: Banner etc and to be a resource to the Producer of a show as to marketing contacts, etc.
5. The board commissions a series of informational sites linked to the LALT home page that includes:
 - “So you want to be a [director] [producer]”;
 - on-line budget form;
 - list of contacts for the show (for marketing, department heads, etc);
 - resources for the director and the producer;
 - updated checklists for a show for directors and producers
6. Set a deadline for new show proposals in the spring so that the Board can determine a slate of productions for the next season by April or May.
7. Establish a progression that a producer or director must go through to be allowed to lead a show (outlined in “So you want to be a...”) and provide opportunities for newbies to participate e.g. workshops, 8x10's, assistances to experienced directors and producers.