

July 7th, 2020 7 p.m. Annual Meeting

Present in person – Amy Driscoll, Laura Endres

Present via Zoom or Facebook - Kirsten Dauphinais, Michelle Senger,

Cindy Edwards, Pamela Kalbfleisch

Absent: Jeff Franck, Sonia Brumskill, Emily Bibow

Guests: David Dauphinais, Brenna Skallet, Elizabeth Barber

The Greater Grand Forks Community Theatre

Annual Meeting, July 7, 2020 7:00p.m. – Fire Hall Theatre

Amy – welcome to the 72nd season annual meeting

- I. Call to OrderKirsten Dauphinais, President, officially call the meeting to order – 7:12 – delegating to Amy.
- II. Amy reminded everyone that Jen resigned and thanked her for her time.
- II. Approval of May minutes; Amy asked if we had any additions, changes, questions. A motion was made by Cindy and seconded by Amy – all in favor – no opposed – minutes approved.
- III. Approval of Financials.....Michelle Senger, Treasurer; Michelle mentioned season was going well until the water main break in January which drained all of our assets. We have some money earmarked for new seats and a grant for the upcoming season. Productions were earning \$, fundraising on track but we could not do our last 2 shows. We need to look forward to the 73rd season. Budgets will need to be determined at the next board meeting.
- IV. Lobby Renovation – Scott and Mark did an amazing job! Scott wasn’t sure what else we might need; for instance, a board for notices, prices for concessions, paint the bathrooms? Remove the dividers, TV screen put back up? TV down next to the door; a church pew is coming. Dakota TV would be a good place to ask for the monitor. Should we ask local artists to hang pieces, perhaps to sell or use as a fundraiser. Is there a fire code/a.d.a. compliance? Art on display?
- V. Annual Report.Amy Driscoll and Kathy, our former director, helped put together the annual report, big thank you to both of them from everyone. Amy reviewed the annual report and highlighted the many successes we had before the virus and the many years of success we had with Kathy at the helm. Kathy has stepped down, but we are very grateful for her service. Say goodbye to members; Laura, Kirsten, Emily, Jen Beck, Wendy Opsahl, Jeff Franck.

Members that will continue – Amy, Cindy, Sonia, Pamela, Michelle,

Amy proposed the New Board members, a motion to accept was made by Laura – seconded by Cindy

Diana Chabai-Booker, David Dauphinais, Brenna Skallet,

Elizabeth Barber, DPhil, Allen Silletto, David Whitcomb

VI. Old Business

a. Miller Motivation/Cement Clean Up – completed / invoice has been submitted.

VII. New Business...

a. Update on Children's Programming – on hold

b. Next Season: What does it look like/Swapping Space with Empire; outside, grants to repeat shows, August 7, 8th and 9th – the Shelter Plays – money raised 50/50 Fire Hall and Empire – all volunteers.

VIII. Amy made a motion to Adjourn, a motion to accept was made by Laura, seconded by Elizabeth

August 4, 2020 Board of Directors Meeting-12:00 pm

Present in person: Amy Driscoll, Brenna Skallet

Present via Zoom: Dave Dauphinais, Pamela Kalbfleisch, Alan Siletto, David Whitcomb, Elizabeth Barber, Diana Chabai-Booker

Not Present: Cindy Edwards, Sonia Brumskill, Michelle Senger

Minutes:

Pamela calls meeting to order, Dave D seconds

- I. First item to approve general meeting minutes: Approved by Pamela, Dave D, David W, Elizabeth, Brenna, and Alan
- II. Next on the agenda Approval of the Financials
 - Amy Driscoll shared the July 31, 2020 balance sheet
 - David offered to make time to teach new board members what each part of the financials means
 - Questions and discussion sparked from Elizabeth about leftover finances and outstanding liabilities. Amy said that the water main break is paid for. Amy offered to approve financials as are and after elections, the treasurer and bookkeeper can further concrete the financial budget. Elizabeth motioned to approve, David D. seconded. Majority votes aye, Amy, Diana, David D., Alan, Elizabeth approve. David W. asked about specifics regarding PPE and then votes to approve financials.
- III. Pamela moves to next item on agenda: electing new board members.
 - Amy discusses the updated board handbook and reviews each point within said handbook. Amy reminded Board about the change in ticketing systems. Amy offered that instead of a forever pass, to reintroduce the Flex season ticket. Amy reminded the board about their duty to purchase a season ticket in order to remain a voting member. Amy reminds us that the board must vote positions at this time and urges board members to review the details of each position listed in the board handbook. Pamela offers for new board members to introduce themselves. Pamela introduces herself and career. Alan

introduces himself and career. David W. introduces himself and career. Elizabeth introduces herself and her career. Diana introduces herself and career. Brenna introduced herself and career. David D. introduced himself and career.

Pamela offers for those who are interested in certain positions and committees to speak their case. David W. offered his interest in strategic planning. Pamela reminds that it is a year commitment. Alan offers interest in finance committee, treasurer, and building committee. Diana offered interest in the secretary position. Elizabeth had some questions about the president position. Pamela makes her case for the position with 10 years of administrative experience. David W. asks if there are other nominees. Elizabeth asks about the time commitments of the President. Amy states this will likely be a time intensive year. David W. also asks if any members who are not present are interested in executive roles. Amy is unsure but said that Michelle is NOT interested in an executive position. Pamela reminds everyone of how the committees work together and the responsibilities of each position.

David W. offers slate, David D. as Vice President, Pamela as President, Alan as treasurer, and Diana as secretary. David D. seconds. Motion passes.

Committees are offered to make cases. Amy offers to reschedule committee planning. David D. offers question regarding forming an ad hoc committee for health and safety regarding the health of the theatre and community members involved. He offers someone who has medical careers and experience as an asset to assist in creating some new health-related policies- perhaps Emily Bibow. David W. offers for it to be involved with the building committee. Pamela reminds board that in collaboration with Amy, the executive committee could move to create such policies. David W. reminds that there is nothing in the bylaws that require someone on the committee to be in the board. He offers contact with Amy Lyste. Amy D. reminds the board that Sonia is also on the building committee.

In regards to programming: Diana, Brenna, Dave W., and Elizabeth expressed interest.

In regards to financing: those who shared interest are Alan. Amy mentions that perhaps Cindy would be interested and hopes that Michelle will stay on the board. Elizabeth offers to fill a role if necessary.

In regards to the Strategic Planning committee: Elizabeth asks the roles of the committee. Pamela and Amy explain that it is regarding the vision of the company in the

long term as a whole. David W expresses interest. Elizabeth expresses interest. Amy offered to send out a copy of the current strategic plan.

VI: Pamela moves to next item involving the seats:

Amy reminds us that we are at the hour limit and offers to send a follow up email involving committees and asks for further statements and questions.

Diana states that there is a scheduled meeting with a seating person tomorrow and will give updates. David D reminds us that Jeff is headed to Firehall tomorrow at 10:30 and invites people to join.

Elizabeth asks about the shelter plays event and Amy explains its purpose as a fundraiser for the theaters.

Pamela motions to adjourn. David D. moves. Alan seconds. Everyone present votes aye.

GGFCT Board Meeting – September 24, 2020

In attendance:

Amy Driscoll (in person)
David Dauphinais (in person)
Brenna Skallet (in person)
Diana Chabai-Booker (in person)
Misti Koop (in person)
Elizabeth Barber (in person)
Alan Silletto (Zoom)
Pamela Kalbfleisch (Zoom)
Sonia Brumskill (Zoom)
David Whitcomb (In person)
Michelle Senger (in person)

Absent:

Cindy Edwards

Agenda:

- I. Call to OrderPamela Kalbfleisch, President
- II. Approval of August minutesDiana Chabai-Booker, Secretary
- III. Approval of Financials.....Alan Silletto, Treasurer -August financials
- IV. Season Selection ReportDiana Chabai Booker, Secretary, Chair
- V. Building and Safety ReportDavid Dauphinais, Vice President, Chair
- VI. Strategic Planning.....David Whitcomb, Chair
- VII. Executive Director Report.....Amy Driscoll, Interim Executive Director
- VIII. Old Business.....Full Board
 - a. Seat Project Update
- IX. New Business.....Full Board
 - a. Set a date for next meeting
- X. Adjournment.....Pamela Kalbfleisch, President

Minutes:

Meeting called to order at 5:34 pm.

We have a new board member! Misti introduces herself.

DD Motion to approve August minutes, EB seconded. August minutes approved.

Alan walks us through the financials. EB moves to approve. DD seconds. Financials approved.

Diana goes through programming committee report. Vote for fall programming plan (from Friday Night Frights through Holiday Hangover Cabaret) under new business.

Dave goes through building & safety report. Seating samples are coming in next week. Myra money will get invoiced by middle of next week. New platforms will be built and number of seats are going down, will juggle budget for seat project between all these elements. Carpet samples came today, price is approximately \$1500 for 800 sq ft of theatre. Will do uninstalation ourselves. Can put a call out on social media to see if anyone wants to buy old seats.

Building & safety committee and programming committee put together a waiver for actors and rentals. Our legal advice reminds us that it's not a legally binding contract, but it does show that we are taking the situation seriously and we're complying with guidelines.

Building committee recommends we spend some of the NDCA grant money on some cleaning supplies and PPE for actors and (hopefully) potential audience members.

David W. reviews 18-21 strategic plan. New strategic plan is needed by the end of this fiscal year, June 30, 2021. Meeting with strategic planning committee will be set up soon.

In the executive director report, Amy would like to do a mail campaign. Minnkota Power (our printer) has promised us a discount on our next mail campaign. Pending season approval, we could also go to local businesses and ask them if they would be producers.

Amy goes through rest of executive director report.

If anyone has addresses they'd like to send our update letter to, let Amy know and she'll add them to the list. We have a box of return envelopes upstairs already to include in this mail.

Old business: we discussed seating project at length earlier. David W has some ideas on fundraising old seats, but not urgent for tonight.

New business:

Next meeting will be Thursday, October 15 from 6:30 pm – 8:00 pm, and will decide a recurring meeting from there.

Fall through New Year's program approved.

Waiver has been through two committees and has been vetted by a legal professional. Motion passes.

Mail campaign and workshop. Sonia motions. Alan seconds. Motion passes.

Spending money from grant on fogger, PPE, and cleaning products. Recognize that some people may be chemically sensitive, so make sure to post about what we're using. Or perhaps use steam? Decide to table the fogger but change motion to spend money on PPE and cleaning products. Motion passes.

Stipend for interim executive director and interim building caretaker. We don't have the funds to pay them just yet but we did approve some revenue-raising ideas today.

Meeting adjourns at 6:56 pm.

GGFCT Board Meeting – Oct 15, 2020

In attendance:

Amy Driscoll (In person)
Diana Chabai-Booker (In person)
Elizabeth Barber (In person)
David Dauphinais (Zoom)
Alan Silletto (Zoom)
Misti Koop (Zoom)
Pamela Kalbfleisch (Zoom)
Michelle Senger (Zoom)
David Whitcomb (Zoom)

Absent:

Brenna Skallet
Cindy Edwards
Sonia Brumskill

Meeting begins at 6:40 pm.

Misti motions to approve amended Sept minutes. Michelle seconds. Motion passes.

David D motions to approve financials. Elizabeth seconds. Motion passes.

Elizabeth motions for board meetings to be the second Tuesday of every month from 6:30-8 pm. Misti seconds. Motion passes. Next board meeting will be November 10, 2020 at 6:30 pm.

David D motions we will ask Myra Foundation for money to support trusses, platforms, and carpet and that we will seek matching sponsors. Elizabeth seconds. Motion passes.

Meeting adjourns at 7:50 pm.

GGFCT Board Meeting -- November 10, 2020

In attendance:

Brenna Skallet
Diana Chabai-Booker
Pamela Kalbfleisch
Sonia Brumskill
David Dauphinais
David Whitcomb
Elizabeth Barber
Amy Driscoll
Alan Silletto
Misti Koop

Absent:

Michelle Senger

Meeting begins at 6:33 pm.

David D. motions to approve November agenda, Elizabeth seconds.

David D. motions to move new job descriptions from financials to new business. David W. seconds. Motion passes.

Agenda is approved as modified.

David D. motions to approve October minutes. Sonia seconds. Diana will update to clarify the Myra Foundation money is for grant application. Motion passes with modifications.

Misti motions to approve October financials. David D. seconds. Motion passes.

Motion for salaries for interim executive director and facilities manager passes. It does not need a motion or second because it was brought forward by the executive committee.

Next item is interim executive director and facilities manager job descriptions. It is also brought forward by the executive committee. Motion passes.

Motion passes to appoint new staff members. Amy Driscoll is appointed as interim executive director. David Dauphinais is appointed as interim facilities manager.

Elizabeth motions to approve flyer. Misti seconds. Diana will modify flyer with amount checkboxes. Motion passes.

David D motions to adjourn. Elizabeth seconds. Meeting adjourns at 7:36 pm.

GGFCT Board Meeting Minutes -- December 8, 2020

In attendance:

Amy Driscoll
Sonia Brumskill
Pamela Kalbfleisch
Diana Chabai-Booker
David Dauphinais
Alan Silletto
Brenna Skallet
Elizabeth Barber
Misti Koop (arrived at 6:35 pm)
Michelle Senger (arrived at 6:38 pm)
David Whitcomb (arrived at 7:02 pm)

Absent:

(N/A)

Minutes:

Meeting is called to order at 6:34 pm.

Sonia moves to approve the December agenda, with the addition of adding strategic planning after the ED report. David D. seconds. Motion passes.

Elizabeth motions to approve to November minutes. David D. seconds. Motion passes.

Elizabeth motions to approve November financials. Diana seconds. Motion passes.

New business:

Alan motions to utilize the 3 years of distributions, take those distributions from the Community Fund before the end of the year. David D. seconds. Motion passes.

David D. motions to adjourn meeting. Elizabeth seconds. Motion passes. Meeting adjourns at 7:35 pm.

GGFCT Board Meeting Notes -- January 12, 2020

In attendance:

Amy Driscoll
Diana Chabai-Booker
David Dauphinais
Brenna Skallet
Sonia Brumskill
Pamela Kalbfleisch
Michelle Senger
Elizabeth Barber
Alan Silletto
Alex Johnson
Misti Koop
David Whitcomb (joined at 6:35 pm)
Amy Lyste (joined at 6:36 pm)
Emily Bibow (joined at 6:45 pm)

Absent:

Minutes:

Meeting begins at 6:34 pm.

We introduce our new board member, Alex Johnson.

Diana motions to approve the January agenda. David D. seconds. Motion passes.

Elizabeth motions to approve the December minutes. David D. seconds. Motion passes.

David D. motions to approve December financials. Elizabeth seconds. Motion passes.

No voting items in old business.

New business:

Elizabeth motions to use the GGFCT credit card with a reasonable spending limit below \$800 and that Amy can order an appropriate dumpster for the disposal of the construction materials. Diana seconds. Motion passes.

Second half of season 73 comes from the programming committee and does not need a motion to be approved. Plan passes.

Building & safety committee report and plan comes from that committee and does not need a motion to be approved. Plan passes.

Alan motions to adjourn meeting. Elizabeth seconds. Meeting ends at 7:52 pm.

GGFCT Board Meeting Minutes -- Feb 9, 2020

In attendance:

Pamela Kalbfleisch

Amy Driscoll

Diana Chabai-Booker (leaving at 6:45)

David Dauphinais

David Whitcomb

Alex Johnson

Brenna Skallet

Karen Fore

Sonia Brumskill

Misti Koop

Alan Silletto

Elizabeth Barber (joined at 6:36 pm)

Absent:

Minutes:

Karen Fore's first meeting as a board member.

Meeting is called to order at 6:35 pm.

Alex motions to approve the February agenda. David D. seconds. Motion passes.

Misti motions to approve January minutes. David D. seconds. Motion passes.

Alex motions to approve January financials. Elizabeth seconds. Motion passes.

Elizabeth motions to adjourn meeting. David W seconds. Motion passes.

GGFCT Board Meeting Minutes -- March 9, 2021

In attendance:

Amy Driscoll
Diana Chabai-Booker
Sonia Brumskill
Pamela Kalbfleisch
David Whitcomb (joined at 7:00 pm)
Alan Silletto
David Dauphinais
Elizabeth Barber
Misti Koop
Brenna Skallet
Karen Fore
Alex Johnson
Michelle Senger (joined at 6:35 pm)

Absent:

Minutes:

Meeting starts at 6:31 pm.

David D motions to amend the agenda and approve with proposed changes of order of presenting. Elizabeth seconds. Motion passes.

Elizabeth motions to approve February minutes. Alex seconds. Motion passes.

Elizabeth motions to approve the February financial reports. Misti seconds. Motion passes.

New Business

1. Placing a GF Herald ad for the Summer Children's camp. Misti Motioned. Sonia Seconds. Motion Passes

2. Forming a Facebook group to honor the memory of Benny Irvine. Date and event type TBD. Misti Motioned. Brenna Seconds. Motion Passed

Adjournment

Dave D. Motioned. Elizabeth Seconds. Motion Passed

GGFCT Board Meeting Minutes -- April 13, 2021

In attendance:

Amy Driscoll
Diana Chabai-Booker
Brenna Skallet (left 7:25 pm for rehearsal)
David Dauphinais
Alex Johnson
Pamela Kalbfleisch
Elizabeth Barber
Karen Fore
Alan Silletto
David Whitcomb
Misti Koop
Michelle Senger (joined 7:15 pm)

Absent:

Sonia Brumskill

Motion to approve the April agenda. David D motions. David W seconds. Approved.

Motion to approve the March minutes. David D motions. Alex seconds. Approved.

Motion to approve the April financial report. Alex motions. David D seconds. Approved.

David D. motions to adjourn. Diana seconds. Meeting ends at 7:34 pm.

DRAFT -- MINUTES PENDING APPROVAL

GGFCT Board Meeting Minutes -- May 11, 2021

In attendance:

Amy Driscoll
Diana Chabai-Booker
Alex Johnson
Elizabeth Barber
Karen Fore
David Whitcomb
Michelle Senger
Alan Silletto
Pamela Kalbfleisch

Absent:

Misti Koop
David Dauphinais
Sonia Brumskill

Minutes:

Meeting begins at 6:36 pm.

Motion to approve May agenda. Elizabeth motions. David Whitcomb seconds. Motion passes.

Motion to approve April minutes. Elizabeth motions. Alex seconds. Motion passes.

Motion to approve May financials. Alex motions. Elizabeth seconds. Motion passes.

No items in old business.

New business:

Motion that our "community members" for our annual meeting and voting on next year's board member seats consists of both the 2019-2020 season (season 72) ticket holders and those who donated to the seat project. Alex motions. Michelle seconds. Motion passes.

Michelle motions to adjourn. Elizabeth seconds. Meeting adjourns at 7:20 pm.