

HUNTINGTON BEACH PLAYHOUSE

General Board of Director's Meeting Minutes

August 21, 2007

Huntington Beach Playhouse Annex-Board Room

Meeting Called to Order: 6:37 PM

In Attendance: Dawn Conant, Tara Fadel, Peter Farney, Linda Frame, Richard Reith, April Gentry, Chris Grisey, Mike Grisey, Bettie Muellenberg, Catherine Stip, Ray Stirling, Joe Syiek.

Guest Members: Erin Muellenberg and Frank Nagle

Members Absent and Excused: Monica Bartolone, Mike Bower, and Nathan Singh.

Reading of Minutes from Previous Meeting: Catherine Stip will write up the minutes, and submit.

Presidents' Report:

Lease Update: Dawn Conant reported that the City Council approved the HBPH lease agreement, which included the provision that HBPH will not have to pay any per ticket surcharges. However, we lost the use of the Maddy room as an inclusion in our lease, starting now. So, the next show that is in rehearsal now, moved to the Annex warehouse, and we are looking for another location to use for rehearsals. The question was raised: "How will we deal with any refunds of the \$3.00 surcharge?" The question was discussed by the full Board. The following are the highlights of the discussion:

- Give patron's the option to donate the \$3.00 back to HBPH, and give them a receipt.
- Give patron's voucher to put towards a future ticket.
- April indicated that providing refunds could become an accounting nightmare if done for every ticket. Therefore, she suggested that we set up monthly refund cycles.
- A further suggestion was that we set a time limit on when patron's can request refunds, and then send out an announcement explaining the process for requesting a refund which includes the deadline.
- The Board determined that the best way to proceed was to form a small committee to define our refund plan and procedure. April and Catherine agreed to create a proposed plan that they will bring back to the full Board for approval at our September Board meeting.

By-Laws Update: A draft of possible revised By-Laws written by our Attorney, Gordon Firemark, was handed out by Dawn. Dawn requested that everyone review the proposed new By-Laws, and provide her with any desired changes, additions, or deletions via email before the September board meeting. Following that meeting, Gordon will incorporate the required changes and return the updated document to us in time for our October board meeting. The Board will be asked to vote on the revised By-Laws during the October meeting. If approved they will be sent out to the general membership during November for a vote.

Fundraising Proposal: Linda Frame and Erin Muellenberg proposed a program called "Script". It is a program where HBPH sells gift certificates to stores, and gets a percentage of the profits. A motion was made by Ray Stirling to have Linda and Erin move forward to investigate the Script program, and bring the details back to the Board in September. Motion was seconded by Mike Grisey. The vote was unanimous.

Old Business

Recall Decision: Joe Syiek was asked to leave the room during this discussion. The subject discussed was "Will we proceed with the recall of Joe Syiek?" A long discussion ensued. Peter Farney made a motion to extend the meeting past the 8:30pm time limit voted on at the previous BOD meeting. Linda Frame seconded the motion. The vote was 9 yes and 1 no. Motion was passed. April Gentry made a motion that Erin Muellenberg, attorney, be authorized to communicate to Joe Syiek that the board is not willing to call a general meeting at this time, however the board is willing

to send an unedited mailing to the membership, provided the BOD have the opportunity to include their position. Catherine Stip seconded the motion. The motion was passed by a unanimous vote. Erin made this offer to Joe and he refused. Erin stated that she will negotiate with Joe's attorney tomorrow on this issue.

Business Manager's Report

Small Claims Case: Bettie Muellenberg reported that she went to court this morning to represent HBPH vs. Ace Worldwide Storage where theatre seats donated to the Playhouse by the Westminster Mall were stored. Initially HBPH was given a very good rate for storage due to connections that one of the Board members had at the time of the donation. However, no rental agreement was ever signed. Subsequently, management changed at the storage company and suddenly our rent increased significantly. In September of 2006, Ace notified us that they were no longer willing to rent us the space that we had been using for \$259.20. They stated that our new rental fee was to be \$1,458.00 per quarter. We called and offered to just pick up the seats, but they said that there would be a \$760.00 fee for that since their men would have to move the seats to the loading dock. We refused to pay that amount and instead told them to keep the seats. Ace filed a small claims action against HBPH. The outcome of the hearing was that the judge will make a decision and notify both parties in writing in approximately two weeks.

Missing Vacuum Cleaner from the Annex: Bettie reported that the Annex vacuum cleaner has been missing. Catherine said she will try and get one donated.

Vice President's Report

Introduction of new Facilities Manager: Tricia Sullivan was not present, but Catherine reported that she was just hired, has flexible hours, has some carpentry skills, and will be mainly responsible for cleaning up, and managing the props/furniture/drops, etc. on the warehouse side of the Annex.

Treasurer's Report: April Gentry handed out the financial report, and in consideration of the time, asked that everyone look the report over at home and email any questions to her.

Secretary's Report: Chris Grisey had nothing to report.

Team Reports

2007 Christmas Show Update: The Play Selection Committee will meet ASAP to make a decision.

Proposed 2008 Schedule Update: Bettie reported that the proposed 1st show for the upcoming season is *Chicago*. We are still waiting on a response from New York. If we don't get the license to do *Chicago*, then the consideration is with *Guys and Dolls*. Other shows are *Of Mice and Men*, *The Good Doctor* (have approval), *Under Papa's Picture* (have approval). Dawn asked Bettie to see if Monica could send out the 2008 schedule of shows when she comes back rather than wait for the September meeting which is likely to be a long meeting given that the proposed new By-Laws will be the major agenda item at that meeting.

Producers Reports:

HMS Pinafore: Chris Grisey reported that there was a slow start due to casting, and the opening night was a little rough, but with every show this cast improves. Gilbert and Sullivan shows are difficult due to the full mix of vocal, dialog, and choreography. Holly Ahlborn, Director, has done a good job considering some challenges.

Cemetery Club: Catherine reported that this show has a small cast, and she handed out the proposed show budget. There was a motion to accept the budget for *Cemetery Club* as submitted. The motion was seconded, and the vote was 11 yes, 0 no, and 1 abstention.

A Motion Made: Joe Syiek made a motion to call a General Membership meeting. No second was made, so the motion died.

Further Comments: Dawn Conant asked everyone to please review the proposed revised By-Laws, and get feedback to her before/by the September 18th BOD meeting. She also reminded Bettie to get the play selection schedule to her ASAP.

Meeting adjourned: 9:05 PM

Minutes respectfully submitted by Chris Grisey—Secretary.

Next HBPH BOD meeting Tuesday, September 18, 2007 in the Board Room at the Annex.