

January 10, 2024

Meeting Attendees: Karen, C, Michael, Connor, Raquel, Nathan, M.C.

Meeting started at: 18:06

Sharing: Celebrations, Cares, and Concerns

Connor shared the passing of a long time supporter of QTK

C announced they will be acting in Shedding the Antlers

M.C. is hosting a Board Game night on Sunday to celebrate their birthday

Review and Approval of December minutes

Raquel motioned to approve the December meeting minutes. Nathan seconded.

Report from Managing Director

Financials are now live on the website. Documents were summarized with specifics related to the silent auction were called out. All payments related to the silent auction have been received. Karen has requested that going forward the financial documents are added to the Board Drive in addition to the website.

Tax related documents have been received and in process. The documents we need to send each year for people's donations are also in progress with some already sent.

C is currently working with a few people on identifying any additional Grants we can still apply for. More to come in the following meeting.

Contracts and I-9's have been completed already for Shedding The Antlers.

A question was posed on what the paid Accountant is responsible for. The background is, during the initial hiring of an Accountant, we didn't have a Treasurer. The Accountant is currently responsible for the monthly financial reports, although we are getting them automatically from QuickBooks. The biggest need of the Accountant is the assistance with account reconciliation. The fee for the reconciliation is \$75 a month, however we have been unable to find an Accountant that is willing to handle only the reconciliation parts. If we are able to get to a comfort level with electing the Treasurer, then we can consider switching to a every 6 month audit by an Accountant instead of paying them monthly. Since the hiring of the Accountant, we have been able to streamline many things which we were lacking previously.

The dates have been slightly changed for the upcoming plays. Instead of having the Thursday performance be the first show, we will instead make it part of the second weekend. The total count of shows remains the same. Specific example of this would be for Shedding the Antlers, instead of the show starting on Thursday, February 15th, it will start on Friday, February 16th and the Thursday show will instead be on Thursday, February 22nd.

Report from Artistic Director

For the first time ever, we had enough people audition for the Shedding The Antler cast, that we won't need to host a second casting event. The first read-through was this past Monday. Rehearsals will occur at The Civic and The People's Church. The performance space is still to be determined. Big thanks to Karen for helping us search for spaces. This is the first time we have worked with The People's Church. Karen has requested that we get a thank you to them and can do co-advertisements. Additionally, M.C. mentioned they have explored their grounds, and recommends we look at their property for the Turnover play.

We are reaching out to specific community groups to see if they could help us with Turnover: A New Leaf. Both from casting as well as from a performance location standpoint.

Season selection is underway. Connar is expecting to have this information available soon. We are looking for not only submissions this year, but also opening it up to suggestions for plays. In addition, we are looking to get more music involved in our season. This would include musicals, cabarets, plays with music, and so on.

Additional information on the current report can be found in the Board Drive files.

Karen and Connar hosted/attended the January Theatre Kalamazoo monthly meeting as it was QTK's meeting to host.

Election of new Treasurer

After a full discussion of Treasurer requirements, a motion was made by Raquel that Raquel sign on to be our Treasurer. Karen gladly seconded. All Board members supported. Thank you's to M.C. were given for being our temporary Treasurer.

A proposal was submitted to C to conclude the contract with our Accountant for monthly services and instead request that they sign-on for twice annual audit reviews. This would save us around \$2000 per year.

Change of Bank users

A vote to add both Raquel Hellenga (Treasurer) and Connar Klock (Artistic Director) to our bank account authorized users. C Heaps (Managing Director) and Karen Libman (President) will also remain on the account.

Passed unanimously

LMCU Account should have: Raquel Hellenga, Connar Klock, C Heaps, and Karen Libman.

Board Memberships

Progress on interview for prospective Board member Katelyn Vasicek

No progress has been made due to holiday schedules and school schedules.

Karen will confirm with Adam that they are still able to meet. C is available, but is looking for the meeting to be scheduled.

Report on Public Relations Intern progress

Karen met with Avery from WMU about being a Public Relations Associate. This will be \$100 per month. Karen will work with C and Connar to make sure we get her the access she needs and designing a short list of her responsibilities.

REQUEST TO BOARD: Everyone please review the two documents submitted by WMU teams.

Sponsorship campaign

Will be discussed in the upcoming Strategy session to be held in two weeks.

New Business

Shifting of February meeting to one week prior due to Valentines Day and the Shedding The Antlers show start date.

Adjournment at 19:29.