



Board Meeting Minutes
October 11, 2023
6:00 PM by Microsoft Teams

Present: “C” Heaps, Adam Ostrander, Karen Libman, Marian Camille Yoder, Grace Gheen, Michael Vasicek

Absent: Nathan Moore, Connar Klock

1. Call to Order: 6:05 PM
2. Sharing: Celebrations, Cares, and Concerns
 1. KL is having trouble with her eyes as a result of a migraine treatment. We all extend our concern and hope for a speedy recovery.
 2. MCY has finally fully moved into their new house. They are looking for a roofer, electrician, and for someone to do a ramp installation, and any recommendations for contractors
3. Review and Approval of September Minutes
 1. MV will link email granting NM his proxy. With that addition:
 1. KL moves to accept Minutes
 2. MV seconds
 3. Passes unanimously
4. Report from Artistic Director (including BiCycle reschedule)
 1. CK is not present, and as such cannot provide a report.
 1. KL will ask CL to send out a written report to the board.
 2. KL addresses BiCycle adjournment
 1. A space could not be found - space at K College fell through.
 2. There was also difficulty in finding actors that fit the writer's need for the actors to identify as biracial.
 3. MV will connect with CK about how to update the website.
 4. Social media statement should be made regarding the adjournment.
5. Report from Managing Director
 1. Check from Kalamazoo Community Foundation has been deposited.
 2. CH needs to meet with KL to get a signature for the Gilmore Foundation grant.
 1. CH will drop it off at KL's home, and she will return it to CH's home along with their check.
 3. Has gotten access to Canva from MV.
 4. CH will be meeting with WMU PR class tomorrow at 3:30 PM.



1. Their final presentation will be held Tuesday, December 12, 2023, at 2:45 PM. Board members should let KL know if they are interested in attending so that they can be provided parking passes.
6. Items from SP Meeting
 1. Plan next meeting date
 1. Tentatively November 5, from 2-5, location TBD.
 2. KL to reach out to CK and NM to see if this date works. If not, we will coordinate by email.
 2. Review action plan items
 1. All board members to review the uploaded action item list for the time being.
 2. This will be a recurring agenda item.
 3. Flyering scheme (places, people, and upcoming events)
 1. A document will be created in the shared Google Drive with locations that we know work well for canvassing.
7. Board Recruitment
 1. AO & CK to meet with Raquel. AO will send off an email tonight or tomorrow about setting up a meeting.
 2. KL is meeting with someone on Friday.
 3. KL is also hoping to meet with MV's wife, Caitlyn (sp?) about involvement with the theater.
8. Sponsorship Campaign
 1. KL meeting with someone she knows regarding the sponsorship of a show.
 2. KL also hoping that the potential board member she is meeting with on Friday, whose husband's family owns a local business in Grand Rapids, may be a potential sponsor.
 3. CH reviews goal for contributions for the fiscal year, which is \$25,000.
 1. Hopes to put together a tier list of contributors for a given show.
 2. Discussion had about corporate sponsorship or fundraisers.
 1. AO volunteers to be the fundraiser-focused board member. AO and CH will meet and flesh this out prior to next board meeting.
9. Board Member Show Assignments
 1. Deferred to next meeting, as with the BiCycle adjournment this is not pressing.
10. Friend-raiser in December
 1. December 3 reception done in conjunction with staged reading of BiCycle, at or near the venue, held after the staged reading.



2. Specific guest list is being curated, as is the theme.
 1. KL and MCY to meet regarding this.
11. New Business
 1. No new business had.
12. Adjournment: 7:02 PM

Next Meeting: Wednesday, November 8, 2023, at 6:00 PM by Microsoft Teams