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## Board Meeting Minutes

November 8, 2023

6:00 PM by WebEx

**Present:** "C" Heaps, Adam Ostrander, Karen Libman, Marian Camille Yoder, Michael Vasicek, Nathan Moore

**Absent:** Connar Klock

1. Call to Order: 6:05 PM
2. Sharing: Celebrations, Cares, and Concerns
  1. "C"'s show is opening this week
  2. NM's birthday was this week and also just moved into a new house.
3. Review and Approval of October Minutes
  1. Approval
    1. KL moves to approve Minutes as written.
    2. NM seconds
    3. Unanimous approval, but for MV, who abstains
4. Adding Board Minutes to website
  1. Board wanted to add these to the website for transparency's sake.
  2. Uploading PDF versions of approved Minutes, beginning with 23-24 fiscal year.
5. Flyering List
  1. Flyering list has been sent out. Board members should fill out list to add any businesses and locations to the list.
  2. CH will be creating a BiCycle flyer shortly, we will use this list for posting these.
6. Report from Managing Director
  1. Event ticketing
    1. Current ticketing program is difficult to work with, but is fairly cheap
    2. Switch to same program that we use for our donations. Payment scheme is different, but the cost is anticipated to be similar to our current situation.
  2. Raffles
    1. Require to be authorized by State of Michigan. Has been submitted, but may not be possible for the December fundraiser.
  3. Special Liquor License
    1. Needs approval from Board.



2. Moved by Karen Libman and supported by Nathan Moore that the application from Queer Theatre, Inc. for a Special License to serve alcohol on 12/3/2023 to be located at the Epic Center, 359 S. Kalamazoo Mall, Kalamazoo, MI 49007. It is the consensus of this body that the application be recommended for issuance."
  1. KL motion to approve
  2. NM seconds
  3. Passes unanimously
3. KL is getting this paperwork notarized, then will get it to AO. AO will also get it notarized, and then get it to CH for submission.
4. QR Code
  1. CH has completed QR code for donation through website.
5. BiCycle
  1. Reading will take place in the Joliffe Theater at the Epic Center.
    1. Friendraiser could take place in the theater or else just outside of it.
6. Small Withdrawals
  1. KL asks about two \$10 withdrawals that have occurred lately. CH believes that they are related to fees in processing tickets and credit cards, but will follow up and provide a guaranteed answer.
7. Fetzer Donation
  1. \$500 check has not been deposited. Will be canceled and reissued by Fetzer. Board asks that NM convey our apologies to Fetzer.
8. Need for interim Treasurer
  1. Some paperwork is needed to be completed with a Treasurer signature. We need one, even if it's just an interim.
7. Bicycle and "Friendraiser" Discussion
  1. Board members assigned to this play
    - 1.
  2. Report on play and what is being planned for Friendraiser
    - 1.
  3. List of folks to invite
    1. List has been sent out, Board Members are to fill it out to ensure we don't have duplicates.
    2. Board Members encouraged to invite 6 people to event and reading.
  4. Issue with raffle—other ideas?
    1. MC suggests silent auction



1. KL isn't sure that's the greatest idea because it's not necessarily intended to be a fundraising event.
  2. MV likes the silent auction because it's for making money, but wanted to note that when talking to Hazel, she hated the idea because it's not equitable.
  3. Proposition that we go to theaters in town to get donated tickets for either a raffle or silent auction. Hopefully also dinners (gift cards?).
  4. AO and NM also volunteer to get gift cards in place of seeking donations.
8. Raquel Hellenga
1. AO and CK met with RH - both recommend accepting her to take a position as a director on the Board.
  2. Vote
    1. AO moves
    2. KL seconds
    3. Passes unanimously
9. Interim Treasurer
1. Board needs a director to take the position of Treasurer, at least in the short-term. MC volunteers.
  2. MC to become Treasurer.
  3. Vote
    1. KL moves
    2. NM seconds
    3. Passes unanimously
  4. MC to connect with CH regarding Quickbooks access.
10. Items from SP Meeting
1. Plan next meeting date
    1. Potential date discussed: January 28th.
  2. Report on Action Items
    1. Pushed to January session to be scheduled to save time and due to limited Board attendees post-7:00 PM.
11. Sponsorship Campaign
1. Efforts thus far
    1. We have been striking out when asking people if they would be interested in sponsoring a show. They have been focused on on the cost, and not sufficiently enticed by their name being associated with the show. Several people have asked if there is a single-page paper that gives information on sponsorships.



2. How to proceed

1. Develop a short, single-page paper giving information on sponsorships to be able to use to, hopefully, further entice individuals into sponsoring a show.

12. New Business

1. No new business to report at this time.

13. Adjournment: 7:36 PM.

**Next Meeting:** Wednesday, December 13, 2023, at 6:00 PM by Microsoft Teams