**Board Meeting Agenda**

March 20, 2024

6:00 PM by WebEx

**Present:** “C” Heaps, Adam Ostrander, Michael Vasicek, Connar Klock, Marian Camille Yoder, Karen Libman, Raquel Hellenga, Nathan Moore

**Absent:**

1. Call to Order: 6:05 PM
2. Sharing: Celebrations, Cares, and Concerns
	1. CH is having minor medical issues today, and the Board
	2. MV congratulates AO on his new job.
	3. The Board wishes RH a very happy birthday, and thanks her for spending the evening of her birthday with us here in this meeting.
3. Review and Approval of January Minutes
	1. No official Minutes for February
	2. February documents recorded, though technically cannot serve as Minutes, as no board meeting was called.
	3. MV moves to approve January Minutes and post Minutes of Strategic Planning Session
	4. AO seconds approval of Minutes and of posting Strategic Planning Session Minutes.
	5. Vote:
		1. Unanimous approval of January Minutes
		2. Unanimous approval of posting of Strategic Planning Session Minutes
4. Vote on Board Member Candidate Katelyn Vasicek
	1. KV appeared at the beginning of the meeting, but stepped out for the Board to discuss her placement on the Board.
	2. AO moves to approve acceptance of KV onto Board
	3. NM seconds motion
	4. MV abstains from vote as a conflicted/interested party
	5. Vote
		1. Unanimous approval from uninterested Board members.
	6. KV appears again after the vote, and the Board welcomes KV officially to the Board.
5. Report from Artistic Director
	1. Spunk Update
		1. Casting the show has been difficult. At one point, the show was cast, but multiple members of the cast dropped out of the show.
		2. CK attempted to fill the role, reaching out to dozens of potential actors, but was unable to fully cast the show.
		3. Playwright, community partner, venue, cast, and crew are all aware that the show will be delayed (likely to next year), but an official announcement has not been made as yet.
			1. An individual has posted something about it, but no mention of this has been posted on social media.
			2. The purpose for the lack of a post thus far was that CK wanted to wait until Turnover auditions were done so that the social media posts could focus on the positivity of a new show going out.
			3. CK will post a video about it shortly addressing the reason why the show is being adjourned.
		4. Discussion had about the cancellation being within the values of QTK
	2. Audition Update
		1. Turnover a New Leaf auditions were had. Only 2 appeared for auditions, and there is a cast of 4.
			1. This is not uncommon, and calling actors after the audition is a common part of QTK’s process.
				1. Shedding the Antlers not having that problem was a landmark for the theater.
			2. An extra week was built into the timeline for that purpose.
		2. CK has a list of potential actors that they are reaching out to for the roles.
		3. Stage Manager had a family conflict and needed to leave project, but a replacement has been found already.
		4. Location has likely been found, and will
	3. 24-25 Season Update
		1. Submissions have been open since March 1 and will be open through the end of the month.
			1. Several submissions have already been made.
		2. Play readers are already lined up.
			1. Play readers will be given assignments and have most of April to read the shows.
			2. The readers will meet with CK at the end of April, at which point CK will make the final decision.
		3. Season should be selected by the end of April, giving the month of May to plan the season announcement in time for Pride month.
		4. CK is currently looking into the possibility of making a more expansive lineup for next year and have interdisciplinary shows or performances.
	4. There are several events that QTK will be taking on to support organizers to put on events over the course of the summer that are in line with QTK values.
		1. Queer Prom
			1. Opportunity for young people to come together and have the experience of going to prom as themselves.
		2. Performance of Queen Jesus
			1. CK has a connection with the Unitarian Universalists and a Scottish transgender playwright. UU will coordinate with QTK to put on this playwright’s show in Kalamazoo.
	5. Pride
		1. QTK is set to get a vendor table for Kalamazoo Pride.
			1. One is being reserved, thanks to CK’s connections at OutFront.
			2. We still have to register. CK asks CH to do so.
				1. Instructs CH not to submit a payment for it as yet, because QTK may be getting the table for free in return for potential sponsorship in another way (see below).
		2. QTK has also been offered to do a performance at Pride.
			1. CK is considering a piece from Turnover, since it is a musical.
			2. Also considering doing a flash mob sword fight with pool noodles.
		3. OutFront has also asked QTK to sponsor part of Pride in a unique way.
			1. Supporting guest artists, running the “green room,” etc.
			2. CK indicated that QTK will do so, and will coordinate trying to find volunteers to do so (in addition to the Board and staff).
		4. Do-Dah Parade
			1. Question as to whether QTK wants to be a part of the Kalamazoo Do-Dah parade.
			2. CK indicates that they will likely not be able to do so, but if there are others who will have the time and capacity on the Saturday of Pride, it is worth considering.
			3. Discussion about this possibility tabled for the moment, as there is time to consider this possible course of action.
		5. Merchandising
			1. MC will spearhead merchandising efforts.
6. Report from Managing Director
	1. Grants
		1. As unfortunate as it is, the cancellation of Spunk helps the budget somewhat, as we have not met our sponsorship goals as yet.
		2. CH has been looking for a number of grants recently, and has a possible grant with a deadline in May that they are in discussions with the Lansing-based organization sponsoring the grant.
		3. Several long-time sponsors of grants over the course of the last several years have not been funding these same grants, leading to fewer grants being handed out by the foundations that oversee the grant distribution.
	2. Sponsorships
		1. CH requests greater support from the Board regarding pursuit of sponsorship.
			1. KL will coordinate with Board members about outreach to potential sponsors.
	3. Spunk
		1. Cancellation of Spunk resulted in QTK paying $50 to each actor for the time that they had put into the show up until the time of the cancellation.
		2. ASL interpreters were already doing preliminary work, but will not be charging QTK for that preliminary work.
		3. CH seeks Board guidance regarding payment of CK for their work as director, despite cancellation. Board indicates that paying CK for the same amount, pro rata, as the actors were going to be paid, is in keeping with QTK values.
			1. CH indicates that they may pay CK slightly more than the pro rata amount, because directors’ work tends to be slightly front-loaded.
	4. Shedding the Antlers
		1. All debts have been paid.
		2. Show went $7.77 over budget - about as on budget as possible, and very well done considering all of the adjustments that were made at the last minute.
		3. Made $1,500 more than we had anticipated for the show.
	5. Tax Information
		1. All tax information for donors have been sent out to donors.
	6. Bank Account Transitions
		1. Transition of bank account access has occurred.
7. Branding Committee Update
	1. Committee met shortly after the last Strategic Planning Session. Committee’s proposals are:
		1. Organization Font
			1. Headers: Poppins
			2. Body: Fira Sans
			3. Email, Grants & Other Formal Documents: Arial
		2. Logo Specifications
			1. Font: Poppins
			2. Graphic Design: Transparent (IE: no background color)
			3. The "Q" will intersect with the rainbow bar
			4. Rainbow bar will keep its curved edges
			5. Will be able to utilize LGBTQIA+ flags in the rainbow bar and/or in the fill of the letters as needed
		3. Trademarking
			1. Organization to register trademark, but will keep the logo as open source
		4. Tagline
			1. "Support Queer Artists. Support Queer Art."
		5. Organization Color Palette
			1. Non performance artwork will center around our three designated colors + black/white
			2. Hex Code: D8B6D3
				1. Formal Name: Pink Lavender
				2. QTK Name: Lavenwinkle
			3. Hex Code: 7B0B56
				1. Formal Name: French Plum
				2. QTK Name: Martha's Vineyard In June
			4. Hex Code: DB5D70
				1. Formal Name: Light Carmine Pink
				2. QTK Name: Dusty Heart Coral
	2. With Board approval, will seek to trademark QTK logo.
	3. Vote
		1. Marketing materials
			1. KL motion to approve committee recommendations for marketing materials.
			2. AO seconds motion.
			3. Vote
				1. Unanimous approval.
		2. Trademarking of logo
			1. KL motion for us to proceed with trademarking the QTK logo.
			2. AO seconds motion.
			3. Vote
				1. Unanimous approval.
8. Fundraising Discussion
	1. Committee Report
		1. CK had recommended the committee to include members of the community.
			1. Board members on committee will be KL, MC, and RH. To arrange a meeting with those members and CK, and one of the first actions that committee takes may be to add community members to the committee.
	2. June 1 Event
		1. Apparently it will not go forward.
		2. Recommendation that Board coordinate with CK and CH to line up a fundraising opportunity with the Queen Jesus performance. To be discussed at a later date.
9. New Business
	1. No new business at this time.
10. Adjournment: 7:32 PM