

SCP Board Meeting
December 8, 2020

Present: Mark Stephens, Marty O'Connor, Joel Katz, Sara Paupini, Cristine Loffredo, Beth Ruman, John Fowler, Donald Mealy
Absent: Duncan Morrison

Called to Order: 7:12pm (Via Zoom)

1. Approval of Previous Meeting's Minutes
Unanimously Approved.

2. Business Manager's Report (Marty O)
-Expenses 14.5% for the month. Our expenditures are under budget.
--Running a surplus so far- not in deficit yet.

3. Committee Chair Reports

A. Centennial Campaign Fundraising Facilities (Joel)

1. We've taken in \$2120 in donations since last month.
2. \$500 from giving Tuesday (not accounted to Joel- not received yet into account).
3. Via Don Mealy- Joe Fava did a birthday fundraiser for SCP.

B. Facilities

1. No clean up day in January- mitigate COVID risk.
2. Duncan to meet with Contractor on Roof concerns.
3. 3. Radiator in Law Office needed to be drained and repaired. Boiler has been cleaned and drained.
- 4 Apollo quotes for 6 furnaces- maintenance contract. Will get Family Danz quote to compare. The contract in the long run might be a cost savings since we do spend for piecemeal repairs.

C. Production (Mark)

1. Holiday Programming- Mark is editing 3 pieces currently.
2. Discussion of 21-22 plans? When could we start the live performances. Continued discussion as vaccine progresses.
3. Discussion of rights applications and status by Donald Mealy

D. PR/Marketing (Mark)

1. January prompter- discussion of December events. Forum. Valentine's programming.

E. Operation/Volunteers (Beth)

1. Met with Linda- Joanne wants to be involved.
2. Creating a Training video for house manager/ushers.
3. Use of online site to sign up for house manager/usher schedule.
4. Joel discussed box office and usher system for managing volunteers. For volunteers who are not comfortable with online registering- Sue usually calls and registers them.

4. Old Business

1. None discussed.

5. New Business

1. Building our future schedule. Changing our show slots. Possibly moving December selection. Do we partner with another entity to fill that slot?
2. Proper Job Descriptions for Board Positions
 1. Need for awareness of key information- passwords. Continuity of operations.
 2. Have board members draft a “workbook” of their roles. Great transparency for future operations.
 3. Matthew may have a binder that he created (per Donald)

6. Next Meeting January 12, 2020

Adjourn at 8:44

Adjourned: Unanimous