

SCP Board Meeting
February 9, 2021

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

Called to Order: 7:03pm (Via Zoom)

1. Approval of Previous Meeting's Minutes

Correction: Postponement of Forum to March 23rd.

Moved: Duncan

Second: John

Unanimously Approved.

2. Business Manager's Report (Marty O)

- \$2600 in last month in revenue. \$10,000 in expenses. Irregular costs- \$4000 for last years tax prep (once a year hit) and taxes.
- Marcia's re-negotiation of loans has been so helpful to maintain a cost savings. (Add to annual meeting thank you).

3. Committee Chair Reports

A. Centennial Campaign Fundraising Facilities

-Discussion of Subscribe to the Dream Campaign.

-J. Katz fundraising report- added a new line for facebook donation. \$120 raised this month (Facebook) \$480 for subscribe to the dream or COVID donations.]

B. Facilities

-J. Fowler presented report. Fire alarm system checked through Schenectady Codes.

-Verizon monitor needs to be updated.

-Fire extinguisher- J. Fowler reached out and is waiting for response from ABC Fire Extinguishers for annual check.

- Furnace Maintenance- Apollo service contract for 6 furnaces for the year. Started 2/2/21. Will run a year. Air condition service (x1) furnace services (x2)

- Snow removal- Duncan is performing this service right now.

- Wayne's Plumbing- Alley boiler. (D. Morrison)- Motherboard is burned and needs repair. Wayne will still need to do repairs in bathroom (center urinal added to list of repairs).

-Roof- Allied roofing come to check the roof. Snow and ice removed off whole roof. Allied provided an estimate for \$9,000.

Motion to accept the contract for \$9,000: Unanimously approved.

C. Production (Mark)

- Video's ready to be released for Valentines day. 5 videos to be released.
 - Prompter will go out with all the links and then slow released over social media.
- Proposed Schedule for 2021-22 season discussed.
- September small programming? 2 person show? If we are in good shape as a society.
- Continued search for streaming shows and rights?
- D. Mealy- discussion of DPS books that are available for streaming.
- Be Scene- need to do in virtual form or outside in July.

D. PR/Marketing (Mark)

- Prompter going out 2/10

- Appeal for donations for back of house.
- Whisper going out to remind about forum.

E. Operation/Volunteers (Beth)

-List is being worked on- Linda is working on a spreadsheet of back of house volunteers to keep things up to date. To help with who can be a member.

4. Old Business

- Discussion of Binder of SCP- ways the company is run. Mission statement, bi-laws, operations, facility information, job descriptions.
 - Assembling former presidents, board members to get what they did to help inform the job duties of that particular board position.
 - Particularly with Facilities- need a schedule for maintenance/annual certification
 - SCA rental- new contract set up with approved language.

5. New Business

- Annual meeting tasks.
- Re opening event?
- Murder Mystery? For Spring 2022.
- Voting for annual meeting. Anonymous voting solutions?
- Back of house improvements. Duncan has worked his tail off making this space amazing during this pause. Redone the dressing rooms, new laminated counters. New Lighting in the kitchen, repainted. Hallway has been cleared. Annex basement rot has been removed, bare stone, cleaned and organized hallway.
 - Make an appeal to ask donors to be helping towards a new project.
 - Christmas tree with ornaments of donations.

6. Next Meeting March 9, 2021

Adjourn at 8:45pm

Adjourned: Unanimous