

## **Board of Governors Meeting Minutes October 8, 2007**

### **Members Present:**

Dave Bremer  
Jack Calvert  
Dennis Hudson (C)  
Patricia Huth  
Andrea Imes  
Sandra Rasnak (VC)  
Denny Wise

### **Members Absent:**

James Hannigan  
Katie Pecis (S)

### **Others Present:**

Marjorie Heffernan (Rec Sec)  
Ed Wavak (Treas)

### **Staff Present:**

Thad Hallstein (TD)  
Bill Hammack (MD)  
Jack Phillips (AD)  
Leslie Price (CTD)

**Chairman Dennis Hudson** called the meeting to order at 7:30 pm. The agenda was adapted, changing only to allow Thad Hallstein the first position.

The minutes were corrected:

Page 2 – Ed Barrow’s name erroneously put in place of Ed Wavak.

Minutes accepted. **M** Jack Calvert, **S** Dave Bremer, **P** unanimous

**Thad Hallstein** proposed changes to update the Cattell lobby at a cost of \$3500. The proposal was denied until the Budget & Finance Committee can review the proposal. If that scrutiny passes, implementation will occur in the spring of 2008. All future monetary proposals must be approved by the Budget & Finance Committee (\$500 plus); then sent to the BOG for adjudication. Emergency funds are available when necessary.

**Ed Wavak (Treasurer)** said the TWS audit will be presented in November.

Joe Savino wrote a “cabaret” series for consideration to raise funds. He will be invited to the BOG November meeting to enlarge on the proposal.

**Jack Phillips (AD)** reported Studio I dates and Active Acting for November 4. Ms1 opening and MS3 is cast.

**Bill Hammack (MD)** reported approximately 2128 subscriptions have been sold. The Sue Turner quilt has been hung in the lobby. Raffle sales will proceed during MS2, Holiday show and MS3. The insurance broker is developing a new liability umbrella policy with a lower premium. Another project concerns the voice mail system (phones) to be upgraded and changed.

**Dennis Hudson** raised the issue of transferring funds from one account to another. Ed Wavak stated that this is a normal business operation.

**Leslie Price** reported progress on the Holiday Show and was especially complimentary about the storytelling ability of Megan Wells, who will be teaching in CT next spring. Leslie has been using emails to parents announcing items of interest, plans, etc and found the response rewarding. Dennis Hudson stated that 2 BOG members should attend CTAC meetings.

**Andrea Imes** reported on the Stratford trip. A success, but not monetarily because of the poor exchange rate. She further reported that her final wind-up of the contract and Power would be held within 2 weeks. She can get a survey of the northern elevation of the property for \$1750, if the Budget & Finance will approve.

**M** Andrea Imes, **S** Denny Wise, **P** unanimous to proceed with the survey, dependent on approval of \$1800 expenditure by Budget & Finance.

**Dave Bremer** (with J. Hannigan) spoke of their survey concerning the possible employment of a “master electrician”. They submitted that the electrician should be a “designer” as well and concern was expressed such a person might displace our Actives from participating. “Guest” designers might operate in the same manner as “Guest Directors” do at present. The chair suggested that Dave and Jim re-examine the “guest” aspect further, including what costs will ensue.

**New Business** CTWS and TWS do not ever dispense medicine or non-prescription medicine. Emergency situations require a “911” call.

**Denny Wise** expressed difficulty-determining parameters of “Active” status. What constitutes Active status? There are innumerable configurations, with loose guides. Dennis Hudson suggested a set of guidelines be developed by the Active Members Committee and report in November.

**Sandra Rasnak** A policy is needed, along with guidance, on how to provide an overall marketing plan enhancing TWS in the community. In this regard, Bill Hammack stated that TWS uses the ticket packaging renewal system as an internal system as opposed to advertising. TWS is the only theatre in the country to use “automatic renewal”. It was also suggested that Ginny Richardson be queried for possibilities, costs, ideas, etc.

**Liaison Reports** Sandra Rasnak reported Ed Barrow attended a CTAC meeting and spoke to the group about play selection and they (the committee) also had some ideas they shared with him.

The meeting was adjourned at 9:20 pm. **M** Patricia Huth, **S** Jack Calvert, **P** unanimous.

Respectfully submitted,

Marjorie Mason Heffernan  
Recording Secretary

MMH/js