

## SMCT Board Meeting Minutes

30 May 2015

Members Present (bold indicates voting members): **Heather Christie, Kaila Rubin, Dennis Chretien, Mary Jo Chretien, Bob Hollis, Laura Giorgianni, Artie Robillard, Liz, Dubois, Eric Dubois, Leslie Carter, Andy Affleck**, Carol Mauro, Gabrielle Dworkin, Emily Chretien, Michelle Chretien, Shane Inman

Meeting Begun 10:10 am

- Annual Meeting
  - Concern: We've been having trouble defining our board positions.
    - Solution: Each board member will write a 2-3 sentence description of their current position for inclusion in the June newsletter. After the election at the annual meeting, subsequent meetings will be held to define these positions more specifically.
  - Concern: We're wondering how many years each term ought to be. Most right now are set for one year, but there is debate about whether to make some of them longer. There is concern that more positions with longer terms would lead to fewer people willing to take those positions on and/or more resignations partway through the term.
    - Solution: We decided to keep the terms as they are currently set out, rather than change any to longer terms. This allows individuals to continue in a position if able, but also gives them the ability to pass the position on to someone else if needed.
  - Elections – the following are positions currently up for election.
    - **Assistant Executive Director** – Oversees the health, growth, and communication of SMCT and its membership and meets responsibilities of the Executive when necessary.
    - **Communications Director** – Oversees the intra-agency communication within SMCT and with the public. Duties include writing and distributing minutes from Board Meetings and writing and distributing the monthly newsletter.
    - **Public Relations** - Oversees the presentation of SMCT's image and programs to the community. Duties include overseeing the website and Facebook page.
    - **Technical and Facilities Director** – Oversees the use, care, and safety of all facilities and their contents. This includes all three storage units as well as any buildings or facilities used by SMCT.
    - **Membership Director** – Oversees the “Community” of SMCT and the coordination of needs and talent. Duties include contacting members with opportunities of interest to them as well as encouraging new members to join SMCT.

- **Assistant Finance Director for Fundraising** – Works primarily on finding funding opportunities for SMCT. Duties include grant writing, organizing fundraising campaigns, and managing donation requests.
  - **Assistant Creative Director of Events** – Oversees what SMCT does as entertainment. Duties include organizing fundraising and community events not considered productions (such as Foster Follies or Foster Idol).
  - **Assistant Creative Director of Production** – The Asst. Creative Director of Productions works in tandem with the Creative Director to discover new shows, organize and analyze show submissions, and help decide our upcoming season’s offerings. They help determine the director and producer of each show, coordinate schedules, and manage show royalties and rights. They meet with the other creative team members to develop educational programming and oversee any traveling troupes.
  - **Assistant Creative Director of Education** – Oversees all education efforts within and without Swamp Meadow including the teen/youth group, internal training and documentation, external classes and training, and any other ventures that involve improving our technical and artistic skills as a theater.
  - **Director at Large** – Participates as a liaison between the SMCT Board and SMCT members.
- Behavior policies
  - Concern: We have had a number of behaviors over the past several productions that have been problematic. While we have guidelines, we need a better method of enforcing them and we need these guidelines to be clearer to those involved in productions.
    - Solution: We have formed an ethics committee to draft behavioral rules/guidelines and also to evaluate individual incidents and determine consequences. All dealings with behavioral issues will be dealt with in the strictest confidentiality.
- Trinity Rep Season Kick-Off Party
  - 22<sup>nd</sup> of August, 10am – 6pm
  - ~30 minutes to do something to showcase their organization
  - Need a group to brainstorm what to do – we’ll work on this once we have more details
- Foster Idol
  - Advertised auditions July 10<sup>th</sup> 5-8 and 11<sup>th</sup> 4-7 at the Foster town house
- Storage unit
  - Thanks to cast of LSH for organizing the storage unit!

Meeting adjourned