

SMCT Board Meeting Minutes - September 2015  
September 26th, 2015, 10:00am Benjamin Eddy Building, Foster, RI

**Members Present (voting members in bold): Artie Robillard, Bob Hollis, Kaila Rubin, Nikki Boss, Liz Dubois, Eric Dubois, Rachel Stevens, Laura Giorgianni, Leslie Carter, Andy Affleck, Leah Fidler, Carol Mauro**

**Meeting Begins - 10:00am**

**Motion to accept July meeting minutes: Seconded/Passed**

*Executive Director*

- Establish clearer definitions for positions such as Stage Manager and Producer, and communicate this to those holding these positions
  - Bob Hollis, Laura Giorgianni, Liz Dubois, Eric Dubois, and Andy Affleck interested
- Meeting will be open to public for anyone interested in participating
- Date/time/place of meeting: October 26th, 6:30pm at the Dubois household

*Productions*

- Chris has tentatively finished writing the script for A Christmas Carol
- Meeting of CC production team on Monday, October 5th
- SMCT's portion of the Christmas Carol raffle will be donated to a different charity each weekend
- M\*A\*S\*H needs a full production crew, producer is most immediate need
- Andy proposed discount to anyone who shows up in military uniform (veterans)
  - Possible problem with called-in reservations, how would they work with discount?
- Make use of available military jeep for marketing purposes

*Education*

- Youth reps have not yet formally met
- Bob will not be doing after-school programs during the Fall do to CAST obligations

*Events*

- Halloween show
  - Approval for Halloween show raffle has been obtained
  - Michelle Chretien has volunteered to make foods for concessions, needs more volunteers
  - Concessions must be opened before first show
  - Fliers will be printed individually by people willing to do so
  - Box office will be opened for show
  - Tech needs: Microphone and stand, power extension cord for speaker, extension cord for microphone

*Public Relations*

- Spam filter on Box Office email is not functioning properly
  - New server may remedy problem, in addition to outgoing mail being labeled spam
  - Alternatively, Spam Sieve could be purchased
  - Pear.com is best apparent option

**Motion to allocate funds to purchase two years of service with Pear.com servers -**

**Seconded/Passed**

- Andy suggested having a single person in charge of SMCT marketing to maintain a unified public image and vision
  - Idea of creating subsidiary position of social media coordinator (likely beneath PR board position)
  - Must be someone familiar with both SMCT and social media
    - Audrey Dubois will be asked

*Facilities*

- Shelves need to be assembled, storage units cleaned
  - Saturday, October 3rd, 9:00

*Mailing Lists*

- Artie asked if the newsletter could be sent out closer to the middle of the month, rather than the beginning, Shane agreed

**Motion to adjourn meeting - Seconded/Passed**

***Meeting adjourned - 12:15pm***