

SMCT Board Meeting Minutes - February 2015  
February 13th, 2015, 10:00am Benjamin Eddy Building, Foster, RI

**Members present (voting members in bold): Dennis Chretien, Shane Inman, Eric Dubois, Liz Dubois, Leslie Carter, Nikki Boss, Chris Brostrup-Jensen, Kaila Rubin, Carol Mauro**

***Meeting Begins - 10:12am***

*Executive Director*

- Youth Protection Guidelines
  - Form needs duplicate pages for SMCT and signatory
  - There should be a way to keep track of who has/hasn't signed the form
  - Content-wise, form is comprehensive

***Motion to adopt Youth Protection Guidelines form as is - Seconded/Passed***

- Production guidelines
  - Should be production-by-production basis, signed off by board member each time
  - "without exception" clause of attendance requirement to be slightly altered to allow small amount of leeway so long as production team is notified well in advance
  - Bridge Builder should be explicitly mentioned in portions regarding conflict resolution
  - Wording of document should be tightened
  - "Social Media" should be moved farther down, "Youth Protection" moved up
  - Playground poses liability problem, children must be watched at all times
    - Andy pointed out that ultimate responsibility should rest with the parents, not Swamp Meadow
  - Paine School playground is completely off-limits due to lack of visibility
  - Form will be edited and resubmitted
- Next policy meeting will revolve around coordinating database
  - Must be improved to allow easier sorting of people interested in different roles
- No updates on Paine School negotiations, last word indicated they were willing to reduce charge for Tom Sawyer to 5% and waive charge for Halloween event

*Productions*

**M\*A\*S\*H**

- Andy was hoping to give at least a few people heart attacks, but was vetoed by the board
  - "Loud noises" disclaimer will be added to poster or pre-show announcement
- Andy wants to offer discount for active or retired service members
  - Discount would be equal to student and senior discount
  - Problem may arise in determining who is legitimate eligible

***Motion to adopt service member discount for M\*A\*S\*H - Seconded/Passed***

- May encourage people to attend show in uniform, though definite incentives will not be offered
- Contract for M\*A\*S\*H is AWOL, Chris will track it down
- Seussical
  - Emily Carter is currently occupied with other productions, but has laid the framework

- for Seussical and will be ready to move forward soon
- Bob Hollis is being considered for Bridge Builder
- USO Show
  - Will it have a Bridge Builder?
    - This will need to be discussed with Artie Robillard, the director
- Next season
  - Chris still needs to speak to the people behind potential shows before a final decision can be made
  - It would be ideal to have the season decided in time to be promoted alongside promotion of M\*A\*S\*H
  - At next creative meeting, unplugged, dinner theatre, etc. will also be considered

***Motion to approve selection proposed by creative team in advance - Seconded/Passed***

- Creative Studio
  - Disclaimers regarding language, violence, etc will be added to descriptions of Creative Studio videos as needed
  - Standards for acceptability and quality must be set for potential future projects
    - Andy suggests Creative Director should oversee Creative Studio productions
  - Filming of most recent CAST video was never completed
  - Training is still needed
  - Future projects should have one definite person in charge to guide production
  - Discussion of how to move projects from editing stage to uploading stage can wait until M\*A\*S\*H is completed

*Events*

- Date must be chosen for Foster Follies
  - Schedule is already behind where it has been in previous years
  - Nikki will assume responsibility for making necessary preparations
  - Possibility of auction in combination with Follies will be pursued

*Public Relations*

- New website is up and running, is mobile-compatible
  - Mention of "swampmeadow@aol.com" address on website needs to be annihilated
- Email has been moved to new host
  - New host has maximum of five free mailing lists, extras cost a monthly fee
  - Approval is required for every message sent, regardless of past approval

*Fundraising*

- Meryn has submitted proposal for community-building grant to allow construction of small outdoor performance space
  - Likely to be approved
  - New library director wants to work together on plans
    - Only a possibility if additional money is obtained

*Tech*

- Upgrading Q-lab would cost extra
  - Still necessary

*Motion to upgrade Q-lab - Seconded/Passed*

*Meeting adjourned - 12:08pm*