

**PILOT POINT COMMUNITY OPERA HOUSE
BOARD MEETING MINUTES**

Tuesday August 20, 2013 at 7:00 PM

P.O. Box 1363, Pilot Point, TX 76258 Web: PilotPointCOH.org 940-686-0737

Rowland Funk, President 214-405-4708

Howard Kimble, Secretary/Managing Director 940-686-0737/817-403-3821

Lyn Rodgers, Treasurer 940-686-5870/817-707-3771

- I. **Call to Order** By Rowland Funk at 7:15
 - a) **Establish a quorum** - Directors present: Rowland Funk, Joyce Wood, Lucas Thompson, Charlotte Petermeier, Howard Kimble and Christopher Bott (arrived at Old Business on the Agenda)
 - b) **Reading of the Opera House Poem** – Joyce Wood
 - c) **Welcome Visitors** – No visitors
- II. **Public Forum** – No one chose to speak
- III. **Consent Agenda**
 - a) **Approval of meeting minutes from July 16, 2013 meeting**

On motion by Charlotte and second by Joyce the July 16, 2013 minutes were unanimously approved.
- IV. **Updates**
 - a) **Opera House Singers – Charlotte Petermeier**

Next concert “Deep in the Heart of Texas” (not title) (no title yet) October 27 at 2:00 pm
 - b) **Recap calendar of events – Charlotte Petermeier**

8/24 Wedding Reception cancelled.

Lucas advised that the Opera House may be approached to act as the leading sponsor of the Bonnie & Clyde re-enactment.

Lucas suggested filming the B&C reenactment and showing the film at the Opera House in the evening.

Charlotte prepared an attractive tri-fold promotion brochure of the Opera House Productions, Events and Rental Availability for restaurant tables and business counters. We thank you Charlotte.
 - c) **Fall fundraiser concert – Rowland**

Rowland has been attempting to contact Ryan Reading to coordinate a date.
 - d) **Membership – Karen Allison**

Rowland suggested that we need to develop a plan and material for a late fall membership drive. He will organize a committee to plan events for next year to support the membership drive.
- V. **Report from Production Committee**
 - a) **Recap of Summer Comedy**

The event was very good and liked very much by those who attended.

Lyn is preparing an attendance and financial recap of the event

Rowland estimated that we had 35 to 45 attend for each of the four offerings.

It was very warm at the last production, and speakers and microphones may be added to next production.

Justine Wollaston filmed the event which we can show at a later event.

b) **Other**

The fall melodrama is scheduled for October 5 & 6, 12 & 13.

Rowland will coordinate with Shea Patterson for the best show time on October 12 to fit with other B&C activities.

VI. Report from Property Committee

a) **Maintenance and cleaning**

Charlotte reported the repair activities of the community service workers (ceiling tiles, floor tiles, roof repairs – more work is to be done).

Charlotte requested a used vacuum cleaner for use by community service folks that clean the Opera House. Howard reported 6 tables are missing.

b) **New signage**

We have a new sign for the front of the Opera House using the frame we had used for Bingo events. Thanks to Ronda Robinson for providing a new attractive insert.

A retractable entrance door sign is being planned and designed.

VII. President's Report

a) **Special Recognitions**

Rowland thanked John Rodgers and the Butterfield Theater for new stage lights. He thanked John and Howard for installing the lights.

b) **Determine good date for fall cleaning**

Charlotte recommended September 21 1:00 to 5:00 to clean and inventory unneeded items.

VIII. Old Business

a) **Discussion – no agenda items**

We have the opportunity to visit the Campus Theatre in Denton to review their policy manual and obtain copies of items that would be useful to us. Howard will coordinate a time for Rowland, Joyce, Lyn and Howard to visit. Mondays are not good. We will work to schedule a date when Lyn has a day off.

IX. New Business

a) Lucas reported that PPISD has a new teacher who will organize 1-act plays for high school students.

X. Adjourn to Executive Session – since there were no guests present the board continued to the Executive session without adjourning the open session.

a) **Review current financial position**

The finance committee met and has determined that we have the funds for the September mortgage payment and insurance renewal this fall.

Rowland will direct Lyn to have a finance committee meeting to begin 2014 budget preparation. XCW utilities billings/payment need to be reconciled.

b) **Consideration for new Board member**

By unanimous vote on motion by Charlotte and second by Howard, Ray Dane was elected to fill the open director position until January 2014.

c) **Discuss procedure for asset disposition**

On motion by Howard and second by Charlotte, Rowland plus two board members were authorized to decide the price for any extra property item to be offered and sold for example the Distributor Testing Machine.

d) **Consider other items from Board Members**

When rehearsals are held in the show room, blue painters tape should be used instead of masking tape to mark the set boundaries.

e) **Reconvene to Public Session**

f) **Report actions of Executive Session**

XI. Adjourn and note that next meeting is September 17, 2013 at 7:00 PM

On motion by Joyce and second by Lucas the meeting was adjourned at 8:31