

Exit 7 Players

Minutes of Management Meeting Committee

Exit 7 Theater

Sunday, June 29th, 2025 at 1:00 pm

Present: Sam Beckwith, Brooke Chisholm, Christina Climo, Katie Fitzpatrick, Kelly Gagner, Kevin Grady, Bailey Gleason, Anna Grierson, Adam Malmborg, Kathy Malmborg, Becky Meek, Treena Peltier, Andy Price, Joanna Tulik, Jami Wilson

Absent: Krystle Bernier, Joe Lessard

Membership: Kim Aubrey, Miles Borges

In Rehearsal:

President's Notes : Adam addressed the new board at large. He spoke to some of the reasons behind our new by-law changes. A major talking point was confidentiality, and what happened with season selection last year. He also asked we all behave like adults, and be respectful of one another, even when we disagree. He addressed new door codes, returning members need a new one and he needs to assign one for the new members. We will show everyone where the door code entry points are.

He addressed expectations, as far as commitment and showing up. Jami needs new email addresses, and Becky will add people to the Facebook group. Adam addresses scheduling, as we need to decide on when to do both seat installation and cleaning of the grease trap.

Treasurers' Report

See previously attached

Correspondence:

- Ticketing emails, forwarded appropriately.
- Patron looking to donate victorian settee and 2 matching chairs
- Person who would like to play in the pit
- Annie inquiry

Financial Discussion: Neither Krystle or Joe are in attendance.

Season Discussion:

A Spare Me:

The show went well, but the cast and team felt undersupported by the board. Kelly felt as though a lot of the producer responsibilities fell on her, although someone else had volunteered to be main producer. She had originally asked to be more in the background as she needed a break. Jami also spoke to this situation, as she had said in the beginning she could only do so much, as she was producing both Spongebob and Annie, and on vacation the bulk of the run.

Again, there was also a lack of volunteers, and Kelly was left in a position where she was expected to both do box and house manager at the last minute. We cannot, as board members, let personal feelings about specific individuals affect our contributions to the group and productions. Chris spoke to the burnout many had from such a large season, and hopes that this next season will be way more manageable.

Open Mic: Sam will propose a new date, as he is now the solo youth member.

Wizard of Oz:

This is going well, the cast is having a good time. They had their first set build yesterday. Joana will be meeting with them on marketing.

Adventures in Theater:

Neither Eleanor or Jackie are present to speak to this.

Annie:

Annie auditions went well, callbacks are next week. 45 kids auditioned, and 4 are called back for the role of Annie. A lot of people were excited to be there.

Next to Normal: Miles asked to speak to Paul Charette, who was their lighting designer. He had given us an invoice when the show ended, but it wasn't accurate. He gave us an official invoice, which Miles provided to the board.

1.2 Fundraising: We need to come up with some ideas for this season. Joana suggested a tea party coinciding with Pride and Prejudice.

In Progress

1.3 Marketing: There is nothing new here, the team needs to meet re: Wizard of Oz.

In Progress

1.4 Scholarship Committee: We have chosen 3 recipients. Chris suggested creating a 4th scholarship in the honor of Howard Burrage, as founding members have noted his absence in mentions. She suggested we select Abby Drumm as recipient this year, as she was not selected and had a great application.

ACTION: Jami made a motion we fund a \$500 Howard Burrage scholarship, and nominates we select Abby Drumm as this year's recipient, Treena seconded. Vote passed unanimously.

In Progress

1.5 Personal Goals: It is time to come up with some personal goals for the season. Anna volunteered to take over the costume shop. Every board member should be trained on box office, regardless of the fact that Kelly is in charge of it. Everyone also needs to learn how to make popcorn, as no one person should have to do this every performance. We also need to figure out our house manager situation. We can't continue to have people deciding last minute. Chris brought up the point that we used to have trusted members who were not on the board,

whom we allowed to do cash handling jobs (box/concessions/house manager). There was also a conversation about end of night lock-up, which SHOULD be the stage manager's job, not house manager (with the exception of concessions). It was agreed upon by most that we need a more formal volunteer training system. Brooke and Brian volunteered to take over the volunteer program this year. Jami suggested a Facebook group for volunteers, with job descriptions included. This would also be a great place to seek out help when people need to cancel last minute.

In Progress

1.6 Newsletter: Bailey volunteered to take over the newsletter for this season.

In Progress

1.7 Facilities: We can now move forward with our seats! Davis furniture company has said that due to the new tariffs, we probably need a new quote. He gave Chris a rough estimate, ballpark \$89,100. These would be seats with cast iron ends. We can leave any designs off, as to put our row letters on the seats. The seatpan and back would be high quality plastic. Chris suggested we have a rep come out to measure so we have an accurate seat count at a cost of \$1,500, as these seats are larger. We may add another row, as we will lose seats per row. Narrowest option is 19 ½ wide, biggest is oversized at 23 and 24 inches.

In Progress

ACTION: Andy made a motion we have the company out at \$1,500 to get proper measurements, Jami seconded. Motion passed unanimously.

We are still in progress getting estimate for the curtain cleaning, both stage and windows. We still need to acquire our own dumpster, we lost the town dumpster yesterday. Becky was able to get us a town discount. Smaller 4 yard once a month pick-up, or 2 yard once a week, which was \$95 a month. Larger options at 6 yards with every other week pick-up is \$195, or once a month for \$150. They would all have locks. We also discussed recycling, bailey suggested looking into boy scout pick-up. Jami mentioned that we need to better label our recycling bins. The plumbing in the bathroom is still an issue, we need to both reach out to the company who last repaired it to look at it, and to look into other options for quotes. Andy will cll the plumber. There is a balcony light out, making it difficult to see upstairs. We need to replace the bulb. The stove and freezers downstairs still need to go, The housing authority supposedly sold them 2 years ago, but they are still here.

In Progress

New Business

2.1 Short and Long Term Goals: Adam would like these for next month, including junior and emeritus members.

In Progress

2.2 Communication: We have a multi-generational board, all from different backgrounds. Please be conscious with what is posted on the board group on Facebook, and try not to take

offense in turn when other post. We need to be better at communicating with each other, please reach out personally if you have questions regarding a post from a specific individual.

In Progress

2.3 Member Thoughts: Adam asked the general membership in attendance if they had anything to add. Kim spoke to healthier concession options. Jeffrey spoke to how helpful it would be to have a 3-d model of the stage for set design. Becky has people at work where she can inquire about this.

In Progress

2.4 2025-2026 Meeting Dates: We set the following dates: Tuesday 7/22, Wednesday 8/20, Tuesday 9/16, Wednesday 10/22, Tuesday 11/18, Wednesday 1/21, Tuesday 2/17, Wednesday 3/18, Tuesday 4/21, Wednesday 5/20.

Our next meeting will be on Tuesday, July 22nd at 6:30 pm

Respectfully,

Jami Wilson