

Draft Minutes of the Friends of Plainfield Town Hall Opera House Board (FPTHOB) meeting for September 22, 2021

In attendance were board members Dave Strong, Lori Stratton, Keith Swann, Sarah Harding, and Kathy Light

President Swann called the meeting to order at 7:35 pm via ZOOM.

The following agenda was approved:

Approve minutes of August 16th meeting

President's report

-update on stage lighting and curtain pipe upgrade

-communications with Select board

-input on final grant report

-status of new portable sign

Treasurer's report/Financial reports

-discussion of changes to PayPal/online payment process

Vice-President's report

-discussion of processing membership requests/payments

Event Coordinator

-rental/newsletter report

Program Committee report

-wrap-up of summer performance series

-winter concert series budget/planning

Planning Committee

-Revised draft lease agreement with town

-status of budget planning

-next steps

November 7th Annual meeting/membership drive/Full House Fund celebration

-review current plans (3 pm concert, 4 pm food/FHF wrap-up, 4:30 meeting/Board member election)

-ZOOM option?

-Invitation mailing (include mail-in ballot for board members?)

-Prepare plaque listing names of donors

Other business/next meeting

Adjourn

The minutes of the August 16th meeting were approved.

President's Report

The lighting pipes and stage curtain upgrades are finished.

Some discussion ensued about potential availability of fill from the town construction. Town used it for other purposes so it is a moot point.

Keith asked for input on the grant final report, wondering how many additional events will the grant help initiate. The Arts Council grant gave us a clear \$1500 for the summer concert series, and with donations and sponsors, we ended up with a surplus of \$2500.

Decision was made to have a special meeting on Sept. 29th at 7:30 for a focused discussion of the draft lease agreement between FTHOH and the Plainfield Town selectboard. What will the budget look like and what bills will FPTHOH be responsible for?

Keith got a quote for a portable sign. A sign that is just like the currently used one but with wheels, would cost \$450 from the same vendor, and it would cost \$525 from a local business.

Treasurer's Report- Tabled in the absence of Jesse, the treasurer.

Vice-President's Report

Discussed how to process a member's/donor's money, whether for membership or donation, when the donor is not clear about its purpose. It was agreed that specified membership money is identified in view of the fact that membership earns voting privileges, and if not clearly intended as membership, the money is treated as donation.

The Full House Fund is being taken off the website since we are finished with raising the money through that fund drive.

Event Coordinator and Program Committee Report

Naomi Flanders is renting the hall in April to direct a musical that Jim Thompson wrote. Scragg Mountain group is renting the hall for a week in October.

Program Committee Report - To sum up the summer concert series, it did very well, was very successful for audience turnout, and made money. On average, each event brought in 76 people. Kathy will write a summary report for the Arts Council. On the PTHOH website, there are nice photos and videos of the past performances.

For the winter concert series, we need to figure out what audience size is best for COVID safety. Capital concert series will have a limited audience and a video option. Mary Bonhag of Scragg Mountain put out a survey to their mailing list to collect information from their viewers about what they might expect. She will share her results with us. We will also see what Vergennes Opera House Friends decide.

Planning Committee

Discussion of the lease agreement was tabled and will resume discussion in a special meeting next Wednesday, September 29th at 7:30 pm.

The budget planning will be discussed at that time, also.

November 7th Annual Meeting

Nisht Geferlach Klezmer Band will play at the concert at 3:00 before the 4:30 meeting.

Keith is going to look into potentials for access and set up with in-streaming for future concerts/performances. Some discussion ensued about requiring proof of vaccinations for all concert attendees.

At 4 pm, we'll celebrate the completion of the Full House Fund Campaign, and at 4:30 pm we'll have our annual meeting which will include a discussion of plans for the future and elections to fill board vacancies. Steven will send out an announcement in our next newsletter.

Other Business - No other business

Next Meeting: October 18, 2021

Adjourned 8:30 pm

Respectfully submitted by Lori J. Stratton, October 17, 2021

Slightly amended by D. Strong, October 18, 2021