

ARTC Officers' Meeting, January 9, 2005

Attending:

Elected Officers

Geoffrey Brown (Pres.), David Benedict (V.P.), Daniel Taylor (Sec.), David Carter (Treas.)
Ron Butler (outgoing Treas.)

Appointed Officers

Alex Lucyshyn (bookkeeper), Nancy Skidmore (booking and convention sales)

Board of Directors

Henry Howard (2006), Daniel Kiernan (2007), Bill Ritch (as outgoing Pres.)

Guests

Cyd Hoskinson, Clair Kiernan, Caran Wilbanks

Meeting called to order at 4:05 pm

SECRETARY'S REPORT:

MOTION David/Daniel K to accept minutes PASSES.

TREASURER'S REPORT from Ron:

As of 9 Jan. 2005, the Company's checking account balance stands at \$8497.38.

Bank of America provided me with a form for transferring check-signing authority to new persons. When the form is submitted, a copy of our meeting minutes at which the executive committee authorized the change must be included. I will bring the form to today's meeting and hand it over to the incoming treasurer.

RESOLVED that the incoming treasurer add the incoming TREASURER and VICE-PRESIDENT to the signature card for our checking account, and to remove the names currently on it.

David Carter adds:

More checks to be deposited totaling \$1645.95 (includes SMP Halloween \$500 and Christmas \$800).
Invoices to be paid totaling \$758.12 (includes AudioCraft tape duplication \$686.88).
New total balance will be \$9475.86.

CREDIT CARD PROCESSING: We are currently paying Nova a competitive rate. Intellicollect has a 99 up front / 20 per month + 15 per year, which would give us the same service plus on-line processing, shopping cart, etc. We would use a virtual web-based terminal, with no further need for the physical terminal. Their chargeback fee is 30.

ECHO has a similar deal. No setup for non-profits, 20/month, 25 annual fee. No monthly fee for months without activity. The first five chargebacks are free, 5 each thereafter. BBB rates them satisfactory.

They look good at biz.yahoo.com.

PROPOSAL that we go ahead and sign up for Echo: Make sure we're happy with them and that we like them, and at that point drop Nova (and sell the credit card terminal and printer?). THEN we set up the shopping cart and make sure it's working right, then drop Paypal.

QUESTION: Can we use the terminal with Echo? David will check.

MOTION Henry / Nancy to accept the treasurer's proposal and switch to Echo PASSES.

Exec Comm moved to switch our checking account to Washington Mutual. Do we need to re-approve this decision? No. D Kiernan expresses some skepticism about WaMu's viability.

Alternative: SUNTRUST, which also has free checking. Recommend we open an account there to which our Echo credit card payments would go.

MOTION David/Daniel T to open Suntrust account PASSES.

Rest of Treasurer's report tabled until the arrival of Alex Lucyshyn.

MOTION Nancy/Bill to accept report PASSES.

VICE-PRESIDENT'S REPORT from David B:

BLUE NETWORK did a show for Middle Trail Middle School in December. Collection of short pieces, a Rammer... Julianna Finch, Michael Vaughn, Fiona, Foley by Tracy Wilson. Short show, small but appreciative audience. Moderate success.

ARTC CHRISTMAS BROADCAST on GPR. David had some reception problems, but heard the broadcast.

POST PRODUCTION STATUS: Rory Rammer (Henry): has not moved forward. December has been busy. Special Order (Henry/Bill): Brad is about halfway done with the music. Anticipate no problems completing that. Throne of Shadows (DavidB): He has the script in electronic form and has listened to the tracks. ARTC Christmas (DavidB): DavidC, Bill, Henry and DavidB need to have a production meeting. Bill wants to confirm whether anything from the live show is usable. DavidC wants to know what's we're taping. We're keeping four pieces from the original production.

DRAGONCON 05: We are currently planning WEAPON SHOPS: BradL is over halfway through the script. We're also looking at ALL YOU ZOMBIES. Bill wishes to involve Jewel Staite in both the live show and the CD. The other half of the Zombies show will probably be a new Rory Rammer.

ONSTAGE ATLANTA: We still have the gate, \$35. Geoffrey will deliver it.

SPECIAL ORDER: We need to make some decisions what to put on the back of SO. Oreta has begged that it NOT be Can You Hear Me. Alternate suggestions are Hour of the Wolf, The Competitor.

MOTION Bill/Daniel to accept this report PASSES.

OLD BUSINESS

Contracts: DavidC would like to see a list of all recordings, which ones have contracts, which ones need contracts, establishing a start date, how far back will we have to go to document sales.

Geoffrey wants to first let the assembled members know there is a need for someone to track this; When they say no (ahem), to start asking specific people to work on this.

There is a records gap between 1997 and 2000.

MISCHA MERLIN: Haven't heard from them.

CYD: Mentioned several outlets for promotion and circulation of radio drama. Places to cooperatively promote radio drama. PRX is a program distribution service for radio stations. Small fee to join (\$50-\$100), upload your program: Radio stations pay a fee to download based on their market's size. KCTU/KTNU in Texas have Monday PM, Wednesday PM, and Sunday afternoon hours. Icarus Foundation (grant provider).

GEOFFREY wants to name an ART DIRECTION COMMITTEE to coordinate production and design of posters and CD covers.

BILL: Board meeting for late January, probably the last Sunday.

TROOP ADOPTION: Kiernan researched this. Either we need to know names of people to adopt individually, or we donate to an agency that has the structure already in place to ship and distribute materials to the troops.

Geoffrey thinks the second option would probably be best. Nancy will contact the USO.

NEW BUSINESS

501(c)(3) status and requirements.

The curtain that shields us from legal action is thin and easily pierced.

Document everything. Only that which is reflected in the minutes is official ARTC activity. Any show we do should be mentioned there first.

Money should be deposited promptly. Cash should be deposited as cash: Individuals should NOT write checks to the company. The company should neither lend nor borrow funds to or from members or officers.

It is easy for us to lose and misplace physical documents.

We need a fully defined structure of who does what.

GOALS FOR 2005

Board should revisit by-laws.

ARTC to start looking at ways to get BROADCAST.

Monthly live performance at a scheduled venue that is the SAME venue every month. (We have a list of theaters to contact about this—push push, OSA, Art station, neighborhood playhouse, theatrical outfit, actors experess, horizon, dad's garage...)

Information exchange: We need documentation, a booking sheet, to tell our clients who their contacts are for that show. This will clean up the communication stream and minimize the number of people through whom information must flow.

Geoffrey would like to appoint a SCRIPT LIBRARIAN. Tracy Wilson and Megan Jackson have both expressed an interest in this position. Is Oreta the current occupant? Does she wish to continue?

Bill has volunteered to design a script template.

Bill would also like to get every script in machine-readable format.

QUICKBOOKS

David C will be talking to Alex about the state of our affairs. He can use Quickbooks if that's needed. (It is Henry's opinion that it is.) ARTC's official copy is QB 5.0 (on floppies). Bill has a copy of QB2001.

MOTION DavidC/Daniel K to spend up to \$250 (if needed) to upgrade our copy of QuickBooks.

ZBS

Why are we not in their catalog? Because we don't sell all that well for him. Plus we still owe them money. Sell ZBS stuff to members at cost, send back the rest. MOTION Bill/Daniel to do this PASSES

ZIPLOW

Liquidate

ARTC WEBSITE

Website should place a greater emphasis on SALES.

Proposing a redesign of the web site, starting with the home page.

Links across the top, starting with STORE. The page emphasizes our PRODUCTS and our PERFORMANCES.

Jeoffrey has found a piece of software that runs streaming content from the server.

Netstream radio

RESOLUTION to change signatures on our checking account FROM bill ritche and ron butler TO Jeoffrey and Davidc. MOTION DAVIDC/DAVIDB passes.

CLEAN FRONT PAGE.

NEEDS Fresh content

GOALS FOR NEXT MEETING we will discuss over the net.

MOTION Bill/Clair to change our legal agent from Clair Kiernan to Pat Lucyshyn PASSES.

DANIELK: Who is the next recipient of the lifetime achievement award? We voted on this last year, along with the 2004 award: It's Gerald W. Page. Daniel raised the subject to initiate consideration of the plaque.

NEXT MEETING: Sunday, Feb 13, 2pm MOTION Bill/DavidC PASSES

BOARD MEETING: Sunday, January 30, 2pm.

DAVID C: When turning in receipts for reimbursement, I want the piece of paper that says what you bought, not the credit slip.

DAVID C: I propose that when people receive monies, the person who has it go ahead and deposit it themselves. I can give them deposit slips. Geoffrey doesn't want to risk losing track of a deposit: Wants a controllable number of people doing this.

MOTION TO ADJOURN Bill/Clair PASSES. 7:17.

Daniel Taylor, secretary