



MEETING MINUTES 2ND STAR PRODUCTIONS MEMBERSHIP MEETING

September 18, 2022

Action items in red

Attendees: Nathan Bowen, Cheramie Jackson, Kelsey Bowen, Gene Valendo, Emily Mudd, Crista Drysdale, Jane Wingard, Mark Tidman, Andrea Trent

Nathan Bowen called the virtual meeting to order at 7:05 pm from his home in Bowie, MD.

1. Greetings and Introductions
2. Review and Approval of [July 2022 Minutes](#)
Gene Valendo motioned to approve the minutes, Jane Wingard seconded the motion. All approved.
3. Old Business
 - a. Outreach:
 - i. [Community Contacts](#) List - Cheramie is taking over outreach contact. We're looking forward to a future of shared promotion from a number of partner organizations.
 - ii. 2nd Star is very short staffed right now—if **everyone would please think of a few people they could invite to help with the volunteer load** (whether or not they are interested in attending meetings) that would be amazing. Nathan shared with the group the basics surrounding the executive meeting that took place several weeks ago. There is a real possibility of closing 2nd Star if we don't have more people step up. Nathan plans to step down as President as of March 2023. He requested that everyone bring a friend to the next meeting. We're looking for people at all levels, including leadership roles.
 - b. 2022-23 Season Update
 - i. *SWEAT* - Nathan. Including [survey overview](#).
SWEAT wrapped up, those that came out to the show enjoyed it and were moved by the performance. Turn-out was rather low compared to other play turnouts. This may be accounted for by the pandemic, show content, vaccine requirements, the serious topic, etc. The cast seemed to have really enjoyed the process and bonded. Our diversity on stage and in audiences was up significantly.
Nathan shared some highlights from the survey, linked above.
 - ii. *The Sound of Music* - Gene, Crista
Due to unforeseen circumstances, we needed a new director. When we were unsuccessful finding a replacement, it fell to Kelsey, the Artistic

Director. The show is cast and rehearsals have started and things seem to be moving along well. The set is close to being designed. Costuming seems to be coming along as well - it is a very heavy costume show so if anyone knows people with sewing knowledge, we'd love the help. We need to start scheduling measurements. We will publicly announce the cast soon. We're on schedule!

iii. *Crowns* - Cheramie

Auditions are scheduled for October 11th and 13th. The team is very excited! Spread the word about auditions! Helping by sharing social media is much appreciated. We're waiting on some clarification regarding the set.

iv. *Something Rotten* - Mikey, Emily

We lost our director who decided that he could no longer direct due to workload at his job. We likely lost the production team as well. We have announced the need for a new director and team and the application will be open until October 21st. We already have one application. Kelsey has a perusal copy of the script if anyone needs to look at it while considering direction. It will be a fun show!

- c. Shop Update - Nathan shared that Mikey is likely going with the afternoon of October 16th for the next shop clean-up but is willing to do more ahead of time if needed. Gene and Jane will reach out to Mikey about this.

d. Development Update - Silent Auction, Dining to Donate

Crista has been writing drafts to start advertising the silent auction. Kelsey and Crista have been talking about sponsorships for load-in and a fundraiser night. Crista is in contact with some places about picking up items for the silent auctions and will be visiting local businesses as she has more time in Bowie with *The Sound of Music*. Jane has some posters and things that may be eligible for the silent auction.

4. New Business

a. COVID policy revisions with one show under our belt

- i. Vaccination requirements: COVID Compliance Officer is a terrible job for our volunteers. We adopted the current policy when the first booster was available. It requires updated vaccination and masks and is the current understanding of our *Sound of Music* and *Crowns* volunteers. The effectiveness of past boosters and original vaccinations is wearing down enough that it doesn't make a big difference based on what the Board has read. Most schools are no longer requiring masks. After some discussion, it was decided that we will drop vaccination requirements for audience members. All volunteers must be vaccinated with case-by-case exceptions. We will keep the mask requirement as-is for everyone. We will ask the production team of *Crowns* what they'd prefer to do regarding the latest booster. The latest booster is not required of *The Sound of Music* volunteers as it is still difficult to come by. The caveat to the above is that if the cast and crew of *The Sound of Music* has issues

with the decision, we will revisit. **An anonymous survey opportunity will be given to the cast and crew to determine this.** The board voted for this change unanimously.

- b. Season revisions due to volunteer capacity: 2023-2024 will be a 3 show season: 2 five weekend runs and 1 four weekend run. Sept/Oct, Feb, May/June. The 2023-2024 season will be all musicals.
- c. Reimbursement Policy (see proposed at [Operations Manual](#) page 31) Gene reviewed what's written in the linked manual. **We will change the language to "unless the producer has been given pre-approval by the board..."** With this change, the board unanimously approved this policy.
- d. New Fund - **Emily will draft up a proposal form for requesting funding to allow participation in a show.** We want to be as inclusive as we can be. This is the idea of another theater group in the region and we're excited to enthusiastically borrow it!

Kelsey motioned to adjourn Gene seconded, all in agreement. Meeting adjourned at 8:14pm.