



## MEETING MINUTES 2<sup>ND</sup> STAR PRODUCTIONS MEMBERSHIP MEETING

July 18, 2022

*Action items in red*

**Attendees:** Nathan Bowen, Cheramie Jackson, Kelsey Bowen, Emily Mudd, Crista Drysdale, Mary Wakefield, Mikey Mathes, Jane Wingard, Andrea Trent, Nate Jackson, Allison Mathes

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 [May 2022 Minutes](#)  
Mikey moved to approve the minutes, Mary seconded, all in favor.
3. Old Business
  - a. Outreach
    - i. [Volunteer Signup and Group Contacts](#)  
Nathan reminded the group to continue attempting to contact the groups on the list and to keep the list updated. Several groups have responded positively. *Once the marketing for SWEAT is complete, we'll forward that along to those willing to share.* There was some discussion about how to proceed with advertising *SWEAT* at churches, considering the content. It was decided that we should continue to do so. *Cheramie offered to reach out to the Red Hat ladies.*
    - ii. Memorial Day Parade  
It seemed to go well! A good number of people marched and the parade was well attended. Many brochures were handed out!
    - iii. BowieFest  
Nathan highly recommends attendance - it's a great event! Many people signed up for information and to volunteer. Nathan thanked all who helped out with the event and he suggested that we continue to attend this event in future years. Andrea suggested that we have a tablet for sign-up in future at this event.
    - iv. Need to ensure follow up  
Nathan wanted to make sure that we do follow up with the interested volunteers that are forwarded to us. We need to grow our group!
  - b. 2022-23 Season Update
    - i. *Sweat* - Nathan  
It's fully cast and the cast is bonding! Rehearsals are joyous and going really well. The costumer came in this week and has started assembling costumes. Load-in is Saturday, August 13th and Mikey has sent out the

email asking for help. Sunday is a meeting with the Playhouse staff. Kenhill will be the rehearsal space on Tuesdays and Thursdays from now until load-in.

ii. *Sound of Music* - Gene, Crista

There is a full production team! We may be looking for a stage manager. There will be a production team meeting soon and auditions will be one of the last two weekends in August. We need to advertise this soon! Gene and Beth T. have hashed out what they want for the set and will meet with Kelsey soon. We have the rights for the two alternate songs from the movie!

iii. *Crowns* - Cheramie

Cheramie asked if there's an audition slot yet. After some discussion, Kelsey recommended that an email chain be established with Rikki, Lavar, Cheramie, Kelsey, and Nathan to determine the best time. Auditions may happen in late October (if BCT is okay with our using the space) or during the run of *The Sound of Music*.

iv. *Something Rotten* - Mikey, Emily

We're having our first production meeting tomorrow evening. We are still looking for an Assistant Director and Choreographer. We're also looking for someone for Set Construction. Mikey may be able to help in this capacity. Jane may be assisting with set design.

c. Shop Update - Mikey

i. There is a gap under the garage door that has been temporarily blocked. Mikey thanked those who assisted with the clean up in early July. As soon as *Sweat* is completed and taken to the theatre, there will be more clean up efforts. The garage door needs to be fixed and some contractors will come look at the job at some point.

ii. We may be purchasing a sawdust collector so that sawdust doesn't end up in all of the paint.

d. Board Diversity and Inclusion Training

Everyone was able to attend or watch the discussion and send in notes. Some actionable items came out of the discussion and we will work on them in the near future. **Nathan will put forward a proposal for the board.** [Here's the link](#) to the notes from the discussion.

e. Development Update - Mod Fundraiser, Silent Auction

i. Restaurant Fundraisers: Crista reported that we made \$106 at our recent Mod Pizza fundraiser. Crista has reached out to some local restaurants and a couple have responded but aren't good options for us. Crista is hoping to have another restaurant fundraiser next quarter, before *The Sound of Music*. She's going to start looking for restaurants again.

ii. Silent Auction: Will run during *The Sound of Music*. Crista has had a lot of "no response" and "bounceback" experiences when reaching out about the silent auction. She'll be diving into this more soon. So far she has 3 items for the silent auction and has ideas for some other entries.

1. Nathan mentioned that other local theatres often donate tickets.

2. Mary said she could get Medieval Times tickets and perhaps something from MDRF and VARF.
3. Andrea suggested that she may have a family member that can offer a service in Bowie.

#### 4. New Business

##### a. Preparing to Open *Sweat*

##### i. Program

In development. Nathan reached out to Laila who has coordinated the printing for us and hopes to hear back again soon. He will keep us updated.

##### ii. Marketing Decisions (where we put ads, who ask to review).

##### 1. Paid ads:

- a. Facebook (online) **AMP UP**
- b. DCMetroTheatreArts (online)
- c. MdTheatreGuide (online) **DROP**
- d. Bay Weekly (print)
- e. Capital Gazette (print) **DROP**

##### 2. Reviewers:

- a. Bay Weekly (print)
- b. DCMetroTheatreArts (online)
- c. MdTheatreGuide (online)
- d. Prince George's County Sentinel (online)

##### 3. We also post to various free online calendars and blogs.

##### 4. Ideas:

- a. Bowie Banner (very new, print edition supposedly in convenience stores starting at the end of July).
- b. Simply Bowie
- c. Bowie Sun

- Nathan reviewed what we have done in the past and recommended that we reach out to the *Bowie Banner* and continue to seek reviews.
- Allison suggested that we advertise in NextDoor and community Social Media groups.
- Cheramie suggested that we reach out to the *Greenbelt Review* as well - they do reviews.
- William Powell does an inside acting radio show and may be willing to interview our actors and/or the production team. **Cheramie will reach out to him.**
- Nathan shared that we will likely continue to use the same graphics that we have for social media and the brochure due to lack of a graphics designer.
- Cheramie will look into getting a reviewer from the *Bowie Sun*, the publication from Bowie University.

##### iii. Load In (need box truck, volunteers): Mikey will coordinate getting the box truck if Joanne isn't able to do so. We need volunteers!

iv. Box Office/Lobby (need to staff, ensure that we have all needed materials, and determine who is handling reservations): 8 performances to staff. Mary can handle reservations and staff Fridays but we need box office volunteers for the other evenings, for checking vaccinations, checking masks. There should be a good board/active membership presence. Cheramie spoke to Teri and she's willing to send out the scheduling of volunteers.

1. Mary will coordinate with Pete, Nick, and Mo to see when she can check on the laptop and tickets.

2. Nathan will talk to Mary offline about cut-off time for tickets.

- b. Production COVID Policy: There was discussion regarding the content of this policy. Emily will draft a policy and send it to the board for approval.
  - c. Reimbursement Policy (see proposed at [Op Manual](#) page 31): There is a policy, we'll talk about it next time. The board members will review the policy before the next meeting.
  - d. Miscellaneous: Nathan will not be running for president again in March. We need to find someone willing and able to take this on.
- Meeting called at 9:13 by Mikey, Kelsey seconded, all in favor.