

Monthly Organizational Meeting Minutes

Date 5/14/2025

Time 6:30 PM

Attendees:

Heidi Dugan
Tim Pianka
Ash Kotter
Katie Elizabeth Hughes
April Johnson
Bev Beardsley
Hend El-Bialy

Agenda:

- Call to Order
- Executive Officer

Need to Report (indicate topic(s) below ▾)

Topics: Congratulating cast, crew, and team of *Sense and Sensibility*. Great show, and hoping for big crowds this weekend.

- Committee Reports

A. Play Reading & Dramaturgy

Nothing to Report ▾

Topics:

B. Production

Need to Report (indicate topic(s) below ▾)

Topics: Seeking Production Manager and Director for *And Then There Were None* for spring 2026.

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C. PR & Marketing

Need to Report (indicate topic(s) below ▾)

Topics: Posts and newsletter regarding staffing for *And Then There Were None*. Same for *New Works Weekend*.

D. Hospitality

Need to Report (indicate topic(s) below ▾)

Topics: Box and Lounge pre-show sign-ups were full, but some last-minute cancellations led to some shuffling. Thanks to Bev Beardsley, Katie Hughes, Rachael Smith, and Lazuli Ritteler who stepped in and kept things rolling. Maybe we need to reassess future procedures in this regard. Let's add a TIP JAR in the Lounge for *Radium Girls*.

E. Operations

Need to Report (indicate topic(s) below ▾)

Topics:

- In contact with Marie Manley who will be connecting me to a team member who specializes in working with theatre groups and non-profits (insuring our equipment and materials at Hopeloft)
- FY 26 NJ Cultural Trust Grants for History & Humanities Organizations (looking into qualification eligibility and application)
- TBD/in the works: flesh out budget proposal process for shows; review grants received and moving forward with projects associated with them.

F. Diversity, Equity & Inclusion

Nothing to Report ▾

Topics:

G. Outreach

Nothing to Report ▾

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Topics:

- **Old Business**

Sense and Sensibility – going great, beautiful vision. Three new cast members and a new crew member – all are interested in returning to FTW and help us going forward. Let's keep doing what we're doing!

- **New Business**

Topics:

- *New Works Weekend* – new dates. Hank has agreed to stay on. Need a strong Production Manager and Stage Manager. Let's advertise for this. Katie Hughes recommended someone and will share the info with Bev)
- Staffing for *And Then There Were None*
- First Responder Camp in Alloway for ages 10-13. Would like someone to present a murder mystery on Friday, June 27. \$500 for 5 people for two performances. Some ideas for a script, but would need to be fleshed out. Kids would solve the mystery. Bev will coordinate following up on this.
- Implementing Officer Meeting two weeks prior to general meeting to set agenda. Attendance will be taken at organizational meetings (reminder: as per the by-laws, two consecutive absences would result in dismissal from the Board). Re-invigorating and re-defining Board roles and committee purposes will hopefully drive involvement.

Announcements/Good of the Order

Heidi: Matthew Dugan is having opening night of his show *Road to Damascus* in Ohio.
Hend: apologies for the late cancellation on Sunday

Adjournment

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