

Monthly Organizational Meeting Minutes

Date August 13, 2025

Time 6:30 pm

Attendees:

Beverly Beardsley
Heidi Dugan
Hend El-Bialy
Katie Fransko
Ash Kotter
Jim Ludovici
Rachael Smith

Agenda:

- **Call to Order**
- **Executive Officer**

Reported on the following topics ▾

Topics:

- By-laws revision
- Officer and committee job descriptions
- January 2026 elections (Operations, DEI)

- **Committee Reports**

A. Play Reading & Dramaturgy

Nothing to Report ▾

Topics:

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B. Production

Reported on the following topics ▾

Next Officer Meeting: August 27, 6:30pm
Next General Monthly Meeting: September 10, 6:30pm

Monthly Organizational Meeting Minutes

Topics:

- *Radium Girls* auditions coming up
- *And Then There Were None* director and stage manager applications have been received. Still none for Production Manager. We can train! If there are ideas for anyone, contact Tim.
- Will coordinate with April on assistive licensing devices, hopefully to implement prior to *Radium Girls*

C. PR & Marketing

Reported on the following topics ▾

Topics:

- Promoting auditions
- Rhythm and Clues coming up ... currently October 17, but may move earlier

D. Hospitality

Reported on the following topics ▾

Topics:

- PLEASE mark your calendars for *Radium Girls* box office. Shows are November 7-9, 13-15

E. Operations

Reported on the following topics ▾

Topics:

- Katie Franks is stepping down, role will transition
- 2025 grant includes \$3500 for arts programming (assistive listening, rental, scripts), \$2000 history programming (historical speakers, rent, scripts)
- Seeking ideas for 2026

F. Diversity, Equity & Inclusion

Reported on the following topics ▾

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Monthly Organizational Meeting Minutes

Topics:

- Will partner with Tim on assistive listening implementation

G. Outreach

Reported on the following topics ▾

Topics:

- What is membership?
 - Gather data from mailing list and social media
- Who is on our committees? Let's have re-invitation to join committees.
 - Some local people, but also connections outside Cumberland County

Old Business

- Production meeting for *Radium Girls* held. Nearly all roles filled.

New Business

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Announcements/Good of the Order

- Congratulations to **Doctor** Katie Franks on her doctoral degree!

Adjournment