

# Monthly Organizational Meeting Minutes

Date April 14, 2026

Time 7:00pm

## Attendees:

Kotter, Beardsley, Pianka, Hughes, Smith, Danner, Dugan

## Agenda:

- Call to Order
- Executive Officer

Reported on the following topics ▾

### Topics:

- Millville library collaboration event, Sept 18
  - Refreshments, puzzles to solve “escape room” style
  - Themed around *Midsummer*
  - Tie in with Mission Spirits? Need someone to spearhead this.

- Committee Reports

### A. Play Reading & Dramaturgy

Reported on the following topics ▾

### Topics:

- 2027 season licensing update: *Calendar Girls* is approved; working to get account with MTI working properly to request *Starcatcher* license
- Partial announcement in ATTWN program

### B. Production

Reported on the following topics ▾

### Topics:

- Timetable for renovated stage

Next Officer Meeting: April 28, 7pm  
Next Monthly Meeting: May 12, 7pm

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- June, last two weeks August, or first two weeks September
- Proper dampening, level, and will help every set going forward
- *And Then There Were None* coming into tech week; load in begins Wednesday.

## C. PR & Marketing

Reported on the following topics ▾

### Topics:

- ATTWN marketing ongoing; please like and share
- 19 tickets sold as of 2pm

## D. Hospitality

Reported on the following topics ▾

### Topics:

- Rachael Smith will handle lounge/box office
- Staffing signups ongoing

## E. Operations

Reported on the following topics ▾

### Topics:

- Grant paperwork recently submitted for 2026; money should arrive soon
- Final grant payment for 2025 should arrive soon

## F. Diversity, Equity & Inclusion

Reported on the following topics ▾

### Topics:

- Timetable for assistive listening installation (prior to *Midsummer*); update progress

## G. Outreach

Reported on the following topics ▾

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Topics:

- SignUpGenius will be tracked for volunteer membership obligations:  
<https://www.signupgenius.com/go/10C0B4CABAC29A5FAC16-63104071-andthen#/>
- Working on a linked Google Form to replace SignUpGenius - WIP
- Upcoming: Wheaton Arts Fantasy Faire - June 27 & 28 from 10AM - 4PM
  - Application submission by May 29
  - When approved will solicit volunteers
- FTW Events Calendar:  
<https://calendar.google.com/calendar/u/0?cid=Y18yNTZiYTcwNDQ3MmU3YzA3NTQzMjUxZTE2ZWVvOTdINTY5NmQyMWIwYjRlYjI0MjRkMjU0NjQxN2QyZjM3Y2M2OGdyb3VwLmNhbgVuZGFyLmdvb2dsZS5jb20>

## Old Business

- Millville Library collaborative event to be held in September.

## New Business

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## Announcements/Good of the Order

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## Adjournment