



Monthly Organizational Meeting Minutes

Date

Time

Agenda: Heidi Dugan, Brian Danner, Bobbi Kukal, Beverly Beardsley, Tim Pianka, April Johnson, Rachael Smith

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

[Need to Report \(indicate topic\(s\) below ▾](#)

Topics:

- 2027 calendar - move the January events a week earlier? Tim will check with Rich.
-

- **Committee Reports**

A. Play Reading & Dramaturgy

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Topics:

- 2027 licensing

B. Production

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Topics: 2026

- *And Then There Were None* wrap up: About \$3600 in ticket sales; actor had to be replaced after the first two performances
- Hopeloft improvements: stage (replacing), speakers (moving); revolve would need to be dismantled; Tom Kiessler will help (along with others)
- Clean out at Rachael's house (need date and volunteers)

C. PR & Marketing

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Next Officer Meeting: May 26, 7pm
Next Monthly Meeting: June 9, 7pm

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Topics:

- Prep for *Midsummer* auditions
- Show staffing

D. Hospitality

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Topics:

- Tracking volunteer hours for ATTWN – Heidi will get names to Ash for tracking

E. Operations

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

Topics:

- Grant writing volunteers – if anyone has interest or experience, contact Jim
- Letter sent to Omery Williams on 5/7 asking for status 2025 grant money remnant and 2026 grant money not yet received.
- Current Citizens balance: \$12,027.
- Applying to become a “Qualified Organization” for the New Jersey Cultural Trust, opening us up to receive grants in the future.

F. Diversity, Equity & Inclusion

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

Topics:

- Assistive listening devices – communication ongoing, moving toward quotes (two options – captioning glasses, and captioning on patron mobile devices)
 - Will need to meet tech requirements: stage mics, sound board, etc
- Outreach to underserved communities for auditions
- “Bridgeton Night” or “Hopeloft Night” – could provide free/cheap tickets to community; could add a performance of *Midsummer* for free

G. Outreach

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

Topics:

- Volunteer hours
- Summer volunteering opportunities

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- Summer member event – we have promised two exclusive events per year to members; need to schedule/plan
- Community events – reach out to Rich Nichols to ask about Bridgeton events where we could have a presence (Cinco de Mayo, etc)
- Shakespeare Workshop is scheduled for July 12 at the RRCA
- 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=Y18yNTZiYTcwNDQ3MmU3YzA3NTQzMjUxZTE2ZWVkOTdINTY5NmQyMWIwYjRlYjI0MjRkMjU0NjQxN2QyZjM3Y2M2OGdyb3VwLmNhbgVuZGFyLmdvb2dsZS5jb20>

- **Old Business**

- **New Business**

- “Theatre 101” workshop for those curious about how community theatre works, seeing “behind the curtain” – could include an invitation to watch a tech week rehearsal
 - Brian Danner to brainstorm and chair this
- June meeting to be in person on June 9 (Dugan’s House?)

Announcements/Good of the Order

- *Radium Girls* video went to NJACT for Perry consideration
- Jim Ludovici is in an outdoor production of *Midsummer* this summer in Ridley Creek State Park
- Bev just directed *Newsies* at school; went very well.
- April is in the middle of *Porgy and Bess*
- Ash is in the middle of *Company*
- Katie and Rachael are in rehearsals for *Reefer Madness*

Adjournment

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