

Monthly Organizational Meeting Minutes

Date June 9, 2026

Time 7:00pm

Attendees: Beardsley, Dugan, Johnson, Ludovici; Members: Bob Cook

Agenda:

- Call to Order
- Executive Officer

Reported on the following topics ▾

Topics:

- Millville library collaboration event, Sept (TBD)
 - Refreshments, puzzles to solve “escape room” style
 - Themed around *Midsummer*
 - Tie in with Mission Spirits? Need someone to spearhead this.
- Hopeloft Summer Camp
 - Seeking a Theatre Instructor, please spread the word
 - \$75/day for 1.5 hours (plus budget for supplies)
 - 3 days a week July 6-August 7
 - 10-12 kids, ages 13-17

- Committee Reports

A. Play Reading & Dramaturgy

Reported on the following topics ▾

Topics:

- 2027 licensing is acquired
- Tim – is *Starcatcher* paid?

B. Production

Reported on the following topics ▾

Topics:

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- Timetable for renovated stage
 - June, last two weeks August, or first two weeks September
 - Proper dampening, level, and will help every set going forward
- Need date for storage cleanout
- Volunteer to backup Tim?

C. PR & Marketing

Reported on the following topics ▾

Topics:

- Always seeking PR ideas
- Short-form video (reels, TikTok, etc)
 - Heidi has no experience with this, would love some help/ideas

D. Hospitality

Reported on the following topics ▾

Topics:

- Due to the huge overlap of busy times for PR and Hospitality, we need someone to act as Hospitality Chair under the Administrative Officer, any volunteers?

E. Operations

Reported on the following topics ▾

Topics:

- \$11,500 in bank
- Have reached contacts at the county level and checks for 2025 and 2026 should be arriving very soon
- Some grant money has been approved (official letter not received yet) for Marketing from the County Tourism Board

F. Diversity, Equity & Inclusion

Reported on the following topics ▾

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Topics:

- All captioning glasses will cost \$699 each and require a subscription
 - April to inquire about month-long subscriptions for just when we have shows
 - Will need to integrate with our sound board and require purchase of stage mics

G. Outreach

Reported on the following topics ▾

Topics:

- Volunteer hours tracking:
 - Sign up Genius will still be used for members to volunteer for timeslots/shifts
 - [MEMBER SUBMISSION SHEET - CLICK HERE!](#)
 - Submit your hours as you work them.
 - An officer will verify all hours submitted.
 - EXAMPLE: Committee Meetings are worth 1 hour. The respective committee officer will validate your hours.
 - Please contact Ash outreach@ftwproductions.com if there are any discrepancies with hours transcribed prior to self-submission
- Summer volunteering opportunities:
 - [Fantasy Faire Information](#)
 - We're covered for all primary slots! But would greatly appreciate backup volunteers!
 - If you're a primary, bring a friend to hang with you

Old Business

-

New Business

-

Announcements/Good of the Order

- April is in *Beautiful* at the Levoy, opening in early August
- Jim is in *Wit* which opened last weekend, and *A Midsummer Night's Dream* opening June 19

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Adjournment

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