

The Audrey Herman Spotlighters Theatre

Board Meeting/Training

10-17-17

Lobby

The meeting convened at 6:40 pm.

Board members in attendance: Alan Zemla, Fuzz Roark, Michael Tan, Stephanie Ruzala, Phillip Burgess, Nick Fuhr, Suzanne Hoxsey (quorum present-6 voting members)

Also in attendance: Leslie Marqua and Paula Minsk

Approval and Adoption of the Recommendations from Hathor Associates' Development/Marketing/Communications Audit (the Audit)

Leslie Marqua again presented Hathor Associates' Development/Marketing/Communications Audit. She asked for any questions. Alan Zemla moved that the board approve and adopt the recommendations of the Audit. Phillip Burgess seconded the motion, and the board unanimously approved the motion.

[Paula Minsk and Leslie Marqua took the board through some basic development training. Leslie has uploaded the information to the Dropbox folder.]

The board meeting continued with the following business:

Creation of a Board Governance Committee

Leslie highly recommended that the board create a Board Governance Committee (BGC) with three members. The BGC will meet regularly, and more often than the monthly board meetings in the beginning. The role of the BGC is to

- assess the structure of the board;
- assess the membership of the board;
- act as the nominating committee with recommendations for officers and future board members;
- interact on a regular basis with board members;
- help board members set personal goals; and
- hold board members accountable for those goals.

Stephanie Ruzala and Michael Tan volunteered to be on the BGC. Michael will contact Robert Heacock about serving as the third member of the BGC.

Strategic Planning

Leslie recommended that the board meet to do strategic planning, including the creation of four to five strategic goals for the board and theatre. After some discussion, the conclusions were reached that the mission, vision and values that were crafted October 2015 at a board retreat could be reviewed and approved at a meeting. Then the board would continue to create four to five strategic goals. Michael suggested that the board use the November meeting as the strategic planning session, if the regular business could be completed by consent agenda. This means that all the material will be disseminated before the meeting, so that board members come prepared to approve everything at once.

Because of conflicts with at least one board member, Michael suggested moving the meeting from November 13 to November 6. Everyone at the meeting was able to make a November 6 meeting, so the next regular board meeting has been changed to Monday, November 6, at 6:30 pm in the theatre lobby. The regular business will be handled quickly, as will approving the mission, vision and values created two years ago. The main business of the meeting will be creating four to five strategic initiatives.

There being no further business, the board meeting was adjourned.

Next Regular Board Meeting: Monday, November 13, 2017 at 6:30 pm. in the lobby of the theatre.

Respectfully submitted,

Michael Tan, Secretary