



Richmond Catholic Theatre
(Board Meeting Minutes: October 17, 2016)
(8:30 pm and 6914 Everview Rd, Richmond VA)

Board Members:

Present: Richard Arena, Christine Arena

Absent: none

Quorum present? Yes

Others Present: none

Proceedings:

- Meeting called to order at 8:34 p.m. by Interim President, Christine Arena
- Emergency meeting of the board called to address lack of non-related board members
- MOTION to appoint 3 new board members, and appoint to posts of Chairman, Secretary, and Treasurer; seconded, passed.
- Any nominations for these positions-
 - MOTION nomination of Dr. Nicholas Setliff for the position of Secretary of the Board; seconded, passed.
 - MOTION nomination of B. Patrick Lowry for the position of Interim Treasurer of Board; seconded, passed.
 - MOTION nomination of Jordan Beardslee for the position of Chairman of the Board; seconded, passed.
 - Dr. Nicholas Setliff has been nominated to the position of Secretary of the Board, B. Patrick Lowry has been nominated to the position of Interim Treasurer of the Board, and Jordan Beardslee has been nominated to the position of Chairmen of the Board.
- MOTION suspend vote on election of Directors until the end of the meeting, after other business is discussed; seconded, passed

Managing Artistic Director's Report:

- RVACT was approached by Adam Stynchula, an actor from multiple past performances, including those of World Youth Day, to produce Peter Pan. Mr. Stynchula has developed a concept for the show and has presented a list of production team members to accomplish this feat from a backstage perspective- in other words, a production side. He has also offered to search for sponsorships to pay for the initial costs of Peter Pan. After discussing with the Executive Producer, we agree to move forward with this project. We have reached out to Samuel French to obtain the rights for this project, but have not finalized a contract as we are still searching for a theatre in which to perform.
- The Acts of Faith Festival in Richmond, VA has approached RVACT to be part of the festival for the 2017 season. RVACT has chosen Peter Pan to be the entry in that festival- full entry is pending confirmation of Peter Pan with the above Samuel French and obtaining the rights, as well as production costs and location.
- RVACT has approached Katherine Hillgrove to be the Interim Community Outreach and Development Director- an employee of RVACT. We seek the council of the board to

determine her salary. We would like to wait to determine the salary for this new position until the first meeting of this newly nominated board.

- As there future potential board members who are unrelated to the current staff/founders of RVACT, upon election of these new board members, RVACT will apply with Non-Profit status with the Internal Revenue Service (IRS) using Form 1023. That is all the Managing Artistic Director has to report-

Executive Producer's Report:

- Upon hearing that Richmond Catholic Theatre had been invited to perform at the 2016 World Youth Day in Krakow, Poland, Richmond Catholic Theatre contracted a film crew, Iceberg Media LLC, to capture the experience with the goal being to produce media (usable by Richmond Catholic Theatre) for promotional value. Richmond Catholic Theatre budgeted about \$8000 in production costs and was able to meet these fundraising goals via online crowdfunder funding (gofundme.com) as well as reaching out to known personal contacts. As of this meeting, Iceberg Media LLC is currently 80% complete with editing the footage, with the remainder being the insertion of audio from Richard and Christine Arena as they retell the experience. By Oct 21, 2016 Iceberg Media LLC produce a preview video for the full length film of Richmond Catholic Theatre's experience in Poland to be used in upcoming event.
- Richard and Christine Arena have been invited by Joseph Lanzilotti, a representative of the St John Paul II Shrine in Washington, DC, to discuss their experience at World Youth Day, as not only a newly married couple in the age of New Evangelization, but also about their experience with Richmond Catholic Theatre and performing in front of an international audience. This will take place on Saturday, October 22, 2016, at the Shrine in Washington, D.C.
- Richmond Catholic Theatre has also been approached to perform in multiple locations throughout the Commonwealth of Virginia, but has not committed to any of the events. This is due to funding and scheduling conflicts.
- Richmond Catholic Theatre has been granted approval for renewal of the rights to perform St. John Paul II's *The Jeweler's Shop: a meditation on the sacrament of matrimony, passing on occasion into a drama*, until October 2017. This approval is dependent upon payment of 200,00 Euro.
- Richmond Catholic Theatre took a non-interest loan from theatre supporter David and Dorothy Hillgrove in the amount of \$3211.49 to support Iceberg Media LLC traveling with Richmond Catholic Theatre to film at World Youth Day. This loan will be repaid by December 31, 2016.
- Richmond Catholic Theatre entered into a contractual agreement with Iceberg Media LLC in order to bring them to Poland to film Richmond Catholic Theatre's performances and experience of World Youth Day. The term of this contract include, morality clause, purpose for travel to Poland with Richmond Catholic Theatre, terms of work, fee, contingencies, and deadlines with deliverables. One of terms of the contract was regarding post-production costs covered by Richmond Catholic Theatre. Iceberg Media, LLC elected to use almost \$2000 of the post production costs for upfront equipment purchases. Iceberg Media LLC also elected to crowdfunder raise the personal trips planned around the business trip with Richmond Catholic Theatre. The deadline for the deliverable was agreed upon to be 120 days from signing off the contract. The contract was signed on July 19, 2016, making the deadline October 19, 2016.
- Richmond Catholic Theatre paid the costs for housing, Festival registration, as well as registration and housing for the personal guest of one, James Grey Walters, who traveled with Iceberg Media LLC as a private citizen. The total costs deducted from original \$8000 is \$1700.61. This does not include the \$244 in upfront costs paid by Richmond Catholic Theatre to cover the personal guest of James Grey Walters. This amount is separate from Iceberg

Media LLC, as it was a personal cost. It is subject to the 120 day deliverable, due on October 19, 2016.

- On Thursday, October 13, 2016 Richmond Catholic Theatre paid \$100 to Catholic Diocese of Richmond for a 1 day insurance coverage due to the interview by Iceberg Media LLC of Richard and Christine Arena in St Benedict Catholic Church. This amount is considered part of the post production costs, and thereby is deducted from the total post production costs.
- Richmond Catholic Theatre's current financial standing is \$8806.91, with \$6199.39 due to Iceberg Media LLC upon delivery of the contracted full feature film.
- MOTION Richard and Christine Arena will continue to broker the relationship between Richmond Catholic Theatre and Iceberg Media LLC throughout the completion of this contract, regardless of board Status; seconded and passed.

- President recalls MOTION from the beginning of the meeting, to elect 3 new board members, who have been nominated and appoint them to the posts of Chairman, Secretary, and Treasurer; seconded, passed.
 - Dr. Nicholas Setliff for the position of Secretary of the Board; seconded, passed. Dr. Nicholas Setliff has been appointed to Secretary of the Board.
 - B. Patrick Lowry for the position of Interim Treasurer of the Board; seconded, passed. B. Patrick Lowry has been appoint to Interim Treasurer of the Board.
 - Jordan Beardslee for the position of Chairman of the Board; seconded, passed. Jordan Beardslee has been appointed to Chairman of the Board.

- MOTION Richard and Christine Arena step down as officer on the Board of Directors of Richmond in order to file for nonprofit status and build salaried roles for Executive Producer and Managing Artistic Director in the future; seconded; passed.

Next meeting to be called by new Officers of the Board, providing all Officers 48 hours written notice before the meeting.

- Meeting adjourned at 9:47 p.m.
- Minutes submitted by former SSecretary, Bhata Bhattacharia.