



**Richmond Catholic Theatre**

**Board Meeting Minutes: November 17, 2016**

**5:30pm-7:00pm at 9505 Gayton Rd, Richmond VA**

**Board Members:** Jordan Beardslee, Chairman, Patrick Lowry, Treasurer, Nicholas Setliff, Secretary

**Present:** Jordan Beardslee, Chairman of the Board, Patrick Lowry, Treasurer, Nicholas Setliff, Secretary

**Absent:** none

**Quorum present?:** yes

**Others Present:**

- Christine Arena, Managing Artistic Director
- Richard Arena, Executive Producer
- Adam Stynchula, Director Peter Pan
- Jessie Beardslee

**Proceedings:**

- Meeting called to order and prayer offered at 5:30pm by Chairman, Jordan Beardslee
- First meeting of the board called to establish goals and expectations for Richmond Catholic Theatre over the next 2 weeks, and to discuss overall direction and goals for 2017.
- Chairman established stated fundraising goals of \$10k-\$20k for Spring period.
- Christine Arena submitted proposals to pursue four fundraising opportunities. Nerf tournament, Christmas caroling, Baby-sitting night, and building community partnerships.
  - Motion was made to pursue a Nerf tournament to assist in fundraising. The motion was seconded and passed unanimously. Richard Arena appointed to lead team developing and planning Nerf tournament.
  - Board requested more information and development of caroling group and neighborhood selection. Christine Arena appointed to lead team developing and planning caroling event.
  - Board also requested more information and initial planning for the baby-sitting event. Follow up needed for space, time, and staffing. Deferred until a space could be found and secured.
  - Board differed discussion of building community partnerships.
- Board discussion was held regarding the merits of building a stage vs. continuing to rent space.
  - Christine submitted research and information regarding the costs of theater and stage rental in Richmond. The lowest cost theater is \$500/day but requires a \$1 million insurance policy. Richmond prep is willing to allow RVACT to utilize their auditorium for



\$65/day. Richard and Adam to visit the space and determine if it is appropriate for the production of Peter Pan.

- Board also discussed building up the equipment for RVACT to reduce long term needs for renting. Goal with each performance will be to acquire a new piece of equipment for RVACT.
- Richard Arena provided the Board with an update on the current status of the documentary following RVACT at World Youth Day 2016. Film crew recorded the final sound clips on November 16, 2016. The first cut of the full film is due to RVACT on December 19<sup>th</sup>. There is a possible opportunity to utilize the documentary for a presentation on January 20<sup>th</sup> at the John Paul II Shrine in Washington DC. It will need to be approved by the Shrine prior to showing.
  - Board had some discussion about how to generate income from the documentary. The discussion did not generate conclusions, but the chairman asked Board members and those present to continue brainstorming.
- The next major production for RVACT will be Peter Pan. Adam Stynchula, Director was present to discuss the logistics and assist with current state of production. He is hoping to stage the play in February. Adam and Richard Arena will go to Richmond Preparatory to determine if the space is suitable for the staging.
- Christine Arena presented a proposal to the Board to contract with Automatic Data Processing (ADP) to provide pay roll services as well as to complete the IRS 990 form requiring charting of all financial transactions for RVACT. ADP will only offer services for 2016 if they are contracted by RVACT by December 1, 2016.
  - Board Chair requested some time to discuss ADP and pay roll services with an industry expert prior to contracting ADP. Jordan is to report back to the Board with the results of that discussion.
- Duties and team leadership were confirmed by those assigned. Deliverables for the next meeting of the Board were also discussed and clarified.
- Jordan informed the Board that the next Board meeting is scheduled for December 1<sup>st</sup>, 2016 at St. Mary's Church.
- Meeting was adjourned at 6:55pm by Chairman, Jordan Beardslee.
- Minutes submitted by Nicholas Setliff, Secretary

**Next Meeting: December 1, 2016 at 5:30pm - St. Mary's Church.**