

Executive Committee Meeting - March 13, 2015

Meeting called to order at – 18:03

Officer Reports

- President
 - PAC meeting next week
 - Fire inspection next Wednesday
 - Call for directors going out this weekend
 - Ends March 31st
- Business Manager
 - Email for merchandise went out
 - Due by March 31st
 - Waiting for Joe Campo to get Archie's guest RCS account (for webmaster purposes)
 - Need to resend *Drood* info to Holly for rights
 - Reminder to TComm that big spending should be done by Spring break so quotes must be submitted this week
- Technical Director
 - Genericon will be in PH tomorrow and Sunday
 - Do not be in the PH at this time unless you are there for Genericon
 - If you would like to volunteer to monitor the building, let TD know
 - Received email about fire inspection taking place on Wednesday
 - All card access for *Dirty Rotten* should be in
 - Have not heard any news about key sign-out system
 - Working with Joe on fixing the stage floor
 - Unsure if Fixx has been in to see the water damage yet
 - Projects/repairs on PH may be done over spring break
 - TComm expectations are mostly complete and will be compiled together tomorrow
- Membership Chair
 - Micaila (MC elect) will take point planning roller skating outing
 - Bryce gathering volunteers for accepted students day to table and give tours of PH
 - Flight trampoline park contacted about group discounts
 - Email Bryce if interested in reforming the intramural soccer team
- Secretary-Historian
 - Cleaned up some space on the office computer this week

- Continued to be in contact with Conrad Mossi about Playhouse landing page
 - Provided EComm contact info and information about tours
- RPI TV has Mason's personal hard drive and we are getting video files

Other Reports

- Season Publicity Report
 - Moe's and Sodexo people meeting to discuss how they will be interacting with us this semester
 - Had PComm meeting
 - Will be meeting again to do final budgeting
 - If anyone would like to help, feel free to show up!
 - Meeting with Holly Monday
- Webmaster Report
 - Fixed a lot of people's info on the website that is not correct
 - Send email if problems found
 - Will be at work party
- *EoP* Report
 - Producer manual will be done tomorrow
- *Vagina Monologues* Report
 - It is opening night!
- *Dirty Rotten Scoundrels* Report
 - Had our first work party
 - Each dept gave budget
 - Prod meeting on past Monday
 - Jocelyn gave business speech
 - Rehearsals going well
 - Some prod members have already attended
 - Next work party is this Sunday at 2:00 PM
 - Also prod meeting this day

Discussion Points

- Box Office Procedure
 - These are formalized procedures for Box Office Manager and assistants should follow to prevent anyone from making mistakes or purposefully taking money

- Comment that something similar should be done with t-shirt sales
- Comment about props keeping food in the office refrigerator and having to access the room
- Comment to add a clause that additional people can enter at Box Officer Manager or Business Manager's discretion
- Ticket Prices
 - President would like to make push to connect with other theaters and community members more; change prices to \$5, \$8, \$10 for RPI, students, general admission
 - BM will inspect data on ticket sales before we reach a conclusion
 - Idea for Old Timer discount if they bring Players card

Meeting Closed 18:35