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Date: 1992

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Lily White & Company

Board of Directors Meeting

January 14, 1992

The regular bi-monthly meeting of the Lily White & Company Board of Directors was held on Tuesday, January 14, 1992 at 1510 Penn Street. The meeting was called to order at 7:34 pm by President Eric Selvey.

Members Present:

Paul Foltz
Heidi Neuhaus
Eric Selvey
Sharon Staub
Glen Wagner

Excused Absentees:

Lonnie Kerr

Unexcused Absentees:

None

Visitors:

None

President Selvey welcomed everyone to the meeting.

Appointment of Interim Secretary

Eric announced that Sharon Staub was appointed as the Interim Secretary until the March meeting when the Board's Election of Officers will be held.

A vote of confidence was held and the appointment was unanimously approved.

Copies of all correspondence, budget reports, originals of meeting materials, etc. that Board members currently had in their possession were turned over to Sharon to archive.

I. Approval of the Minutes

- A. The minutes of the November 12, 1991 Board Meeting were presented for approval. Eric noted that on Page 5 under Section 11.B "Michelle" is an incorrect spelling. The correct spelling should be "Mish".

A motion was made to accept the corrected minutes by Paul, seconded by Glen and passed unanimously.

- B. The minutes of the November 13, 1991 Executive Session were presented for approval.

A motion was made to accept the minutes by Paul, seconded by Glen and passed unanimously.

II. **President's Report - Eric Selvey**

A. **Correspondence**

A letter was sent to Donni Hunsicker explaining the action of the Board on his suspension from the Company. Copies were distributed to the Board for reference and a copy to the Secretary for filing. In addition, Eric spoke to Donni to remind him to turn in all the Company papers and all of his wardrobe.

The thank-you letter to Jim Reigle discussed at the last Board meeting has not yet been sent. It will be sent shortly.

Thank-you letters were sent to the Neptune and the Vault for the part in making the Cabarets a success and a possibility.

B. **Annual Report**

Copies of the Annual Report for 1991 will be distributed at the Company meeting on 2/16/92.

C. **Other**

Eric noted that the public's reaction to the Cabarets has been very favorable. People are very optimistic that we can continue to deliver quality productions. Paul suggested that fliers to announce the Cabarets should be posted in the restrooms. Heidi noted that the idea was considered by production staff before.

Heidi will notify Lonnie of Paul's request concerning flyer placement.

III. **Treasurer's Report - Heidi Neuhaus**

- A. Copies of the Report were distributed to the Board. Heidi noted that our fiscal status was better than anticipated since we did not expend the funds to do the Lancaster Christmas show which was budgeted for a net loss of \$160. In addition, we have come in under budget on both Cabarets and had a net profit of over \$300 for each Cabaret. Our tip receipts are well beyond projections what was done the last 2 years. We currently have \$1068 in the Patient Relief Fund and should be able to donate \$1500 by mid-year to SCAAN or any other organization the chooses. It was noted that the date on Page 3 for the second Cabaret was incorrect and should be changed to Dec. 22, 1991.

IV. Treasurer's Report

A. (continued)

A short discussion was held on the actual costs of doing the show versus the reimbursed costs which goes into the Report. The Board noted that many people do "eat" expenditures which they make to put on the shows and expressed its gratitude to those people.

A motion was made by Glen to accept the Treasurer's report with the date correction, seconded by Sharon and passed unanimously.

- B. SCAAN membership came up for renewal and a check for \$35 was disbursed to maintain the membership under the Treasurer's discretionary expenditure powers.

The Board informally expressed their support of the action and continuing with the membership.

IV. Artistic Director's Report - Paul Foltz

A. Meeting with Management of RAJE for February '92 Show

Paul distributed a copy of the summary of the results from the meeting on December 30, 1991 between the management of RAJE, Lonnie and himself. He noted that instead of the proposed two performance, there will only be one - Sunday night, Feb. 16, from 8-10 pm (approximately). This means that we will have to try to sell all 200 tickets for the one show to stay on budget. The room will be re-arranged compared to the last show - the stage is now required to be directly in front of the sound booth. RAJE management will require us to pay for four (4) security persons, one (1) bartender and one (1) disc jockey/sound man. We are required to use their disc jockey. The fees are noted on the summary. RAJE will obtain the staff. We are also required to pay \$100 for the electricity. In actuality, these fees save us \$500 over what we anticipated spending.

RAJE does not have tables and chairs to accommodate 200 persons. Therefore, we will need to obtain them ourselves. It is estimated that we will need 20 tables and 200 chairs. There is "standing" room around the edges and also the booths.

Eric will contact the Harrisburg Hotel to see if they would be willing and able to lend us tables and chairs. He will also contact rental centers to check on prices. Glen will contact Kimball Funeral Home with whom he has contacts for chairs that lends chairs for the barge concerts. It was suggested, as a last resort, we could all bring card tables.

Eric requested that if anyone had a possible source for tables and chairs they should contact him by next Thursday, Jan. 21st.

VI. Artistic Director's Report

A. (continued)

A discussion was held on the presence of the partition and whether or not it was movable. It was decided that production staff would need to visit RAJE themselves to review the renovations before seating arrangements could be finalized.

A motion was made that we accept the Report from the Dec. 30th meeting with RAJE staff by Heidi, seconded by Glen and approved unanimously.

It was noted that Lonnie is responsible to send the letter of agreement to RAJE. Heidi will inform Lonnie of this and they will also find out from RAJE how/when they want paid.

V. Managing Director's Report - Heidi Neuhaus for Lonnie Kerr

A. February Show at RAJE

Reserved Seating - Paul and Heidi suggested that a box office type of situation be set up where tables/chairs are numbered and seats are reserved as money is turned in - not as tickets are handed out. A phone number on the ticket would tell people where to call for reservations and a number on the ticket will allow us to know if they are legitimate ticket purchasers. It was suggested that each cast member that chooses to take tickets be given a log sheet with his ticket numbers on it for him to record the ticket buyer and whether they wish to reserve seating. Reservations will be on a first-come-first-served basis as the money is turned into the "box office".

The Board approved the sale of standing-room-only ticket sales at the door to a total of 350 tickets combined of reserved and standing (noting the legal capacity of RAJE is about 500) at the price of \$10 per ticket.

Patrons, Posters & PR - Heidi noted that Lonnie is doing the patron work and public relations which should be mailed next week. Rogan is doing the poster design (which can be used on the program cover) and should be up by Jan. 24th.

VI. Finance Committee Report - Heidi Neuhaus

They met on January 13, 1992. Since the annual budget is done they have not started tasks. The Committee would like some direction from the Board on their charges concerning: 1) budget development and 2) identifying funding sources such as the Unity Festival.

V. Managing Director's Report

A. (continued)

Complimentary tickets will be kept to a minimum, but discussion among Board members developed the following list:

Ray, Jeff, & Cynthia from RAJE:	4
Rogan:	2
Frank from Neptune:	2
(since he never got any from Cabarets)	
Lynn Kintz:	2
Lindsay Mills: (contingent upon	2
the amount of help he's had)	
Ed at The Strawberry:	2
(if he brokers tickets for the show)	
Anyone who brokers tickets:	2
Vault Management:	2 each

It was suggested that a pair of comps always be given, not just one, as a social courtesy. Any cast member not working the show must pay for tickets. "Not working" a show was defined as not helping with any aspect of the show, before, during or after the performance such as artwork, publicity, tech crew, strike crew, and so on. We will check with all of the above to see if they want their complimentaries or if they can be resold. Heidi will send a letter to all companies above to confirm comps and notify them of the seating reservation deadline.

Eric requested that the February program contain an insert which has the following:

- 1) a tear off/drop-in-box-on-way-out paper to add that person's name to our mailing list;
- 2) a tentative schedule of performance upcoming, including the Unity Festival;
- 3) a contact number for volunteering and for audition information, ie Paul's shop number (the answering machine).

Eric expressed concern that we may have created hard feelings with Cathy concerning the posters. He suggested that she be contacted and informed: 1) we did not realize that she meant she wanted to do all posters for all shows and 2) that the Managing Director selects the poster designer and a designer in town was chosen for logistical reasons.

The Board approved Heidi obtaining volunteers to serve as change-makers for tips. The suggestion was made that they dress-up as "cigarette girls/boys".

VI. Finance Committee Report - Heidi Neuhaus

They met on January 13, 1992. Since the annual budget is done they have not current tasks. The Committee would like more direction from the Board on their charges concerning: 1) budget development and 2) coordinating funding sources such as the Unity Festival.

VI. Finance Committee Report (continued)

The Board suggested the following:

1. Contact Lindsay Mills and begin planning the Unity Festival events utilizing Lindsay's ideas for expansion into more carnival activities.
2. Develop a plan for Rent-A-Drum, which has been discussed previously.
3. Develop the raffle discussed at this meeting for the February show.
4. Obtain ads for the August Show program. Any money obtained from these ads, to assist with promoting their sales, could be split between the Company and Patient Relief.
5. Have patron ticket prices available for the August show.

Eric requested that the Committee meet at least quarterly, more if needed. He/we do not require a written report from the Committee.

Eric also requested 2 more persons be added to Finance Committee for a total of four members. Heidi noted that Lindsay has already agreed to join the Committee.

VII. Old Business

A. Update of Nonprofit Status

Eric stated that all papers were turned over to Lonnie.

B. Update of Equipment Purchases - Sharon Staub

Sharon had nothing to report on purchases.

Eric requested that a prioritized list of all potential equipment purchases be prepared for the next regular Board meeting.

Sharon reminded the Board that Steve Patton purchased wireless headsets from Radio Shack for the last show and donated them to the company. They retail for about \$65-79/pair. They aren't compatible with what we rent. Purchase/rent options on the intercom should be included in the equipment purchase list. Steve also has tentative plans to build us a light board in the near future.

Glen notified the Board that we have been offered a pair of speakers for \$200. We have budgeted \$250 for sound equipment for the August show which includes a sound board and four speakers. More information will be needed for a decision. Eric will contact this person for the equipment specifications.

VII. Old Business

B. (continued)

Ways to raise money for equipment purchases were discussed. Heidi will look into the possibility of raffling a cheer basket at the February show. Several suggestions to go into the cheer basket were made including a bottle of champagne, 2 glasses, and a bonus book. Tickets should go for about \$1 each.

C. Job Descriptions - Paul Foltz

Paul handed out the copies of the job descriptions noting the committees changes to the drafts: 1) the bylaws state the Managing Director report to the Artistic Director, not the Board as shown in the flow chart; 2) Production Coordinator be called Producer; 3) under Technical Assistant clarify "director" on P115 as "Artistic Director"; and 4) under Managing Director as "obtain all necessary permits/licenses for all Lily White & Company events." as a fourth item in the first part of the description. As a point of clarification, on the flow chart, "Dept. Heads" refers to the designers/choreographers.

Eric requested that the prose description of to whom each position reports be added to the body of each job description.

Paul requested that the Board consider changing the By-Laws "next time around" to place the Managing Director under direct supervision of the Board instead of the Artistic Director. Eric noted that this was considered by the Nominating Committee but was postponed to "see how things go".

The Board voted unanimously to accept the report of the Ad Hoc Committee for Developing Job Descriptions with the above mentioned changes.

VIII. Ad Hoc Committees

A. Nominating Committee - Eric Selvey

Elections are Thursday, January 16, 1992, 7:15 pm at the Vault prior to rehearsal. We will be voting on changes to the By-Laws, Amendments to the By-Laws and a slate of either 3 or 5 Board members depending on the vote on the By-Law changes expanding the Board to 9 members.

Eric requested that Sharon, Tim Rhinehart, and Scott Gahagan count the votes. The Interim Secretary will keep all ballots on file, record the election results, and prepare an election report (following Heidi's format) for the March Board meeting. The Board will elect its officers in March.

VIII. **Ad Hoc Committees**

A. (continued)

Eric will prepare the 1991 Annual Report and invite Lonnie and Paul to prepare messages to be included. Paul declined. Lonnie will be contacted.

IX. **Correspondence**

Eric will prepare correspondence to Eagle's Wings as was discussed at a previous Board meeting to discover their status and fiscal needs. It is reported they were "taken over" by St. Joseph's Hospital.

Eric will prepare thank-you's to Stallion's for support of Lily White and Co. for their support during 1991 and Altland's for their support in the past and allowing us to do the shows there. He will also let Bernie know that we're available to help GUSH.

Heidi sent a letter to Paper Moon/Neptune with a copy of the Amusement Tax for we submitted to Harrisburg City and a thank you.

X. **New Business**

A. **SCAAN Representative**

Heidi offered to be Lily White & Co's representative to SCAAN in keeping with our membership in that organization. She will attend the SCAAN elections. She will also have SCAAN put us on their Calendar of Events.

The Board unanimously approved Heidi as our representative.

B. Glen requested assignment as Technical Assistant (TA) and Heidi requested the position of Producer. Paul approved Glen as TA. Lonnie will need to approve Heidi as Producer.

C. **Mailing List**

Eric requested that Sharon prepare and updated membership list. John Lippi will need to be added back in and Rich Askey has a change of address. Sharon noted she was able to get Chuck Atwell's current address and the file has been corrected. She also noted that the list is on her computer at work and she can generate mailing labels and reports on the membership as the Board/Membership requires.

D. Glen noted that the staff of Bethany Village (where he works) attended the December Cabaret and thoroughly enjoyed themselves.

E. Eric formally thanked the Board for all their hard work this past year.

Lily White & Company

XI. Adjournment

Being no further business, Eric asked for a motion to adjourn. Motion was made, seconded and approved unanimously. The meeting was adjourned at 10:00 pm.

This company meeting of the Lily White & Company Board of Directors was held on Thursday, January 14, 1992 at The Vault. The meeting was called to order by President Eric Selvey.

- Richard Roberts
- Paul Post
- Lindsay Mills
- Haldi Neuhart
- Tim Shinsbart
- Eric Selvey
- Jack Sparr
- Sharon Staub
- Clay Wagner

Respectfully submitted,

Sharon L. Staub
Interim Secretary

President Selvey welcomed everyone, especially new members Tim and Lindsay, to the meeting. Haldi Neuhart presented additional information on the R&B show.

R&B does not have/can not get a Bring-Your-Own-Beverage (BYOB) liquor license. (The R&B license costs only \$200 per function, but you're required to have \$100,000 in liability insurance.) Therefore, Lily White & Company is responsible for the state of the gettows just as if we were having a private party at someone's house. We would be liable for any alcohol related accidents. This situation is different from the bar scenario, because the possession of a liquor license puts the responsibility on the bar, not us. Haldi wanted to know: do we want to do a dry show or save the performance?

Haldi noted that because of their request to purchase a liquor license and other political factors, R&B is under close scrutiny. There will be no liquor sales there. The security people R&B is hiring are trained to confiscate any alcohol they see. They also have "No Alcohol Allowed" signs posted. R&B is hoping to get their license in 2-3 months. The owners hope to expand the facility into a large recreational complex with a gym attached.

Eric is looking into having it at Silver House.

It was noted that both they (R&B) and we have put out money for advertising with R&B's name on it. Eric suspects that if we pull out on R&B now it may be difficult for us to get in later. If we do a good job this time, however, it will be easier for us to get back in again. Other board members expressed concern at changing this look. Eric expressed concern for just advertising if the show was dry, and this possibility was acknowledged by several board members.

The idea of a pre-show party at one of the bars and sponsored by one of the bars was suggested. Jack suggested the Paper Moon. He'll contact Frank. Perhaps the "glider" could go to the bars 2-3 hours before the show.

Lily White & Company

Emergency Board of Directors Meeting

January 30, 1992

This emergency meeting of the Lily White & Company Board of Directors was held on Thursday, January 30, 1992 at The Vault. The meeting was called to order by President Eric Selvey.

Members Present:

Paul Foltz
Lindsay Mills
Heidi Neuhaus
Time Rhinehart
Eric Selvey
Jack Sowers
Sharon Staub
Glen Wagner

President Selvey welcomed everyone, especially new members Tim and Lindsay, to the meeting. Heidi Neuhaus presented additional information on the RAJE show.

RAJE does not have/can not get a Bring-Your-Own-Bottle (BYOB) liquor license. [The BYOB license costs only \$200 per function but you're required to have \$1million in liability insurance.] Therefore, Lily White & Company is responsible for the state of the patrons just as if we were having a private part at someone's house. We would be liable for any alcohol related accidents. This situation is different from the bar cabarets, because the possession of a liquor license puts the responsibility on the bar, not us. Heidi wanted to know: do we want to do a dry show or move the performance?

Heidi noted that because of their request to purchase a liquor license and other political factors, RAJE is under close scrutiny. There will be undercover cops there. The security people RAJE is hiring are trained to confiscate any alcohol they see. They club has "No Alcohol Allowed" signs posted. RAJE is hoping to get their license in 2-3 months. The owners hope to expand the facility into a large recreational complex with a gay orientation.

Eric is looking into having it at River Rescue.

It was noted that both they (RAJE) and we have put our money for advertising with RAJE's name on it. Eric suspects that if we pull out on RAJE now it may be difficult for us to get in later. If we do a good job this time, however, it will be easier for us to get back in again. Other board members expressed concern at changing this late. Glen expressed concern for lost attendance if the show was dry, and this possibility was acknowledged by several board members.

The idea of a pre-show party at one of the bars and sponsored by one of the bars was suggested. Jack suggested the Paper Moon. He'll contact Frank. Perhaps the "girls" could go to the bars 2-3 hours before the show

to promote. Paul felt that the schedule would be too tight to count on the "girls" being able to do this. Otherwise, good idea.

Tim also suggested that their ticket could serve as proof of attendance and perhaps arrangements could be made with Michael of the Stallions for people to get in free to Stallions after the show. Glen felt Michael wouldn't cooperate. Paul requested they look into it anyway.

Paul requested that the Company actively spread the word so that we minimize the chance of an unpleasant situation with anyone, esp. the Pennsmen.

It was suggested that "NO ALCOHOL PERMITTED" be printed on ticket.

Eric entered a motion to keep the show at RAJE and stipulated that tickets be imprinted with "Alcohol Prohibited" as well as posters and any remaining flyers; seconded by Glen and unanimously approved.

Heidi will explain the ticket selling policy to the cast at tonight's rehearsal. The seating options are poorer than hoped and she will need to review tech set-up with Glen.

There will be no videotaping allowed except by our person. Space and traffic problems are cited as the primary reasons. Eric requested that we announce that video taping is prohibited or they must get prior approval to do so. The question of photos was also raised. Paul will poll the cast on their feelings about taping/photos and any anonymity concerns. Jack expressed concerns that we will alienate our audience with all of these restrictions.

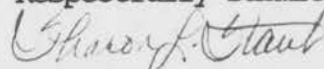
It was decided that, after polling the cast, that no one would be allowed to set up tri-pods, but that shoulder mount might be okay if cleared with Paul first. Carl Fetterman is taping the show for us.

It was reported that Lonnie sent the letter of agreement to RAJE.

The raffle for the basket of cheer has been cancelled. It is illegal, although police rarely go looking for this, but the undercover cops will be there. Lonnie suggestion (through Heidi) was to sell purple ribbons for \$1 at the door to express support for AIDS victims (as was worn at the Oscars). The money could still be earmarked for equipment purchases. This board agreed to this.

Being no further business, Eric asked for a motion to adjourn. Motion was made, seconded and approved unanimously. The meeting was adjourned at 7:30 pm.

Respectfully submitted,



Sharon L. Staub
Interim Secretary

Lily White & Company

Special Board of Directors Meeting

February 19, 1992

The meeting, held at the Harrisburg Hotel, was called to order at 7:45 pm by President Eric Selvey.

Members Present: Eric Selvey, Glen Wagner, Tim Rhinehart, Jack Sowers, Lindsay Mills

Guest: Steve Patton

Members Excused: Heidi Neuhaus, Paul Foltz, Sharon Staub, Lonnie Kerr

I. Show at Raje - February 16, 1992

President Selvey reported that the 2/16 show at Raje was a success. He reported that there were 197 tickets sold (plus 17 comp tickets). Exact profit figures were not available.

II. "Gay & Lesbian Guide" Advertisement

President Selvey presented information to the Board concerning advertising in the 1992 "Gay & Lesbian Guide".

Action: Glen moved that we place a \$50.00 advertisement in the "Guide". Time seconded the motion. The motion was carried.

III. Business Cards

President Selvey asked for a motion to have business cards be printed for Lily White & Company.

Action: Jack moved that business cards be printed. The motion was seconded by Glen and carried.

Lindsay offered to contact Nikki Knerr at Kreative Komposition concerning printing costs.

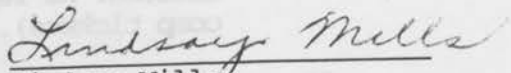
IV. August Hotel Show

President Selvey presented the contract for the August 16th show at the Harrisburg Hotel. He presented the option of serving dinners before the show; stage and table arrangements were proposed by him. The requirement of a \$500.00 deposit was presented and discussed with concern regarding how the money will be applied.

Action: Glen moved to accept the contract for the August 16th show as presented. Lindsay seconded the motion. Motion carried.

There being no further business, the meeting was adjourned at 8:45 pm.

Respectfully submitted,


Lindsay Mills
Lindsay Mills
Acting Secretary

Board of Directors Meeting

March 10, 1992

The regular bi-monthly meeting of the Lily White & Company Board of Directors was held on Tuesday, March 10, 1992 at 1510 Penn Street. The meeting was called to order at 7:36 pm by President Eric Selvey.

Members Present:

- Paul Foltz
- Lonnie Kerr
- Lindsay Mills
- Heidi Neuhaus
- Tim Rhinehart
- Eric Selvey
- Jack Sowers
- Sharon Staub
- Glen Wagner

Excused Absentees:

None

Unexcused Absentees:

None

Visitors:

Stanley Light

I. Approval of the Minutes

- A. The minutes of the January 14, 1992 Board Meeting were presented for approval. Several corrections and clarifications were requested.

A motion was made to accept the corrected minutes by Glen, seconded by Paul and passed unanimously.

- B. The minutes of the January 30, 1992 Emergency Board Meeting were presented for approval. Corrections were requested.

A motion was made to accept the corrected minutes by Heidi, seconded by Glen and passed unanimously.

- C. Lindsay will report on the meeting concerning the Harrisburg Hotel show at the May Board of Directors Meeting.

A check to the city must be out by March 15th to be in compliance with the city's minimum tax regulations.

Paul asked if replacement for the damaged light was included in the show expenses. It was not since he had contacted Jeff McManis about the damage through a construction change. Heidi will talk to Jeff.

The approval of the B&E budget was tabled until an amount on replacement expenses for the light was received.

A motion was made by Paul to go ahead and pay \$200 for the light if they so request, but not more if we can have the damaged unit replaced by Lindsay and unanimously approved.

II. **President's Report - Eric Selvey**

A. **Correspondence**

He spoke to Jim Reigle concerning the confusion surrounding the thank-you note for the July '91 Lancaster show and apologized for any hurt feelings. Jim appeared satisfied with this and it seems everything is okay.

He still needs to contact Bernie/GUSH to thank and extend our wishes to perform there again. Eric requested Lonnie contact Bernie since it may entail performance arrangements.

Eagle's Wing hospice still needs contacted about their situation/needs. In addition there is now a hospice in York for PWA's.

B. **Other**

Eric noted that the show did not run as smoothly as he felt should have been possible. Communication is still a problem and he reminded people that they need to pick up the phone and call people. Paul reminded the Board that just because its on your job description doesn't mean you have to do it; it means you have to see that it gets done. Learn to delegate.

Sharon mentioned that Andrew Simpson (from HCT and HACC) would like to help in any capacity available.

Jack noted that Fran Rudman is back in town and wants to assist with the Lily productions.

III. **Treasurer's Report - Heidi Neuhaus**

Copies of the Report were distributed to the Board. We came in under budget for the February show. Since props actually came in under budget too, Sharon was reimbursed for the wig stands she made several months ago.

A check to the city must be out by March 15th to be in compliance with the city's amusement tax regulations.

Paul asked if replacement for the damaged light was included in the show expenses. It was not since no-one had contacted Jeff McDoudd about the damage through a communications mix-up. Heidi will talk to Jeff.

The approval of the RAJE budget was tabled until an answer on replacement expenses for the light was received.

A motion was made by Paul to go ahead and pay RAJE for the light if they so request, but ask them if we can have the damaged unit; seconded by Lindsay and unanimously approved.

III. **Treasurer's Report - cont.**

Heidi presented the report on dispersible funds for patient relief.

A motion was made by Glen to accept the report, seconded by Jack and unanimously approved.

IV. **Managing Director's Report - Lonnie Kerr**

A. **Non-profit status**

The state non-profit papers were filled out and are being reviewed by someone in the tax office for Lonnie for completeness and accuracy. Hopefully, she will get them back to him in 2-3 weeks. According to this source, it looks like we do not qualify and probably do not need to qualify for federal non-profit status.

The Board requested that he continue to try for 501C3 status and investigate the Federal NPL further that the Board feels we should try for it.

Apparently there is no sure fire way to fill out these forms that works and its a matter of try-try-again. Lonnie asked if By-Laws and financial statements are available and he was assured that they are. Heidi will get Lonnie the material he needs.

Heidi noted that we never filed fictitious name papers and this will need to be done. We do have a FIN (federal identification number). Donni has the FIN number. Most of Donni's papers have been given to Sharon.

Eric suggested Lonnie contact Richard Utley of the Bureau of Charitable Organizations for help. This is not a state agency.

Lindsay noted that Gary Giltz, formerly of Lily White & Company and now with the Pennsmen, offered to assist us in deciphering the regulations since he just went through it with the Pennsmen.

B. **Other**

Sharon noted that she does not have a copy of the letter of agreement with RAJE. Letters of agreement/contract must be obtained from clubs/organizations with whom we enter into performance agreement. These must be signed in advance. If none are produced by the club/organization where we perform then the show should be cancelled. Eric requested that Lonnie get a copy from RAJE and get it to Sharon.

The Board requested that mailing list coupons be made available at every show from now on. Lonnie should work with the person designing the program to put in a coupon/survey and calendar tear-off or insert. It was suggested that these be available at the Unity Festival, too. They should be printed on something more substantial, ie card stock.

IV. **Managing Director's Report**

B. **Other (cont.)**

Lonnie requested a contacts list from each "staff" member of who does what work, ie posters, programs, etc. as he does not have this.

Sharon noted that she has prepared a database of the membership and it currently includes who does what as well as other personal statistics.

She will give the Board members their own stat sheets at the next meeting for review of the elements included in the sheets.

Once format is final, each member will receive their own stat sheet to fill out and update. The file will allow us to select a list of persons who are interested in or have experience in different aspects of production such as "who can run follow-spot" or "who knows how to do hair". Each persons fact sheet will be considered confidential and information from it will only be made available to appropriate staff. It was noted that Rick Pickles has begun to computerize the mailing list.

Paul requested that any "confidential" information that non-membership people may have in their possession be retrieved as soon as possible and that we exercise caution in allowing this information to leave the Company.

The Board reviewed the membership mailing list and additional address changes were given. The Board requested that the following people be added: Jeff Betz, Ed Fuhrer, Rich Shaull, and David Ogden. The Board requested that the following people be eliminated from membership and moved to the general mailing list: Michael Weiss and David Beers. Sharon will make these changes.

The Board requested that Paul and Sharon develop a membership policy which includes a policy for removal of persons from membership.

With this in mind, Eric requested that Paul and Jack develop next years schedule in time for approval by the board at their July meeting.

Eric asked about progress in preparing the "open admission/cost reduction" program he'd hoped they'd have been up by now. He requested Lonnie take care of this as soon as possible. He would like this up in time for the August show.

In keeping with the job descriptions, all Sharon's phone number should be circulated to all cast people as the contact person for rehearsal problems and conflicts.

V. **Artistic Director's Report - Paul Foltz**

A. The March cabaret has been cancelled for a variety of reasons, including an inability to locate adequate vehicles, enough actors and the production crew (and performers) desperately need a break. Therefore the next cabaret is in June at the Paper Moon and tentatively scheduled for June 21st.

B. The Company has received a request from Mish to do a show at the D-Gem during May. Since it is unlikely that there will be much overlap in audience with the Paper Moon, it was suggested that we do the same show at both sites. Jack inquired about where we will be advertising the D-Gem show and it was noted that the advertising will be limited to the D-Gem.

Eric reminded publicity to include the D-Gem in advertising and ticket sales of the Paper Moon Cabarets.

C. The city office of Parks & Recreation has offered Reservoir Park to us for this summer to do a legitimate theatre piece at the bandshell and use the Mansion for a reception. Paul will not take the drag show there. The circumstances is too open and lacks any control or security. Some people have suggested to the Company to do a legitimate theatre piece at RAJE rather than Paper Moon. Although the Board expressed interest in this, it was felt that our summer schedule was already full (with the August show).

D. Other

Eric asked if the stage will be reinforced and made safer. Paul noted that Lindsay is aware of the problems and anticipates major repair work to the platforms this summer.

Eric asked the Board to consider their position as Board members and the need for us to speak with one voice. The Board needs to show unity and to support ourselves. There has been quite a bit of nonconstructive criticism of the '91-'92 schedule by Board members - a schedule which was approved by the Board and the membership. This is not the way to maintain the support and respect of the membership.

With this in mind, Eric requested that Paul and Jack develop next years schedule in time for approval by the Board at their July meeting.

Eric asked about progress on preparing the "open audition/cast recruitment" posters; he'd hoped they'd have been up by now. He requested Lonnie take care of this as soon as possible. He would like them up in time for the August show.

In keeping with the job descriptions, Ed Shriver's phone number should be circulated to all cast persons as the contact person for rehearsal problems and conflicts.

V. Artistic Director's Report

D. Other (cont.)

Paul will send a letter to the cast to announce the cancellation of the March show. A suggestion was made to do a "best of" show for May/June to hold down rehearsal time and expenses.

A motion was made to accept Paul's report by Sharon, seconded by Heidi and was unanimously passed.

VI. Finance Committee Report - Heidi Neuhaus

A. Ribbon Sales

These will be made available at the August show. The Board requested they be made available at all productions/events including the cabarets. This is our only source of equipment money for now.

B. Unity Festival & Rent-A-Drag

Jack, Lindsay, Bob Leonard, Heidi and Lonnie met to develop the program for the Unity Festival. In addition to the dunking booth, several other very ill games were suggested including a "Lily Pond" with a fish-for-boobs theme. There is some question about whether or not the Unity Festival will be held this year. Heidi will try to find out more about that.

They are working on a flyer to go with the Cabaret flyers to announce the Unity Festival, present a calendar of events and announce rent-a-drag. For the most part, rent-a-drag will be advertised by word-of-mouth. This will be an escorted situation. A final proposal will be ready by the next meeting. They also discussed a Rent-A-Drag video and a calendar layout. They calendars would cost us \$15 each to have made and therefore are probably not feasible.

C. Harrisburg Hotel Show - August 16, 1992

After the Unity Festival, they will concentrate on this show. The mailing list needs to be updated (general & patron).

Eric should remind the Harrisburg Hotel that the contract should note that the \$500 deposit is refundable.

D. A motion was made to accept the report of the Finance Committee by Sharon, seconded by Jack and unanimously approved.

VII. Ad Hoc Committees

A. Nomination Committee Report - Eric Selvey

The Election Report was submitted to the Board for review. A motion was made to accept the report, seconded and unanimously approved.

Sharon asked for a definition from the Board of a proxy vote. It was noted that a proxy vote is not the same as an absentee ballot. We do not allow for absentee voting. A proxy is an assignment of your voting privilege to another person (ie a member of the Board). That person then has as many votes as he/she has proxies plus their own vote. That person is free to vote their conscience with all votes. It is the responsibility of the Board member giving the proxy to select someone they believe will vote in accordance with their personal feelings.

VIII. Old Business

A. Prioritization of Equipment Purchases - Sharon Staub

Sharon presented a preliminary list of equipment purchases, based on conversations and concerns expressed by the Board as well as the membership. (See attached list.)

The first page of the list consist of items that we should consider in time for the August show and represent items which are probably within our ability to raise funds to purchase, with the exception of the followspots and speciality lighting units.

1. Intercom System

Glen may have a line on wireless intercom system that may be compatible with our own from Met Rep. He will look into that. It was determined that four more sets (ie 2 pairs) of headphones would be needed for the August show and that should all be on the same frequency.

2 & 3. Extension cords and running lights

It was suggested that the following extension cords be purchased/made:

- 4 : 50 ft cords
- 4 : 100 ft cords
- 2-3: 3-prong adapters
- 2-3: multiple outlet units with surge protection.

Clip lights are needed and the number will vary depending on the backstage arrangement. The two Sharon has are not enough usually. Lindsay has many different types of spare electrical parts.

Sharon should work with Lindsay on this in time for the August show.

VIII. Old Business

A. Prioritization of Equipment Purchases (cont.)

4. Fire Extinguishers

We probably need about four small extinguishers. Sharon should get more information on this for the next meeting.

5. Garment Racks

Paul reminded the Board that there are racks available from the Community Theatre that are usually not being used. Sharon asked Glen to be sure to make arrangements to have them trucked from the Theatre to the performance site and will remove this item from the equipment list.

6. Followspots

The Board is uncomfortable with their inexperience with spotlight varieties. Paul asked Sharon to inquire about renting the small "Club" spot (the \$500 spot) for the August show to "test-drive" and also to inquire about used equipment purchase from McManus Enterprises (Bala Cynwyd, PA). Sharon noted that McManus does rent equipment and she will call and see if 2 of the "Club" spots are available. She will notify Glen of all arrangements she makes.

7. Specialty Units

The Board would like to make this a lower priority for now.

The Board would like Sharon to continue to look for opportunities to purchase specialty units and the items on page 2 of the equipment priority list, in the future, at bargain prices (ie used equipment) and agrees that they are of a lower priority than the other items listed above.

Sharon noted that in "11. Non-mechanical supplies" there are ongoing repeat purchases that need to be made of items that should always be "in stock" and we should look into purchases in quantity. The Board asked for prices and quantity discounts. Sharon will investigate further. Jack expressed appreciation at seeing wig heads listed; they are desperately needed. Sharon will check with Jack and Paul on cheap purchase sources.

Eric asked us what was our commitment for distribution of monies gleaned from ticket sales. It was noted that some was committed for PWA's. We need a big push to replenish the budget. If we work hard we could have a substantial "excess" at the end of the year.

It was noted that we need to develop a primary production budget (as we've been doing) and a secondary operating budget.

Gaffers tape isn't our only ongoing expense - there is also postage, envelopes and other related expenses.

IX. New Business

It was noted by members of the Board that a system needed to be developed to open applications for Managing Director and Artistic Director to the general membership.

A. Election of Officers

Sharon was nominated for Secretary for a one-year term by Heidi, seconded by Paul and approved unanimously.

Heidi was nominated for Treasurer for a two-year term by Lindsay, seconded by Tim and approved unanimously.

Glen moved that the nominations be closed, seconded by Sharon and approved unanimously.

B. Appointment of Managing Director

Lonnie was asked to leave the room during discussion and voting.

In order to stagger the terms of the Artistic and Managing Director within the year to minimize the possibility of being without both positions for any length of time, the reappointment term for Managing Director was set to 6 months, ending in September and then the next appointment term would be for one year, specifically, September '92 through the end of August '93.

Lonnie was nominated for Managing Director for a 6 month term by Glen, seconded by Lindsay, and unanimously approved by the Board.

Eric is proposing a change in the by-laws which will make the managing director answerable to the Board instead of to the Artistic Director.

Lonnie returned to the meeting room and a discussion was begun between Lonnie and the Board about mutual expectations for work, attendance, communication and information. The Board was made aware of Lonnie's conflicting work schedule and that he can not be at rehearsals. Lonnie was made aware of the memberships' need for the Managing Director to make his presence felt at performances as much as possible. Lonnie requested task lists from the other production staff, establishing target dates and a list of who has done what for the productions.

Eric asked each designer to get a copy of their task list to Sharon by April 24 and they will be mailed to the Board in the pre-meeting packets. Ed Shriver should get his copy to Paul ASAP.

IX. **New Business (cont.)**

C. **Appointment of Artistic Director**

Paul was asked to leave the room during discussion and voting.

Paul was nominated for Artistic Director for a one-year term by Eric, seconded by Glen, and unanimously approved by the Board.

Paul was out of the room for the conversation with Lonnie and Eric explained the checklist to him and summarized the conversation with Lonnie and the Board.

D. **Eric thanked the nominating committee for the services and dissolved the committee effective immediately.**

E. **Disbursements**

We have \$1,745 in dispersible funds. Last year we gave \$1,000 to SCAAN and \$175 to the Hospice of Central Pennsylvania. By prior agreement with Paper Moon in exchange for performing privileges we must give at least \$1068 to SCAAN. That leaves about \$677 to spend elsewhere or also on SCAAN.

A motion was made to send the committed amount to SCAAN, and split the balance between Hospice of Central Pennsylvania and York House Hospice (\$338.50 each); seconded by Lindsay; and unanimously approved.

F. **Changes/Amendments to the By-Laws**

Eric has drafted changes to the By-Laws and handed out copies to the Board. Please review them for the May meeting.


X. **Correspondence**

A letter was received from the Harrisburg Arts Festival. The contents will be discussed at the next meeting.

XI. **Adjournment**

Being no further business, Eric asked for a motion to adjourn. Motion was made by Paul, seconded by Glen and approved unanimously. The meeting was adjourned at 10:49 pm.

Respectfully submitted,



Sharon L. Staub
Interim Secretary

8. **Light Fixtures**
Current rental price: \$96 for 8 lites plus dimmer board

Used Lekos - \$80 from Bash Theatrical Lighting
(201) 863-3300

9. **Additional lighting equipment (ie cables & board)**

Dimmer Board - possibly built & donated by Steve Patton
Used Boards - prices vary with availability

Lighting cable - no catalog

10. **Sound Equipment**

Mixer Board - unknown

Speakers - unknown

Tape deck - \$200 plus

11. **Any other non-mechanical supplies/equipment**

Glow tape

Wig heads

Gaffers tape

Possibly build?

Followspots - "club size" or "sidspot"
Current rental price: \$100 for 2?

lycan

The Club

- approx. \$500 (plus bulb) - 3 gals. no gals.
uses 160 watt V12 Halogen bulb

The Midget

Model 1204

- approx. \$300 (plus bulb) - 3 gals. gals. slot
uses 160 watt quartz halogen spot

7. **Specialty Lighting units - not available to rent**

As specified by lighting designer per show such as "bird eye
eye light" by Time Space Lighting.

Prioritization List of Potential Equipment Purchases
Lily White & Company
March 10, 1992

1. Interroom System

Radio Shack (to match what we have)

3 channel set: \$69.95 per pair (must match channel)

5 channel set: 49.95 each

2. Extension cords, adapters and multiple outlet units

50 ft cords - \$20-35 at Hech's, etc.

100 ft cords - \$30-45 at Hech's, etc.

3-prong adapters - \$2-4

multiple outlet units - \$5 at Hech's (orange type)

3. Running Lights/Clip lights and extension cords

clip lights

- \$10-20 at Hech's, hardware, etc.

household extension cords - \$6 and up

4. Fire extinguishers

small ABC type - had seen for \$30-65 each

5. Garment Racks

Possibly build?

6. Followspots - "club size" or "midgets"
Current rental price: \$100 for 2?

Lycian

The Club

- approx. \$500 (plus bulb) - 5 gels, no gobo
uses 360 watt FLE Halogen bulb

The Midget

Model 1206

- approx. \$992 (plus bulb) - 5 gels, gobo slot
1000 watt quartz followspot

7. Specialty Lighting units - not available to rent

As specified by Lighting Designer per show such as "mini x-ray
cyc light" by Times Square Lighting.

**Lily White & Company
Board of Directors Meeting
May 12, 1992**

The regular bi-monthly meeting of the Lily White & Company Board of Directors was held on Tuesday, May 12, 1992 at 256 Boas Street. The meeting was called to order at 7:40 pm by President Eric Selvey. The lipstick bank was put out for quarters for the equipment fund. Eric thanked Jack for the space for the meeting and for the food Jack put out for everyone.

Members Present:

Paul Foltz
Lindsay Mills
Heidi Neuhaus
Eric Selvey
Jack Sowers
Sharon Staub
Glen Wagner

Excused Absentees:

Glen Wagner
Tim Rhinehart
Lonnie Kerr

Unexcused Absentees:

None

Visitors:

Jeff Nagle
Tom Federico

I. Approval of the Minutes

- A. The minutes of the February 19, 1992 Special Board Meeting were presented for approval. Corrections and clarifications were made.

A motion was made to accept the corrected minutes by Heidi, seconded by Lindsay and passed unanimously.

- B. The minutes of the March 10, 1992 Board Meeting were presented for approval. Corrections were requested.

A motion was made to accept the corrected minutes by Paul, seconded by Jack and passed unanimously.

II. President's Report - Eric Selvey

The situation concerning Jim Reigle and the confusion surrounding the thank-you note for the July '91 Lancaster show was apparently not settled as previously believed. Eric sent a handwritten thank-you card and hopefully it is now resolved.

A thank-you letter to Al Kochick (of the Strawberry) for the \$100 donation toward the light fund will be sent.

II. President's Report (continued)

Because of his current involvement with Harrisburg Hotel and the arrangements for the August show, Eric requested to be the formal liaison with the Hotel. This has been approved by the Finance Committee. Furthermore, he reviewed the letter of agreement and it does contain wording to allow the \$500 advance to be refundable or put toward costs if we reach our attendance quota(s).

Eric noted that he is pleased with the progress made so far on the August show and encouraged the staff to maintain the momentum. There is still a lot left to do.

III. Treasurer's Report - Heidi Neuhaus

Raje did not charge us for replacement of the damaged light; it only needed a new bulb. Raje was very impressed that we admitted to the damage and grateful for our offer of compensation. Therefore, Heidi presented the Raje budget for approval.

A motion was made to accept the Raje budget by Lindsay, seconded by Paul and unanimously approved.

A copy of the current financial statement was distributed for review, as well as a copy of the projected budget for the August show as approved by the Board on 10/9/91.

Lindsay requested that we rent a truck to schlep the equipment around for the August show, especially if we preview out of town. It should only cost \$70-80 for a two-day rental.

The 92-93 budgets will be drafted towards the end of the summer.

Heidi requested expected budgets from all designers in writing ASAP.

Heidi noted that the reception at the Neptune before the Raje show was paid for by Jack, personally. The bill was \$100.

Heidi asked for a motion that we reimburse Jack for this expense. The motion was made by Sharon, seconded by Paul and unanimously approved.

A motion was made by Paul to approve the Treasurer's report as presented, seconded by Lindsay and unanimously approved.

IV. Managing Director's Report - Lonnie Kerr

None

V. Artistic Director's Report - Paul Foltz

Eric reported on the D-Gem show in May. They will be rehearsing at the D-Gem the Thursday before the show. There are a lot of new people in the Company. The rehearsals are going well.

Paul reported on the August show. He has developed a tentative show outline with Eric and Ray. The outline was distributed to the Board only, not guests, since it isn't approved. A floor plan which accommodates 401 persons has been developed. There is no standing room. The schematic was distributed to Board members only. Ed Shriver is calling cast about rehearsals scheduled for Tuesdays and Thursdays, until *Into the Woods* opens when it changes to 3 nights per week. Heidi asked that Paul arrange some time to meet with her regarding tickets and promotion as soon as possible. Everything else is in place to roll with the production.

Heidi, for the record, congratulated Paul, Eric and Ray for their hard work on the August show outline.

Eric asked what the cut-off date for new performing members would be and suggested the end of May. Paul concurred. It will be announced at rehearsal on Tuesday. Anyone interested in joining the company after June 1st is welcome to work backstage.

Heidi made a motion to accept Paul's report, Lindsay seconded and it was unanimously approved.

VI. Finance Committee Report - Heidi Neuhaus

Heidi reported that we earned about \$300 at the flea market. Not all IOU's are in.

The penny drive is going well. She doesn't have all of them yet wrapped. She will report on the progress as soon as its done.

We received a letter from the Gay & Lesbian Switchboard to attend the planning meeting for Gay & Lesbian Pride Day. Heidi went in Lonnie's stead. The Day is planned for Reservoir Park at the band shell. They want us to perform, to send a representative to work on one of their committees and \$100 seed money. A lot of ground work is done, but there are a lot of details to finalize.

Eric noted that our funding drives for the equipment purchases not only included the flea market, but that we had begun a penny and quarter drive as well.

VI. Finance Committee Report (continued)

Sharon asked if Heidi has any qualms or reservations about this festival or the organizers. She noted a concern about the openness of the physical space and the fact they are planning it as a media event. She does not feel that it is safe to take the dunk-a-drag booth. Eric also expressed reservations about anyone going in drag. The park has its own security force but they cannot control access to the park by the general public. Their activities will be similar to the Unity Festival and it is scheduled for July 26, 1992. Heidi feels that we should not participate this year, but that a small donation would be appropriate.

For the record it was noted that there will definitely **not** be a Unity Festival this year.

Questions were raised about a source of money to send them and our commitments for previously raised funds. Heidi noted that we only have \$800 of the money budgeted for the August show actually in the account. Discussion was held about the D-Gem proceeds. The proceeds from the ticket sales would be available for funding the Gay & Lesbians Pride Day activities.

Paul made a motion that the money from D-Gem ticket sales beyond our expenses and not to exceed \$100 be donated to the Gay Pride Festival with a cover letter noting our support and regrets that we can not participate actively this year; seconded by Heidi; unanimously approved.

Eric will send a cover letter to Dan with the check as ruled by the Board.

Heidi requested all receipts from the D-Gem show be turned in by Memorial Day. She noted the Rent-A-Drag contact is not final yet. The patron mailing list is expanding rapidly. Heidi asked if the Board needs to approve the price structure for program ads. By mutual consent the Board agreed they do not need to approve the pricing structure. Sharon asked that the placement of ads be opened to the general membership.

VIII. Old Business

A. Prioritization of Equipment Purchases - Sharon Staub

Sharon had nothing new for tonight. Halon fire extinguishers appear to be within our budget for August and she will be bringing literature on extinguishers to the July meeting.

Eric noted that our funding drives for the equipment purchases not only included the flea market, but that we had begun a penny and quarter drive as well.

A. Prioritization of Equipment Purchases (continued)

The flea market was approved by the Board through a telephone vote. The quarter and penny drive was approved by the membership by consensus at a rehearsal.

Jack suggested we continue to call it the "Lily Light Fund", as was done at the flea market, to maintain continuity and familiarity with our public, but that it be used for all equipment purchases, not just lights. Eric called for further discussion on this issue. None was forthcoming. **The Board agreed to call the equipment fund the "Lily Light Fund" by mutual consent.**

B. To-Do Lists

The list was reviewed with Lily design staff and changes were made. Sharon noted that the list really needed time parameters (ie deadlines) to be of any use.

Paul made a motion to accept the task list as presented, with typos corrected; seconded by Heidi; unanimously approved.

Paul will develop deadlines for the August show and then Sharon will extrapolate this information into Gantt charts for small shows (ie Cabarets) and medium shows (ie February). Sharon will try to have draft charts for the July meeting.

IX. New C. RAJE light

This has been taken care of as noted under the Finance Committee report.

D. Cast Recruitment

The cutoff date for recruitment of performers for the August show is May 31, 1992. After that, volunteers can work crew/front of house if needed.

E. Membership Policy

The draft policy was presented to the Board for review and approval. Some changes were made.

A motion to accept the policy with the changes was made by Heidi; seconded by Lindsay; and unanimously approved.

Sharon will type up the revised policy for distribution.

F. Changes to By-Laws

The changes and additions were presented to the Board. Some rewording and additions were made for clarification and internal continuity.

A motion was made to accept the proposed changes and additions to the By-Laws with the changes just made by Paul; seconded by Heidi; and unanimously approved.

Sharon will type the revised changes/additions for presentation to the cast at the cast meeting.

G. Contracts

Paul gave Lonnie the old contracts we had for him to develop a standard contract. Lonnie is developing the Rent-A-Drum contract. Eric asked that those developing next year's calendar make sure that Lonnie has an opportunity for input. Paul noted the calendar was already roughed out but will pass it by Lonnie.

H. Board Retreat

Eric would still like to plan a weekend retreat for the Board at the end of May 1993 to develop our long range planning.

IX. New Business

A. Letterhead

A draft of the letterhead was presented to the Board. Heidi requested that the list of officers go down the right-hand side instead of the left.

A motion was made to accept the letterhead by Jack; seconded by Heidi; and unanimously approved.

B. Business Cards

We will be using the camera-ready copy from the ad in the Central Pa Gay & Lesbian Guide as the basis for our business cards.

IX. New Business (continued)

C. Monthly Board Meetings

A suggestion was made that we go to monthly meetings on a temporary basis. The Board agreed to stay at every two months. We will be adding production meetings to the schedule and they should take up some of the business from Board meetings.

D. Donni & August show

Paul presented a proposal to the Board that Donni Hunsicker, who is on full suspension, should have his suspension lifted and be allowed his full rights and privileges as a member of the Company. Heidi requested a definition of suspension. By mutual consent the Board agreed that a suspension is "a suspension of voting rights, suspension from performing in or working on a show". An alternate proposal was made that he be given a partial lifting of the suspension - allowing him to work backstage in August, but not to perform and no voting privileges. It was noted that according to the by-laws a simple majority vote of the Board was all that was needed to lift his suspension. However, Paul wishes to get the approval of the cast, that is cast that has worked with Donni in the past, as well. He felt that he must have the support of those working with him.

A motion was made that Donni's suspension be lifted completely without restrictions by Lindsay; seconded by Jack; and approved with 3 votes for the motion, 2 against, and no abstentions.

At the cast meeting this Tuesday when the By-Laws changes/additions are shown to the Company and the general membership meeting announced, Paul will present the reinstatement to the cast for approval. Sharon and Ed will notify the membership of the Tuesday meeting.

E. Community Service Letter for Jeff Nagle

Jeff has been assigned 50 hours of community service by District Justice Solomon for accumulated parking tickets the fine for which he can not afford to pay. He is requesting that Lily White & Company prepare a letter stating that he may do his community service work with us and asking Justice Solomon if this will satisfy the service requirement.

IX. New Business

E. Community Service Letter for Jeff Nagle (continued)

A motion was made to prepare such a letter by Heidi; seconded by Lindsay and unanimously approved.

Eric will prepare the letter to Justice Solomon offering Lily White & Company as a source of community service for Jeff and stating that he will be giving us 50 hours in preparation for the August show.

F. Eric opened the floor to additional new business.

The Company newsletter will be the responsibility of the Secretary who may seek assistance as she sees fit.

The Secretary will also prepare a list of names she received that wish to volunteer for the August show for Paul, Glen and Lonnie.

It was noted that we will need to purchase two additional headsets for the D-Gem show with the current floor plan to connect the dressing area to backstage to the sound booth. It was noted that we may be able to borrow a compatible set for the D-Gem. The Board requested that this be investigated.

A motion was made to purchase compatible headsets (2) for the D-Gem show if the loan does not work out by Lindsay; seconded by Paul; and unanimously approved.

Sharon presented the draft membership profile sheets for the Board's review. Suggestions for additional data items or the removal of inappropriate items was made. Paul suggested that wardrobe data could be added if there was space. Sharon will accept data changes indefinitely. She will prepare each members profile sheet for their review and for them to finish filling out.

X. Correspondence

Eric has received thank-you's from SCAAN and the York House Hospice for the donations we sent. He has also received a note that there will be an AIDS Candlelight Vigil on Sunday night at 6:00 pm at Italian Lake.

The last item in your packet was an article given to the Board for their information entitled, "Non-profit Prophet". Take a minute to read it if you can.

XI. Adjournment

The next meeting of the Board will be July 14, 1992 at 7:30 pm at Jack's house, 256 Boas St., Harrisburg.

Being no further business, Eric asked for a motion to adjourn. Motion was made by Paul, seconded by Lindsay and approved unanimously. The meeting was adjourned at 11:13 pm.

Present:
Lindsay Mills
Tim Blumhart
Eric Selvey
Jack Bowers
Sharon Staub
Clem Wagner

Respectfully submitted,



Sharon L. Staub
Secretary

The Board reviewed the proposed by-law changes and additions for presentation to the membership at the membership meeting to follow. Minor changes were suggested for clarification and consistency.

President Selvey announced that Louie Kerr, the Managing Director, has resigned from his position citing scheduling conflicts as the reason. The Company will be using a search in July or earlier in September. Meanwhile, we need to select an acting Managing Director for the interim. Trying to train someone new during this time period would not be ideal. Eric placed Heidi's name before the Board for consideration since she has been involved on the last several shows and has acted as Managing Director on our large shows for the last 3 years prior to selecting a Managing Director from outside of the Company. She knows that conflicts and has been aggressively involved with the people there previously.

Lindsay asked if the Board could assign persons interested in the position permanently to work with Heidi to learn the ropes. Eric felt that this would be unfair to persons outside of Heidi, the company that were interested but of whom we were unaware. Sharon suggested that anyone interested in the position contact Heidi directly and volunteer to assist her.

Lindsay made a motion that the Managing Director position be filled to term by Heidi Nechess. Jack seconded the motion, and it was passed unanimously.

Meeting was adjourned at 7:48pm by mutual consent of the Board.

Respectfully submitted,



Sharon L. Staub
Secretary

Lily White & Company
Special Board Meeting
Lily White & Company
Special Meeting of Board of Directors
May 19, 1992

The meeting, held at The Vault, was called to order at 7:20pm by President Eric Selvey.

Present:

Lindsay Mills
Tim Rhinehart
Eric Selvey
Jack Sowers
Sharon Staub
Glen Wagner

Excused Absences:

Heidi Neuhaus

The Board reviewed the proposed by-law changes and additions for presentation to the membership at the membership meeting to follow. Minor changes were suggested for clarification and document consistency.

President Selvey announced that Lonnie Kerr, the Managing Director, has resigned from his position citing ongoing scheduling conflicts as the reason. The Company will be doing a search in July for selection in September. Meanwhile, we need to select an acting Managing Director for the August show. Trying to train someone new during this time period would not be prudent. Eric placed Heidi's name before the Board for consideration since she has been producer on the last several shows and has acted as Managing Director on our large shows for the last 3 years prior to selecting a Managing Director from outside of the Company. She knows that contacts and has been aggressively involved with the patron drive previously.

Lindsay asked if the Board could assign persons interested in the position permanently to work with Heidi to learn the ropes. Eric felt that this would be unfair to persons outside, or inside, the company that were interested but of whom we were unaware. Sharon suggested that anyone interested in the position contact Heidi directly and volunteer to assist her.

Lindsay made a motion that the Managing Director position be filled to term by Heidi Neuhaus, Jack seconded the motion, and it was passed unanimously.

Meeting was adjourned at 7:40pm by mutual consent of the Board.

Respectfully submitted,



Sharon L. Staub
Secretary

Lily White & Company
Special Board Meeting
June 7, 1992

A special meeting of the Board of Directors meeting was called by Sharon Staub, Eric Selvey and Jack Sowers to discuss the pre-commitment of proceeds from the August 16, 1992 show as proposed by Paul Foltz and Heidi Neuhaus (which is 50% to SCAAN, 25% to Hospice of Central Pennsylvania and 25% to York House Hospice).

The meeting was called to order by Eric Selvey at 7:10pm at 510 Penn Street.

Present:

Lindsay Mills
Heidi Neuhaus
Tim Rhinehart
Eric Selvey
Jack Sowers
Sharon Staub
Glen Wagner

Excused Absences:

Paul Foltz

Eric presented the background of the August show proceeds and financial situation, reiterating that we had approached SCAAN about funnelling all income through their tax number so that tax credit could be given to the underwriters and patrons. With this in mind, the proposal outlined above was presented via phone vote to the Board. The Board passed the proposal with a simple majority with 5 in favor, 1 opposed, and 1 unreachable. However, through the course the phone vote, a second proposal was presented by Sharon Staub and, subsequently, a request for a special meeting of the Board was made.

Sharon presented her proposal to the Board that not all proceeds be allocated to a specific organization. That 10% be held as available for use by non-PWA activities/organizations (ie gay civic organizations, as outlined in the By-Laws) until disbursement in September. If there have been no requests for these funds by other organizations by that time, the money could then be funneled to whatever pwa organizations the Board chooses. Sharon noted that by pre-designating the funds so far in advance, she feared that the Company would be opening up themselves to criticism from individuals and organizations that we were a "SCAAN fund raising organization" and that other organizations would feel excluded and slighted. She felt this would diminish our base of appeal and lower the general community support, in the long run.

Heidi noted that this 20% reserved could be perceived as suspicious and that it could damage the Company's reputation to have this amount undesignated. In addition, she felt that SCAAN would not approve having this undesignated percentage. She also noted that we could not do the August show without the \$1000 and \$500 underwriters and we won't have those underwriters without a tax credit.

After continued discussion among the Board, **Heidi made a motion to keep the original proposal of the proceeds being allocated 50% to SCAAN and 25% to each hospice; seconded by Glen; and approved with 6 in favor, 1 against, and 0 abstentions.**

Based on the previous conversation, a proposal was made that 5% of the proceeds from ticket sales from the uncommitted shows (ie the February show) be held in a Community Support Fund to be made available to support activities which fall under our missions statement of "gay civic organizations".

Glen made a motion to approve the proposal on the Community Support Fund, Heidi seconded it and it was unanimously approved.

Heidi presented the Board with an upwardly revised version of the budget for the August show. She noted that there may be additional expenses that we had not anticipated during the original budget development. Also, it would look better to SCAAN to come in under budget than to have erred and go over our planned budget.

Glen made a motion to approve the revised budget; second by Jack and approved unanimously.

Heidi made a motion to adjourn the meeting; seconded by Glen and approved unanimously.

Respectfully submitted,



Sharon L. Staub
Secretary

Lily White & Company Membership Meeting
Changes & Additions to By-Laws
June 23, 1992

President of the Board, Eric Selvey, called the meeting to order at 7:35 pm at the Vault.

Voting Members Present:

Patrick Edwards
Tom Frederico
Daryl Morris
Jeff Nagle
David Payne
Melvin Rump
Eric Selvey
Ed Shriver
Jack Sowers
Sharon Staub

Probationary Members Present:

Missy Bentley
Heather Rea
Sandy Rea

Eric submitted the changes to Article X - Committees Section A to the membership for discussion. There was no discussion. Eric called for a vote and the changes were passed unanimously.

Eric submitted the addition to the By-Laws Article X - Committees Section B to the membership for discussion. There was no discussion. Eric called for a vote and the addition was passed unanimously.

Eric submitted the addition to the By-Laws Article X - Committees Section C to the membership for discussion. There was no discussion. Eric called for a vote and the addition was passed unanimously.

Eric submitted the addition to the By-Laws Article V - Officers Section F to the membership for discussion. There was no discussion. Eric called for a vote and the addition was passed unanimously.

Eric submitted the changes to Article V - Officers Section G to the membership for discussion. There was no discussion. Eric called for a vote and the changes were passed unanimously.

Eric submitted the addition to the By-Laws Article VI - Appointees to the membership for discussion. There was no discussion. Eric called for a vote and the addition was passed unanimously.

The meeting continued with discussion of schedules and production progress on the August show with no other business occurring.

The meeting was adjourned by mutual consent at 8:00 pm.

Respectfully submitted,

Sharon L. Staub
Secretary

Lily White & Company
Board of Directors Meeting
July 15, 1992

The meeting was called to order by Eric Selvey at 7:35pm at 256 Boas Street, Harrisburg.

Present: Paul Foltz
Heidi Neuhaus
Tim Rhinehart
Eric Selvey
Jack Sowers
Sharon Staub
Glen Wagner

Excused absences:
Lindsay Mills

Guests:
Daryl Morris
Jeff Nagle
Melvin Rumpf

I. Secretary's Report - Sharon L. Staub

A. Approval of the Minutes

The Minutes from the May 12, 1992 Board meeting were reviewed. Corrections were made. **A motion to accept the minutes with corrections was made by Paul; seconded by Heidi and unanimously approved.**

The Minutes from the June 7, 1992 Board meeting were reviewed. Corrections were made. **A motion to accept the minutes with corrections was made by Heidi; seconded by Glen and unanimously approved.**

The Minutes from the May 19, 1992 Board meeting were reviewed. Corrections were made. **A motion to accept the minutes with corrections was made by Paul; seconded by Glen and unanimously approved.**

The Minutes from the May 19, 1992 cast meeting was reviewed by the Board for accuracy. The draft minutes will be presented to the membership for approval at the next (Sept. 1992) cast meeting.

B. By-Laws Report

The results of the membership vote, June 23, 1992, on the changes/amendments to the By-Laws was presented. All proposed changes/amendments were accepted by the membership.

I. Secretary's Report (cont.)

C. Membership Status & Profiles

The membership profiles prepared by Sharon were presented to the Board for their review. If no-one has any additions or changes to the sheets, they will be distributed to the membership at the membership meeting (post-mortem) after the August show.

Paul and Sharon will review the names on the membership list and establish all anniversary dates and review any member status's that are in questions.

A newsletter should be going right after the show, if not sooner.

II. President's Report - Eric Selvey

The letter to District Justice Solomon was sent on Jeff Nagle's behalf. Jeff went to the District Justice to check on status and was told all the tickets were taken care of, however, there are more in another office. We will now approach Justice Stewart with the same idea when the matter is brought up. A letter was received from Justice Solomon acknowledging our proposal and apparently accepting it.

Thank-you notes were sent to Al Kochick for the \$100 donation to the "Lily Light Fund"; to Frank & Ron of the Neptune for the cabarets; to George at the Vault for rehearsal space; and to Michael Tree of Harrisburg Hotel for all his support to date.

A friend of Ron Rohrman's (the manager of Neptune/Paper Moon) died recently. Heidi will send a Company sympathy card.

Paul and Eric met with the Paper Moon concerning the dinner theatre idea to get more mileage from our cabarets. We could perform Friday at the D-Gem; do the dinner theatre Saturday night; our regular 2 shows Sunday night. Paper Moon management expressed concern over the cost and a possible menu. Some dates were bounced around. It is still being reviewed, but Frank was adamant the set had to be down for Sunday brunch and that makes this idea almost impossible from our end. Paul and Eric do not expect to hear back about it. Also looking into doing the dinner theatre at Mackley's Mill in York.

A copy of the signed agreement for the Harrisburg Hotel show and the rooftop party was received and given to the Secretary for filing. The Hotel is reserving 10 rooms for overnight guests coming to the show for \$55 per room.

Trays of food at either \$100 or \$155 plus gratuity and tax are being pursued for the underwriter tables. We are still awaiting confirmation of the hospitality suite.

II. President's Report (continued)

Lily White & Company is now Lily White & Company, Inc. Papers were filed by Eric and Sharon and has been approved by the PA Department of State. Our next step should probably be filing of the PA Charitable Organization papers which will allow us to do fund-raising for ourselves and then the Federal 501C3 for classification as a non-profit which will allow donations to LW&Co. to be a tax write-off.

We need to restructure our accounting system. Steve Masakowsky might be available to lend his advised. He was also contacted about performing our '91-'92 audit/financial review. He cannot do it. Heidi was able to obtain 2 CPA's who can do it right after the August show.

Eric thanked Paul and Jack for the space for this meeting and for the food trays served.

III. Treasurer's Report - Heidi Neuhaus

Copies of the report were distributed to the Board. A discrepancy on the costume expenditures was noted. Heidi will review the records and prepare a new report for the Board's next meeting in September. Action on the budget was tabled until that time.

The "Lily Light Fund" now contains \$504 including Al Kochik's \$100 donation, yard sale, and the pennies/quarters counted to date. One pair of headsets for \$70 was purchased. Paul noted that Ed has 2 more baggies full of change. Heidi requested assistance in wrapping coins if anyone was available.

Heidi requested budget estimates from all designers on the amount of advance funds they will need. **She has received an offer from someone to loan us "front" money at 0% interest since we only have about \$600 in the account for the show. She requested approval from the Board to accept this offer, if needed. A proposal to accept this offer was made by Glen; seconded by Jack; and unanimously approved with 1 abstention.**

At the request a Board member, Heidi reported that there is \$1,951 in the checking account currently.

IV. Managing Director's Report - Heidi Neuhaus

The Philadelphia Women's Theatre wants to borrow our staging and platforms for the Gay Pride Festival. Paul noted that in order to do that, the platforms must be kept in a secure area and must be insured for loss/damage. Lindsay also needs contacted for his approval. It cannot interfere with his work on the August show.

A motion was made that, if Lindsay is willing to coordinate their pick-up and return, we loan our platforms to the Gay Pride Festival co-ordinators provided they: 1) provide a sheltered environment for them during use and storage; 2) are willing to replace them before 8/13/92 if they are damaged or lost; 3) assume all liability in connection with the use of the platforms including personal injury liability by Glen; seconded by Tim; and unanimously approved.

A contingent from the Company went to dinner at Mackley's Mill to investigate the feasibility of performing there. The space is more than adequate and negotiations will be initiated.

Posters will go into the bars prior to this Saturday. July 29th is the deadline for all program materials. They are being printed free by the City of Harrisburg. The show is being dedicated to Glen's brother & Richard (Ray's lover).

Heidi requested complimentary tickets be given to the following for the August show: 2 for PWA's; 2 to our artist (which she is donating to PWA's); and 2 to Rogan. Paul requested 2 comps go to the Vault (Patron seats). This was approved by the Board through mutual consent and distribution will be handled by the Managing Director's production staff.

Patron letters started to go out last week, but approximately 70 letters have not been returned to Heidi from the membership for mailing. These will go out as soon as they are received.

A motion was made to accept the Managing Director's report by Glen; seconded by Paul; and unanimously approved.

V. Artistic Director's Report - Paul Foltz

Rehearsals are going well, but the cast is pretty well saturated by new material. There was a tech meeting last night. They had sign-up for the bar nights for this Saturday and next Friday (7/24). The lists are filled and the bar nights will go on.

Arrangements for a repeat of the August show, or portions of it, are being negotiated at Mackley's Mill for August or September.

A motion was made to accept the report by Heidi; seconded by Sharon; and unanimously approved.

VI. Committee Reports**A. Finance Committee - Heidi Neuhaus**

She has not received '92-'93 budget requests from the staff. She must have them by the end of the week to prepare the budget. Staff noted that a budget was difficult, if not impossible, to prepare without a calendar of events from which to derive estimates.

There was much discussion by the Board about recreating the lost financial reports and other activities that needed done before the membership meeting. The meeting is scheduled for August 30, 1992, at which time the disbursement of all Patient Relief Funds and other charitable funds will be decided. Completion of tasks is very tight this year because one person holds both Treasurer & Managing Director positions. Things should run more smoothly next year when there are two persons. Eric suggested a change in the fiscal year (requiring a by-law amendment) to prevent clash between end-of-year duties and August show responsibilities. It was felt with the filling of the Managing Directors position that a change would no longer be necessary.

A motion was made to defer passing of the '92-'93 budget until the regularly scheduled September Board meeting by Glen; seconded by Jack; and unanimously approved.

Heidi needs all budget figures for '92-'93 by Monday, August 24, 1992.

VII. Ad Hoc Committees**A. '92-'93 Calendar Preparation - Paul Foltz & Jack Sowers**

Paul passed out the proposed calendar to the Board for review. It was based on our past calendars, keeping in mind the Board and membership's desires to do fewer unique shows in '92-'93. The calendar (see attached) proposed fewer unique shows, but increases the number of performances of each show/cabaret by performing them in a variety of venues, including The Paper Moon, D-Gem, Mackley's Mill, and other out of town performances. The Pennsmen have asked us to perform for them exclusively in February at the Harrisburg Hotel. Paul would also like to re-introduce the use of a legitimate theatre piece during the season. Additional venues were suggested, such as the Forum for us to perform by Glen. Paul noted that SCAAN was willing to sponsor a legitimate theatre piece; we must have our 501C3 by then or we will not be able to get the big money underwriters.

A motion was made to propose the following general schedule to the membership:

- Halloween Bar Night with performances on 10/30 or 10/31;
- Christmas Cabarets in early Dec. - Fri at D-Gem, Sat at Mackley's, Sun at the Paper Moon;
- February private performance for the Pennsmen doing a "Best of" program;
- March legitimate theatre piece;
- May Cabarets (as at Christmas) reprising the "Best of" program; and
- August medium sized show (equivalent to usual Feb. show) of new material

was made by Sharon; seconded by Heidi; and unanimously approved by the Board. The calendar will be presented to the membership at the general meeting for final approval.

The date for the post-mortem has been changed to September 1st. We will approve the calendar and the membership meeting minutes then.

Eric disbanded the Calendar Committee and thanked its members for their hard work.

VIII. Old Business**A. Non-Profit Status/Incorporation - Eric Selvey**

The incorporation was received. There was a \$100 filing fee. For details see "President's Report", paragraph 7.

Eric paid for the incorporation filing from his own money. The fee was \$100. A motion was made to reimburse Eric \$100 for the incorporation fee over time during the '92-'93 fiscal year with the payment schedule to be set at budget time by Sharon; seconded by Glen; and unanimously approved.

B. Prioritization of Equipment Purchases - Sharon Staub

The Board expressed a desire to possibly purchase fire extinguishers for the August show. She obtained material from Smitty's on types and costs. The two types of extinguishers that would be of any use and affordable are dry foam and halon. Halon can be used around electrical equipment and is non-corrosive; dry foam is corrosive and a mess to clean up. Halon is twice as expensive as dry foam and a very large unit (about \$100) must be purchased to fight paper (Type A) fires. A much smaller unit (\$42 for a 2.5lb) works on grease (Type B) and electrical (Type C). The same 2.5lb unit is about \$20 in dry foam.

Sharon recommended to purchase of 2-3 2.5lb Halon extinguishers for around the light and sound equipment - 1 with each spotlight and 1 with the main board and 1-2 2.5 lb dry foam or 9lb Halon extinguishers backstage.

A motion was made to purchase 2 - 2.5lb Halon extinguishers to us with the two positions where electrical equipment will be during the August show and require that the Hotel or other performance site supply us with extinguishers for Type A fires backstage by Glen; seconded by Paul; and unanimously approved.

A motion to pay for these extinguishers from the "Lily Light Fund" in time for the August show was made by Heidi; seconded by Glen; and unanimously approved.

Glen is investigating borrowing headsets from RAJE. He still has not heard from Jeff and will call them again to see if theirs are compatible. A motion was made to purchase another pair of compatible headsets for \$70 from the "Lily Light Fund" if RAJE's are not usable by Heidi; seconded by Glen; and unanimously approved.

VIII. Old Business**B. Equipment Purchases (cont.)**

Melvin suggested that we should have performer and audience liability insurance. Eric will see if he can get information on insurance to cover the membership in time for the next Board packet. Sharon will need the information by 8/21 to include it in the packet for the Sept. meeting.

Note: all materials for the Sept. Board packets should be to Sharon by 8/21/92.

Heidi mentioned that the Board might want to consider liability insurance to protect us from lawsuits regarding the Company.

We still have not received that material from Lonnie that he was given to help develop contract templates. Developing these will be the responsibility of the new Managing Director. Eric and Sharon will continue to work on the non-profit materials.

Sharon reported on the telephone poll of the Board to honor a request from the GAGA Ontological Theatre of Seattle to borrow our lighting equipment for their production of American Buffalo in July and early August. Andrew Simpson and Brandon Voight of the Company are members of GAGA and are essentially two of its officers. The loan of the equipment was unanimously approved by the Board. The draft Letter of Agreement was distributed to the Board for review and comment.

C. Contract Templates

Eric has been unsuccessful in recovering the papers from Lonnie Kerr. Developing these templates will be the responsibility of the new Managing Director. He/She can use the GAGA agreement and others we've developed recently as a starting point. He will continue to try to get them from Lonnie.

D. MiscellaneousTo-Do Lists: Production schedule Gantt charts

Sharon distributed Gantt charts to the Board for their review and comments at the next meeting. The chart was for the production activities leading to a large August production. When the due dates are approved for this type of production, she will prepare Gantt charts for cabarets and medium sized shows.

VIII. Old Business**D. Miscellaneous (continued)**Ribbon Sales

We want to get back to doing this. It is too late to organize for the August show. Jack will try to get the ribbon meanwhile, possibly free. Sharon is looking into engravable (cheap) medallions to go with the ribbons where the name or initials of someone can be added to it and attached to the ribbons.

Business cards/Stationary

Sharon will work with the Managing Director right after the show to develop a color scheme and coordinated look between the stationary and business cards. Eric passed around the sample "card" for the Board's review. The Board indicated that it was pleased with the card design. It leaves room to have your own name printed on them.

Board Retreat

This is tentatively scheduled for May, 1993 at David's (Forney) farm in West Virginia. The retreat is to do some long-range planning and goal setting for LW&Co.,Inc.

IX. New Business**A. Personnel Committee**

Eric has established the Personnel Committee to be in existence until March '93. Their first task is to find a Managing Director. Their last task will be to pick the Artistic Director. Eric has suggested the following persons for the committee: Jack Sowers as Chairman, representing the Board; Ray Myers representing the performers; Guy Kehler representing the non-performers. **A motion to accept the committee's charge and membership was made by Paul; seconded by Heidi and unanimously approved.**

All resumes must be to the Committee, ie Jack, by August 15, 1992. This deadline was approved by the Board by mutual agreement.

IX. New Business (continued)

B. Nominating Committee

Tim Rhinehart has agreed to chair the committee. Scott Cahagan has agreed to serve on it. A third person is needed. This will be brought up to the Sept. meeting for approval. Both Don Bailey and Ed Fuhrer were suggested for possible third members of the committee.

C. Audit '92-'92 Records

See the President's Report, paragraph 8.

D. New Member Packets

The Board suggested that the following be sent to new (probationary) members:

- By-Laws
- Membership Policy
- Latest Lilygram(s)
- Annual Calendar
- Board Members list with addresses & phone numbers
- Costume Rental Policy
- Some business cards
- page 1 of the member profile to complete.

After a probationary member achieves full voting status, they should be sent:

- the membership list
- rest of Company policies
- rest of the member profile to complete.

The Secretary of the Board shall see to all of the packet mailing/deliveries as is appropriate.

IX. New Business (continued)

Glen's brother's speakers worked well and Eric would like the Company to buy them. Glen's brother is asking \$200. He also said we could use them for the August show; Eric will probably use them as monitors. The Company had been using Jack's. Heidi volunteered to pay Glen's brother the \$200 up front if the Company will reimburse her so much per quarter during '92-'93 fiscal year. **A motion was made to reimburse Heidi the \$200 for the speakers over the '92-'93 season with the payment schedule to be set at budget time by Sharon; seconded by Glen; and unanimously approved.**

XI. Correspondence

A letter was received from Metro Arts asking us to complete a questionnaire describing our purpose and activities, as well as supplying the name and address of contact person(s). **Sharon will fill out the questionnaire and send it in.**

XII. Adjournment

A motion to adjourn the meeting was made at 11:45 pm by Heidi; seconded by Paul; and unanimously approved.

Respectfully submitted,



Sharon L. Staub
Secretary

DRAFT

Lily White & Company, Inc.
Board of Directors Meeting
November 10, 1992

November 10, 1992

Present:

Paul Foltz
Tim Rhinehart
Eric Selvey
Jack Sowers
Glen Wagner (late)

Excused Absences:

Rich Askey
Heidi Neuhaus
Sharon Staub

Guests:

Scott Gahagan
Kathy Michaels

Eric opened the meeting at 8:05 pm. Since there was not a quorum present due to the lack of advance notice to the President concerning absences, the group selected Company members Kathy Michaels and Scott Gahagan to sit as substitute Board members for the purpose of obtaining a quorum by consensus of the Members present.

I. Secretary's Report - Eric Selvey

The Board took 10 minutes to review the minutes of the September meetings before comment. Eric requested questions and corrections to the regular Board minutes of September 8, 1992. Corrections were noted. **Eric called for a motion to approve the minutes with noted changes; motion made by Paul; seconded by Glen; and unanimously approved.**

Eric requested questions and corrections to the minutes of the Executive Board Session of September 8, 1993. Corrections were noted. **Eric called for a motion to approve the minutes with noted changes; motion made by Glen; seconded by Jack; and unanimously approved.**

Eric requested questions and corrections to the Board phone poll on September 25, 1993 regarding the nomination by the Personnel Committee of Rich Askey as Managing Director. **Eric called for an approval of the Committee's nomination and it was unanimously approved.**

II. President's Report - Eric Selvey

In an effort to shorten the Board meetings, Eric will be starting all new action from the Board with a motion and then allow 10 minutes for discussion. If it cannot be resolved in 10 minutes, the motion will be referred to a Committee or tabled for the next meeting. The Board agreed with this policy. It will be implemented starting tonight.

Eric received a thank-you from the Hospice of Central Pennsylvania and from Jim Cartmell, President of SCAAN, expressing their gratitude and appreciation for the money that we raised for them in the August show.

II. President's Report - (continued)

Eric met with Rich Askey, the new Managing Director, to discuss the Board's and Company's expectations for him and his position as Managing Director. They discussed topics such as public relations, tours, and his role as member of the Finance Committee. He's very enthusiastic right now. He is currently busy with many commitments for the Christmas season, but he has already completed the sign for the Christmas cabaret at the Neptune. One of his first priorities is to prepare the 501(c)(3) [our Federal non-profit status]. Eric will try to schedule a meeting on this which will include himself, Paul, Heidi and Rich as soon as possible.

Eric is waiting for a year end report from the Treasurer to write the letters to the Bars with all we did this past year and compare it to this same time last year.

Eric's contact on liability insurance said that he did not have short term liability insurance available. Glen said he will check with Met Rep and see where they got their insurance when they performed at the church. They had insurance that covered the performers and the audience on the nights of the performance only. Glen will have a report for the January meeting.

III. Treasurer's Report - Eric Selvey

Eric does not have a written report from Heidi to distribute to the Board. He noted that he knows we made over \$300 in tips between the bar and the performers at the Halloween show. As was agreed previously, the bartender at the Neptune that night, Gary Blackburn, would receive a percentage of the tips we collected. The usual amount is 15%, but 20% was chosen instead and Gary received approximately \$35, which leaves about \$250 to go into the Lily's ^{either} operational budget after expenses. Expenses were probably less than \$30. Eric expressed his pleasure at the success of the Halloween bar night.

We received our deposit from the Harrisburg Hotel on the room back from the Hotel minus the cost of the food trays. We needed a minimum of 400 people to get the deposit back. The cost of the food trays is unknown, but we did get some money back.

Heidi will get us financial reports asap.

IV. Managing Director's Report - none

V. Artistic Director's Report - Paul Foltz

Glen knows an EMT that is willing to tag along with the Company and provide us with emergency first aid in case we need it. Glen gave the name and number to Doug to contact. All he asks is a free admission to see the shows. *who?*

Paul noted that in talking with PR about the attendance problem at D-Gem & Mackley's and, keeping in mind the variety of shows we've done, a promotional poster with pictures from the Company's performances should be prepared. One should go up to the D-Gem and another for Mackley's Mill. Glen volunteered 2 gold picture frames to hold the posters - one can go at each place. Paul said this will provide the basis for an easily changeable piece of PR work.

The Halloween performance at the Neptune was a nightmare, because besides space limitations, we could not get the audience's attention; you're halfway through the first number until the audience catches on that someone is performing. Eric suggested that David Payne do a voice-over MC type introduction to get their attention. It could be queued right into the main tape. Eric also suggested just doing Halloween as a bar night and eliminating the performance. *queued*

In regards to the Pennsmen's show in February, the performance was scheduled for the 13th but that is President's Day weekend. Therefore, the Run has been moved to the next weekend and we will perform the 20th. This is really just a very strong rumor, Eric is trying to get confirmation of this change from the Pennsmen.

Paul received a call from Ro Robassi from the Women's Theatre Alliance...

???

... Call from Ro Robassi from Women's Theatre Alliance...that's how you spell Caviar...unless there's a problem...ended up using some of them.

Eric asked for additional discussion or comment on the Artistic Director's report. When none was forthcoming he asked for a vote to approve the report. The report was accepted unanimously.

Eric requested that Paul get in touch with Heidi as part of Finance Committee and develop a plan for approaching underwriters and patrons. At one point we were talking about underwriters for that production and we should have a PR plan ready that we could institute January 2nd.

Auditions are the 11th of ~~off~~ *Dec.* for *The Lisbon Traviata*. Anyone is welcome to try out.

Not only have we been having a problem with attendance at rehearsals, but also with light fund contributions. We need to give them some sort of incentive to make contributions. We might eventually want to move the Halloween money into the light fund to get the spotlight for the D-Gem show. *who is speaking* I want to make an announcement about the Lily light fund. We purchased head sets, gaffers tape, fire extinguishers for the August show.

V. Artistic Director's Report (continued)

Eric noted that Sharon told him there were problems with headsets and requested Glen get them checked. Glen noted they all worked the last time they checked them, but he will check with Radio Shack on repair costs. Call Heidi and let her know.

Eric also requested that we check with Lindsay on costs of making power cords; what is needed, and so on.

VI. Finance Committee Report - none**VII. Nomination Committee Report - Tim Rhinehart**

Tim reported that Jan Frye and Ed Fuhrer have been nominated for Treasurer. Eric reminded nominations that the opening ^{SAR} is for Members ^Aat-Large to replace Heidi and Lindsay. The Board elects its own officers.

Eric noted that there was a point brought up at the last meeting about term limits (since the By-Laws we developed in December, 1989 ^{AND} were not enacted until May) We can use the precedence of the U.S. Constitution that they still can run for two full terms after taking over for a unfinished term. There were no retroactive provisions written into the By-Laws.

Eric suggested splitting the Finance Committee into Ways & Means Committee and Finance Committee. He also suggested that we might want to add Community Board members such as the accountant, someone from Renaissance. Scott Gahagan noted that there is an acquaintance of his that would be interested in participating in Lily White but not in the visible end (such as performing). Eric noted that a membership committee could be used to find these types of people.

Glen noted that he feels we need a committee in charge of publicity. It is too large for just the Managing Director. At Met Rep the person on the Publicity Committee sat on the Board as well.

Eric suggested that a member of each committee, ie chair, is a member of the Board. It makes for a large Board, but more people are actively involved in Board matters, planning, deadlines, etc. Scott Gahagan noted that when you bring in new blood through Committees or Community Board members that they may bring more new blood with them in the form of their own support and working staff. For example, by adding a lawyer to the Board you acquire an office full of paralegals, secretaries and so on. Discussion on this idea continued.

Eric and Scott discussed getting together to flesh out changes to the By-Laws in regards to expanding Committee and Community Board members.

VII. Nomination Committee Report (continued)

Tim noted that this was the end of the Nominating committee report. Eric tabled the approval of the report until the By-Laws changes and amendments are developed and added and the nominations for the remaining required Board seats are added. A meeting to review and approve the report before the Company meeting mailing and notification on December 8th is required.

VIII. Old Business**A. Speakers**

Board had approved purchase of speakers that Glen's brother offered for sale. Mechanism for payment was to be that Heidi would pay from personal funds and then the Company would repay her so much per performance. However, Heidi has had a change of employment and can not financially support this idea. Eric had hoped to approve spotlight purchase and \$100 for the speakers and he would pay \$100 personally, but we have no money whatsoever. Eric asked for ideas on how to resolve this. A suggestion was made to take it from the operational budget. Eric noted that we are not sure of what is in the operational budget and asked if anyone knew. He is leery of proposing to take it from the operational budget. Glen noted that it is important we resolve tonight because his brother is extending the agreement to wait for us to reach a decision tonight. Glen noted that his brother is willing to accept \$100 now and ^{during} the next four months pay \$25 ^{monthly} to him. Paul noted that we approved the expenditure of \$100 from the Christmas cabaret budget to pay Heidi so we could just use that to pay Glen's brother directly. Eric noted that he has not received his payment that he was to get either. Paul noted that he should get that. It was pulled from the performance budget and put into the operational budget to pay him. Paul noted that it should ^{be} all there, its just a paper chase.

A motion was made to pay Glen's brother \$100 immediately and \$25 within four months by Paul; seconded by Scott; and approved with 5 votes for, none against, and one abstention (Glen).

B. Gantt chart.

The Board noted they didn't understand it and not everyone got a copy. Eric attempted to explain it to the Board. Paul noted that assignee for "do auditions" on the first page should be changed to AD (Artistic Director). "Develop list of businesses for underwriters" should be earlier than June, move into May 1-May 30. Sew up underwriters and do ads in June. Also on bottom of same page approval of final ^{designs} should be by the middle of June ^{for a}. Full month of building. The dotted line on the last page was questioned. Otherwise Paul was fine with dates and assignments. Jack requested a cut-off date for general hair requests and it should be at least two weeks before the show. On Page 3 extend cut off date to end of July. Page 3 -

VIII. Old Business

B. Gantt chart (continued)

do paper tech with crew, does Paul want the TA in on that or just crews and people; Glen asked on page 4 - distribute rehearsal schedule, is that for TA to give to tech people? Paul said, "Yes". Paul made a motion to accept the Gantt chart with the noted changes; seconded by Jack and unanimously approved.

It was not so briefly noted that we want to videotape the Christmas show and the RAJE performance. Scott noted that Bryon Bigelow's tape was excellent and that someone might be willing. The name and phone number of the volunteer must be given to Glen due to his position as TA.

C. Business cards and stationary - none

D. Equipment - see above

Glen noted that we need to vote at this meeting whether or not to buy this spot in time for the Christmas show. Sharon is looking into a used one. A new one is about \$500. If we don't decide now, it must be very soon. He needs to know also whether we are going to have to rent one from Reno Lighting or are we buying one.

IX. New Business & Correspondence

None

X. Adjournment

No formal adjournment on tape.

Respectfully submitted,

Sharon L. Staub
Secretary

Note from Secretary: These minutes are condensed from a transcription of the tape of the meeting. All Board members were given 6 months to review the minutes and were invited to review the tapes to clarify unintelligible conversation and gaps in the information on tape. Changes were finally received after the August 1993 meeting and the revised minutes were presented to the Board for approval at the September 12, 1993 meeting.

DRAFT

Lily White & Company
General Membership Meeting
August 30, 1992

DRAFT

A general membership meeting was held at 7:00pm at The Vault, Harrisburg to discuss the August 16, 1992 show at the Harrisburg Hotel and to vote on the '92-'93 proposed performance calendar.

A lengthy discussion of the August show problems and successes ensued. Appropriate notes were taken by the Artistic Director (Paul Foltz) and Assistant Director (Eric Selvey) and all points will be considered during planning of the next shows as appropriate. Information will be shared with the new Managing Director, when selected, as appropriate. As a result of the discussion, Glen Wagner will prepare a list of all volunteers that he has available and share it with the rest of the production staff. He will then make sure all of them are contacted and let know that their support and appreciated and they have not been forgotten.

The proposed '93-'93 performance calendar was presented to the membership by Paul Foltz. The schedule of cabarets, the proposed Pennsmen show, and the legitimate theatre piece were discussed. **A motion was made to do these as suggested; seconded; and unanimously approved.** Performing a medium sized show at RAJE instead of a large show at a hotel was discussed. **A motion was made to do a medium-sized RAJE show in August; seconded; and unanimously approved.** The entire calendar including rehearsals for the above performances was presented to the membership. **A motion was made to accept the calendar; seconded; and unanimously approved.**

Approval of the minutes of the last membership meeting were postponed due to the Secretary's absence at this meeting.

Discussion with the membership continued about the show at Mackley's Mill and the proposed show at Altland's (approx. November 1st).

A motion was made to adjourn the meeting at approximately ????pm; seconded; and unanimously approved.

Respectfully submitted,

Eric W. Selvey
Acting Secretary