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Title: Lily White & Company Board of Directors Meeting Minutes

Date: 1993

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DRAFT

Lily White & Company, Inc.
Company Meeting
May 18, 1993

Voting Members Present:

Bob Fellman	Kathy Michaels	Jack Sowers
Paul Foltz	Daryl Morris	Sharon Staub
Andy Laudenslager	Jeff Nagle	Glen Wagner
Bob Leonard	Steve Patton	
Stan Light	Tim Rhinehart	

Proxies Received by Secretary:
Bryon Bigelow given to Tim Rhinehart

Non-voting Guests:
None

The meeting was called to order by the Artistic Director, Paul Foltz, at 7:35pm at The Vault.

Paul addressed the membership. In case you are queried by anyone we are closing down until December. Frank invited the Company to perform at the Paper Moon the first week of December as part of the 20th Anniversary celebration of the bar. Therefore, that will be when our Christmas cabaret is held. We'll talk later about the next year schedule.

Part of reason for hiatus is to get our legal house in order. There is a lot of work to do on the 501C3 and the Board felt that we could not get the work done while trying to put on productions. Therefore, we are stopping until rehearsals for the Christmas cabaret.

For your information, there are two legal/administrative items that have come to the Board's attention. First of all, we are now required to have liability insurance which we have been madly looking for estimates. The best we could find would cost us $250 per year. That will cover up to 30 performing members. If we need to go up to 40 it will vary, but not much. Now it is a standard liability policy which covers any damage we do to the place or equipment at which we are performing. It also covers in case there is any injury by our fault to a member of the audience. It does not cover any of us with any form of medical insurance. So that leaves you completely free to sue the Company if someone falls.

The other thing is that an item we have been putting off for a long time. We must institute dues for the membership or we may not get the 501C3. Somehow the Federal government equates loyalty and committment with monetary outlay. We've always avoided it because of the time, light fund monies, and personal expenses that you have more than paid your "dues". However, we need to do this for the 501C3, plus we now have an extra $250 per year that we must pay for insurance. We are basically, being forced into it. The board discussed figures trying not to put a burden on anyone yet would seem realistic to the 501C3.

Therefore, the Board is proposing that we institute a $15 annual membership dues which can be paid in either one lump sum or can be split to be paid before the annual meeting in January and the meeting we ususally have in late summer - June, July or August. Dues are applicable only to people who are full Company members. It would not be applicable to provisional members because payment of dues will coincide with your voting privileges.

Paul asked for discussion such as dissent. It was asked when we pay dues. Paul noted that it will follow our fiscal year, therefore, the first payment would be between September 1993 and the annual meeting in January 1994. The second installment would be between January and July, 1994. Basically, it won't kick into effect until we are getting ready for the Christmas show. It was suggested that we pay $5. Paul noted that the Board considered $5, but some Board members felt that that would not be adequate for the 501C3. No one indicated that it would be an undue burden, especially since it can be split into two payments.

Jeff asked that since we are charging dues would that not make this organization a club rather than a non-profit organization. Paul noted that the key to keeping us as a non-profit organization (as opposed to a club) was that we either distribute our income/profits to, in our case, other non-profit organizations or turn it back to the Company itself for operating expenses. Paul noted that the 501C3 will give us the ability to give donors to us a tax write off for the cash or gift donations. He also explained that this is why we've tied the last production and Lisbon through other organizations (ie SCAAN and York House Hospice) in order to use their tax number to give tax credit to large underwriters.

Jeff noted that someone said that when you give money to SCAAN, it goes to a lot of employees that work there (as opposed to PWA's). Paul noted that he had no way of confirming that information, but that when we give donations, it is specifically earmarked for direct patient support. They have a separate account that is simply for that and that money cannot be funneled into health education, operating expenses, salaries, etc. They are obliged to abide by that and would get into a lot of trouble it they were audited and found to be spending that money elsewhere. Paul acknowledge that we don't truly have control over the money once it leaves our hands, but that as a non-profit their bookkeeping is supposed to be open to public scrutiny.

That is the other item we must budget and plan for. We must hire an accountant to audit all of our financial records for the past 3 years. Which is another reason we had this $15 dues figure. The membership packets and the Lilygram to keep you all informed of what is going on also add to our overhead expenses. This will help with operational expenses: insurance, audits, mailings, LilyGram, things produced for you, and so on. (A Company member noted that they know an accountant, but it was unintelligible.)

Paul called for the vote on the Board's proposal for dues: that the Company institute a $15 annual membership dues which can be paid in either one lump sum or can be split to be paid before the annual meeting in January and the Company meeting in late summer. Dues are applicable only to people who are full Company members. It would not be applicable to provisional mdembers because payment of dues will coincide with your voting privileges. It was unanimous.

Paul reminded the Company of the get together evenings that are coming up on the 20th, June 1st and June 15th. Paul passed out a sign-up sheet for these evenings to let Eric know how many may be coming. This will help us set goals and prepare the Board for their retreat. Paul wants everyone to have a say in where the Company is going.

Paul noted that Betty Fundalewicz is a staunch supporter of Lily White & Company for many years and is going to chair the Ways and Means Committee. Betty requested that we a) she would like to expand the Committee from 4 to include more Company members b) if anyone has ideas, please contact her or come to meetings and express those ideas.

Jeff asked what type of fund raisiers Betty and the Ways & Means Committee are planning. Are they for the patient relief fund or us? Paul noted that Ways & Means is to raise money for the Company's operating

expenses and for generating the funds to mount the production. Jeff noted that he had a lot of ideas to raise big money such as a star auction where we gather star souveniers and auction the junk they donate. Paul suggested that he contact Betty or join the committee, but expressed a concern about over extending ourselves since most of us are needed to participate in all activities since we are still a relatively small group. He also noted that bringing people like Betty, who don't perform, into the Company is important and that was also the purpose of creating the Community seats on the Board. Jeff added his name to the Committee sign up sheet.

Some of the activities for the rest of the year include: *Lisbon Traviata* during the last week of July, Wed. through Sat. matinee to coincide with the Gay Pride Festival; we will be discussing things to do at the Festival such as dunk-a-drag and other activities Ways & Means may develop. We are going to try to schedule some bar nights in October with the various bars. Paul noted that Halloween is a bar night - not an in-bar show. The Christmas cabaret will be a "big" show since it will be our first show back (but scaled to the bars). Paul is trying to keep the Company active and keep our name out there. We are going to try to increase touring. It is very difficult to mount more unique productions per year, but we need to get more mileage out of each show, such as what we did with Something Old, Someone New II where we got 5 shows out of it. You will be getting periodic calls over the next several months. Rehearsals will restart, probably, in September.

Paul opened the floor to the Company for new business for the good of the Company.

Tim Rhinehart noted that they are keeping the lights and sound equipment in their cellar. They are looking for a place to store them that is clean and dry. Their cellar is too damp. Unless someone knows of a cheap dehumidifier. Bob Fellman offered one to them that he was going to toss. Jack noted that he had a free storage area on the third floor now and offered it to them.

Paul noted that Steve is going to be working on restructuring the garage and reorg. Glen suggested we rent another garage. We really need a large garage, barn, old warehouse, with a electricity that is dry, but it must be dirt cheap.

Glen noted that his friends were thoroughly entertained by the [May cabaret] show.

Paul informed the Company that there has been a change in the Board meeting schedule. We now meet monthly on the second Sunday at 5:00pm, probably at Jack's house. The next Board meeting is June 13 at 5:00 at Jack's. All members are welcome to attend.

Adjournment

The general membership was adjourned at 8:30.

Respectfully submitted,

Sharon L. Staub
Secretary

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Lily White & Company
Board of Directors Meeting
September 8, 1992

The dinner meeting was called to order by Eric Selvey at 7:00pm in the dinning room of the Harrisburg Hotel, Harrisburg, PA

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

Excused absences:
None

Guests:
None

I. Secretary's Report - Sharon L. Staub

The Minutes from the July 15, 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.**

Sharon and Paul still need to meet on the membership status. This must be done prior to elections. Sharon was asked to contact Carl Fetterman about his desire to be a Lily member.

II. President's Report - Eric Selvey

Eric asked the Finance Committee to restart meeting between now and the November meeting and see if the Company still wants to do Rent-A-Drag. He requested that the Company pursue costume rentals for Halloween, if possible. He asked Heidi to think about whether she's available for this. Heidi felt it could be arranged. He also asked the Finance Committee to look at the Gay Pride Festival and other activities (ie flea market) as possible fund raisers. Sharon suggested they call Dunk-A-Drag Dunk-A-Hag instead at public functions since concerns were expressed about having it out in an unsecured environment. Eric will prepare a letter to the bar owners announcing the show's success and asking for their continued support as soon as the Treasurer's report is final. Eric thanked Heidi for her work as Acting Managing Director and Paul for his hard work. Eric announced the receipt of Heidi's resignation as Treasurer and from the Board. Eric will get suggested replacements to the Nominating Committee for consideration. Eric, Sharon, and Glen are all coming to the end of the elected terms. Eric will review the by-laws for rules on consecutive terms as officers and on the Board.

II. President's Report (continued)

Eric is receiving information concerning liability insurance for the Board and Company via fax. He should be able to present it at the next meeting.

III. Treasurer's Report - Heidi Neuhaus

Cover letters on our letterhead from us were sent with the checks that were cut by SCAAN for our donations to York House Hospice and Hospice of Central Pennsylvania from the August show. A letter was also done for SCAAN for their file.

A copy of the budget for '92-'93 was distributed.

Heidi is awaiting confirmation from SCAAN on the show income/expenses to finalize the report for city income tax. The cabaret ticket sale proceeds went to Lily White & Company - not necessarily the Patient Relief Fund, only tips were committed to SCAAN. Our starting balance for '92-'93 is about $1,200; we've been taxed on this.

A motion was made to accept Heidi's report by Paul; seconded by Lindsay; and unanimously approved.

Disbursement of the Patient Relief Fund will need to be decided on tonight. Most of the funds are already committed to SCAAN. The proceeds of the D-Gem show are not committed. This comes to $287. Eagle's Wing is no longer a residential effort; they do take care of AIDS patients however. They are being supported by LAP and area hospital. Since were are doing a York House Hospice later, Heidi suggested we send the $287 to Hospice of Central Pennsylvania.

A motion was made to send the $287 remaining in the Patient Relief Fund for disbursement to Hospice of Central Pennsylvania by Paul; seconded by Glen; and unanimously approved.

The year-end fiscal report will be available at the next Board meeting.

V. Managing Director's Report - Heidi Neuhaus

A letter of agreement was sent out for the performance at Mackley's Mill. It should be here by Thursday of this week.

RAJE called Heidi. They are very anxious for us to perform there. She requested the new Managing Director be instructed to follow-up on this.

Rich Askey found a lawyer who is willing to work on this type of material (ie contracts) with us.

V. Managing Director's Report (continued)

It was requested that non-performing members need to have a better means of communication from the Company. Sharon announced that she and Paul are developing a phone tree and post-card system. Whenever important information needs to be gotten out to the Company, a phone call tree will be activated. If there is time, postcards will be mailed to all Company members.

A performance at Altland's for York House Hospice is still in the planning stage.

VI. Artistic Director's Report - Paul Foltz

Nothing to report. The Company continues to prepare for the performance at Mackley's Mill.

VII. Personnel Committee Report - Jack Sowers

A. Selection of Managing Director

The Committee has not had a formal meeting of its members. They cannot arrange their schedules. One resume was received - from Rich Askey. He's been interviewed by Jack. Eric requested the group meeting ASAP. Jack will contact other committee members and arrange private interview with Rich for Ray and Guy. He will then do a phone poll with the members.

VIII. Old Business

A. 1992-93 Budget

The proposed budget for '93-'93 was distributed to the Board. (See attached draft.) The Board requested that the budget be broken out show by show for presentation to the Board of the final budget. Sharon will prepare this for distribution at the next meeting.

IX. New Business

A. Board Gab Session

Still in planning phase, but we will have during 1992-93.

B. Other

A question of the liability of the Company for members that are minors and choose to drink during a Company function and how the Company should deal with them arose. By mutual consent the Board agreed that each minor should be told they cannot drink and the honor system will be tried. If this fails, the Board will reconsider its action - possibly supplying a list of minors to the bar to allow them to police the situation.

XI. Correspondence

None.

XII. Adjournment

A motion to adjourn the meeting was made at 10:15 pm by Glen; seconded by Sharon; and unanimously approved.

Respectfully submitted,

Sharon L. Staub
Secretary

Lily White & Company
Board of Directors Meeting - Executive Session
September 8, 1992

The Executive Session was held during the dinner meeting in the dinning room of the Harrisburg Hotel, Harrisburg, PA

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

Excused absences:
None

Guests:
None

Dale Cashman's absence from the August show was brought up to the Board, as well as his continuing use of alcohol and its affect on his performance and the Company.

It was noted that this situation (re: attendance at the August show) is different from the situation with Donni Hunsicker. Dale withdrew from the show. Paul feels that Dale can only come back on a probationary basis. He must be sober at rehearsals and performances. All Company members are expected to be "in control" at rehearsals and no one is to drink in the one hour prior to any performance. Dale will be notified curing a cast call that if he want to do a show, he must contact Paul directly. Paul will report any discussion with Dale in writing to the Board.

The Board concurred with all action through mutual consent.

Respectfully submitted,

Sharon L. Staub
Secretary

Lily White & Company
Special Board Meeting
September 25-30, 1992

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A special telephone meeting of the Board of Directors was called as per the last regularily scheduled Board meeting to discuss the nomination for Managing Director and vote on the candidate(s). Selection of the candidate was approved by a majority (2/3) vote of the Personnel Committee.

The Personnel Committee made a motion to accept Rich Askey as Managing Director. All Board members were contacted during the period September 25-30, 1992 and the motion was approved unanimously.

Respectfully submitted,

Sharon L. Staub
Secretary

Lily White & Company, Inc.
Board of Directors Meeting
November 10, 1993

Present:

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

Excused Absence:

Rich Askey
Heidi Neuhaus
Sharon Staub

Guests:

Scott Gahagan
Kathy Michaels

Eric opened the meeting at 8:05 pm. Since there was not a quarum present the group selected Company members Kathy Michaels and Scott Gahagan to sit as substitute Board members for the purpose of obtaining a quarum 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 expectation for him and his position as Managing Director. They discussed topic such as public relations, tours, and his tole 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 501C3 (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 ususal amount is !5%, but 20% was chosen instead and Gary recieved approximately $35, which leaves about $250 to go into the Lily's 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

at 740: ...was willing to follow along with us.

Gave the name and number to Doug.

Glen: When I talked to him he said he'd be more than willing to do that as long as he could get in free for the show. I said we'd get in touch with him.

Paul: That's more than reasonable. . . . Talking with PR a variety of shows do up one for the D-Gem

Glen: I have 2 gold framed picture frames with it being that weekend we'll need it at each place

Paul: easily changeable piece of PR, a nightmare besides space limitations, we could not get audiences attention; you're halfway through the first number until the audience catches on;

Eric: ...have David do voice overs now he's ... doing ...

Glen: Incorporate MC right into tape.

Eric: Couldn't we go with it as being a bar night.

Paul: President's day weekend the thirteenth is now Saturday the thirteenth; still waiting for confirmation from that; ... 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: is there any dicussion; those in favor aye,

Board: aye

Eric: any opposed? abstentions? motion passes

Paul: he's in the bathroom

Glen: let it state on the record

Eric: that Lily was upstaged

End of Artistic Director's Report

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 undewriter's for that production and we should have a PR plan ready that we could institute January 2nd.

Auditions are the 11th. . .

Not only have we been having with attendance at rehearsals, but to give them some sort of incentive to. I don't know if we eventually want to move the Halloween money into the light fund to get the spotlight for the D-Gem. I want to make an annoucement about the Lily light fund. We purchased head sets, gaffers tape, fire extinguishers for the August show.

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 speaking - unintelligible and then tape stopped recording apparently.

Eric: from 860:
There was a point brought up at the last since De. '89 by-laws not enacted until May. usig precedent of constitution they still can run for two terms after taking over for a unfinished term.

Discussion on adding committees

Eric 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. Such as adding a lawyer to the Board. They have 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.

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 support this idea any longer. 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. Etic noted that we are not sure of what is in the operational budget and asked if anyone knew. He is leary of proposing to take it from 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 within the next four months pay $25 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 ???; seconded by ???; and approved with 5 vote for, none againt, 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. (He was so cute!! - and very nicely explained) Paul noted that assignee for "do auditions" on the first page should be changed to AD. "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 should be by the middle of June. Full month of building. Last page dotted line? Why? I DON'T KNOW WHY!!!! Otherwise Paul was fine with dates and assignments. Jack's requested a cut-off date for general hair requests and it should be at least two weeks before the show. Page 3 extend cut off date to end of July. Page 3 - do paper tech with crew, does paul want ta in that or just crews and people; Glen on page 4 - distribute rehearsal schedule, is that for TA to give to tech people? 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

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 not now, soon. He needs to know also whether we are going to have to rent one from Reno Lighting or are we buying one.

END TAPE

Respectfully submitted,

Sharon L. Staub
Secretary

Note from Secretary: These minutes are condensed from a transcription of the tape of the meeting. Unintellible conversation and gaps in the information on tape were clarified by the Board members present at the time when reviewed at the June 13, 1993 meeting.

New Policy for Strike

Strike will now be immediately after each performance and EVERYONE will be required to help. So bring your old clothes and a box for you fingernails. If you do not help with strike, you will not be allowed to perform in the next show. If you have a work conflict, be sure to notify Paul IN ADVANCE.

In addition, all costumes are to be returned to Jack after the Pennsmen show. You may absolutely not leave the hotel in costumes without prior approval from Paul (ie you made arrangements with Paul that you may wear your outfit "out" that night).

Lily White & Company
General Membership Meeting
December 8, 1992

A general membership meeting was held at 7:00pm at The Vault, Harrisburg.

Voting Members Present:

Rich Askey	Scott Gahagan	Tim Page
Bryon Bigelow	Donni Hunsicker	Steve Patton
Fred Bollendorf	Andy Laudenslager	Tim Rhinehart
Jancie Bostdorf	Bob Leonard	Eric Selvey
Juan Burgos	Stan Light	Ed Shriver
Michael Clarke	Kathy Michaels	Jack Sowers
Paul Foltz	Daryl Morris	Sharon Staub
Ed Fuhrer	David Ogden	Glen Wagner

The meeting was begun by Paul Foltz who presented a critique of the Christmas show and the apparent problems. Paul noted that the Christmas show was pulled off "by the skin of our teeth" and that the lip sync was very poor. Part of the problem was poor attendance at rehearsals and failure to notify Paul of conflicts. There will be several new and re-emphasized rehearsal/performance policies:

1. A conflict schedule is required from all performers at the initial rehearsal;
2. Absence from a scheduled rehearsal without prior notification and a valid excuse will constitute an unexcused absence;
3. Unexcused absences are grounds for removal from a particular number (for which you've missed rehearsals) and, at the Artistic Director's discretion, from the show;
4. It is the performer's responsibility to do their homework; to learn the number at home; rehearsals are for polishing;
5. Creative input from the performer is encouraged and expected;
6. Roles and numbers are assigned by availability; someone with many conflicts will probably not be placed in key positions or many numbers;
7. Definite commitments to perform will be needed at the start of rehearsals; toleration for "I'll see if I can" will not be as great as in the past;
8. All soloists are responsible for transcribing their own lyrics and having an original copy typed; the Company will take responsibility for duplication and distribution of lyrics to necessary performers;
9. Lyrics are due to Ed Shriver/Stage Manager by the first rehearsal after you get your tapes;

10. The company will transcribe lyrics for full cast numbers; if in doubt as to who is responsible for a particular number's transcription, ask;

11. Strike is now after each performance - not the next day; no one is excused from the show until everything is down and away; strike conflicts must be reported to Paul/Director or Ed/Stage Manager;

12. Excuses for rehearsal absentees will not be accepted from friends/neighbors/lovers/etc.; contact Paul/Director or Ed/Stage Manager ONLY;

Paul distributed a list of numbers that the company has performed in the past prior to 10/91 to the membership. These are not the only numbers available for the Feb/May shows, but they may help you with ideas. Paul reminded that membership that no one "owns" a number but it has always been Company etiquette to ask someone that has performed a number in the past if they are planning on using the number or if you may perform the number as a courtesy to the original performer. Paul requested that new numbers be kept to a minimum to help keep cost to a minimum - which was one of the reasons we chose a "Best of" theme. Paul returned the meeting to Eric Selvey.

Eric presented the minutes of the June 23, 1992 membership meeting for discussion, questions and corrections.

A motion was made by Scott to accept the minutes as presented, seconded by Glen and passed with one abstention.

Eric presented the minutes of the August 25, 1992 membership meeting for discussion, questions and corrections.

A motion was made by Donni to accept the minutes as presented, seconded by Jack and passed unanimously.

Eric introduced Rich Askey to the membership, the new Managing Director. He also introduced Daryl Morris as the season's Producer. Eric noted that Lily White and Co., Inc. is a business and must be seen in a business-like manner and we must follow the laws of incorporation. Eric charged the membership with the responsibility for becoming active in the management of the Company, especially in service on committees. He charged the members to read and understand their by-laws, especially the section on Committees and to take this seriously.

The report of the Nominating Committee, which was accepted by the Board in a phone vote, was presented to the membership (see attached). Heidi has resigned effective 12/30/92. Lindsay has given his intent to resign.

The next regularly scheduled Board meeting is January 12th at Jack's house and the membership is welcome and encouraged to attend. Members should attend and see how the Board works. Members should consider running for Board positions and serving on a Committee. Paul also called for members to act as tech, business, and front of house volunteers.

Eric asked Rich if he would like to address the membership and Rich deferred until the January meeting.

The Secretary noted that blank profile sheets will be presented to the membership for completion at the January membership meeting. Suggestions for additions to the profiles were requested. Additions/modifications suggested are as follows:

1. changed "significant other" to "emergency contacts" and list 2 contact persons;
2. add a space to list the hospital of preference;
3. add a space to optionally list their family physician, address and phone;
4. add space for insurance information and stress disclosure is voluntary;
5. expand/update volunteer choices.

Donni also suggested that we obtain a first aid kit, especially with emergency ice packs.

It was noted that Lulu (Tom Pfeiffer) has mono. Sharon will get a get well card for him now and a Christmas card for everyone to sign at the Company Christmas party.

The Company Christmas party is December 18th at Jack's house. It will be catered. The cost is $5 and money is due to Eric by this Saturday.

A discussion was held about the proposed schedule of performances that was approved by the membership for this performance calendar year particularity the stacking of back to back performances Friday through Sunday. The membership felt that this would be too much to handle and the Saturday night Mackley's Mill performance should be moved another Saturday. A motion was made to try and reschedule Mackley's Mill performances to another weekend as opposed to the D-Gem and Neptune shows by Glen; seconded by Steve; and unanimously approved.

Jack asked if it would be possible to have a mock audience at rehearsals to give the performers someone to play off of. Paul noted that the other performers present at a rehearsal are obligated under professional courtesy to pay attention to the number in rehearsal and assist the performer with this type of action.

Paul requested that the Company start to mature and become less dependant on him. He re-emphasized that you should have creative input into your performance; feel free to develop your own outline; be your own critic; develop your own numbers; and, again, work on the numbers at home. He reminded the membership that we are a company - not a bunch of stars - we work together.

Paul announced that they are trying to get the financial report done by end of the week. He must have all receipts by the end of the week from the December show.

A motion was made to adjourn the meeting; seconded; and unanimously approved.

Respectfully submitted,

Sharon L. Staub

Sharon L. Staub
Secretary

DRAFT

Lily White & Company, Inc.
Company Meeting
January 7, 1993

Voting Members Present:

Fred Bollendorf	Kathy Michaels	Tim Rhinehart
Jancie Bostdorf	Daryl Morris	Dale Schauer
Juan Burgos	Heidi Neuhaus	Eric Selvey
Bob Fellman	David Ogden	Jack Sowers
Paul Foltz	Steve Patton	Sharon Staub
Ed Fuhrer	David Payne	Glen Wagner
Stan Light	Tom Pfeiffer	

Proxies Received by Secretary:

Bryon Bigelow given to Sharon Staub
Bob Fellman given to Sharon Staub
Jack Sowers
Bob Leonard
Scott Gahagan
Ray Myers

Probationary Member: Vanessa Mackley

The meeting was called to order by President of the Board of Directors, Eric W. Selvey at 7:25pm at The Vault.

Secretary's Report - Sharon Staub

The minutes of the December 8, 1992 General Membership Meeting were distributed to the membership for review. Eric opned the floor for changes or comments. None were made.

A motion was made to accept the minutes of the December 8, 1992 meeting as presented; seconded and unanimously approved.

Membership profiles were given out at the meeting with suggested revisions as per the last membership meeting. It was requested that all profiles be returned as soon as possible.

Treasurer's Report - Heid Neuhaus

The report for September 1, 1991 through August 31, 1992 was submitted to the membership for review. [See attached.]

President's Report - Eric Selvey

A copy of the President's Annual Report [Lily Gram, attached] was distributed to all members present. A copy will also be sent to the bars that have supported us throughout the year.

Eric announced the resignation of Heidi Neuhaus as Treasurer and Member-at-Large of the Board of Directors and the resignation of Lindsay Mills at a Member-at-Large. There is still one year of each term to be served and someone will be elected to fill that position tonight during the regularly scheduled election.

Eric noted that this has been a big year for Lily White and it has been an "interesting being your President". He thanked everyone for their support and hard work.

Nominating Committee Report - Eric Selvey

Eric presented the Nominating Committee report. The suggested changes to the By-Laws were reviewed first. Eric opened the floor for questions and comments after presenting the membership with some corrections to the minutes as in the report. No changes were made from the floor.

A motion was made by Heidi to accept the changes with Eric's presented corrections; seconded by Daryl; and unanimously approved.

Eric then presented the slate of candidates for the review of the membership. It was noted that 3 positions are up for re-election, Eric, Sharon and Glen; and 2 additional positions [to fill Heidi's and Lindsay's resignations]. The nomination committee has presented Bob Leonard [accidentally omitted from the written copy of the committee's report] and Ed Fuhrer in addition to Eric, Sharon, and Glen. Eric then opened to floor to additional nominations.

A motion was made to nominate Dale Schauer to the ballot by David Payne; seconded by Heidi; and the nomination was accepted by Dale.

A motion was made to nominate Fred Bollendorf to the ballot by Steve Patton, seconded by Kathy Michaels; and the nomination was accepted by Fred.

Ballots were distributed to the membership and they were instructed to vote for five persons to serve on the Board.

Election results:

Eric Selvey	25 votes	Glen Wagner	18 votes
Sharon Staub	23 votes	Bob Leonard	11 votes
Ed Fuhrer	22 votes	Dale Schauer	06 votes
Fred Bollendorf	20 votes		

The following persons were recognized at the newly elected Members-at-Large: Eric, Sharon, and Glen were re-elected to their seats. Ed Fuhrer and Fred Bollendorf were each elected to finish the terms (1 year) of Heidi and Lindsay.

Eric noted that there will be a Board of Directors meeting immediately after this in order to elect the Board officers.

Artistic Director's Report - Paul Foltz

Paul wanted to express a positive note to the membership about their August performance - he did not wish them to feel that, after the last meeting, there wasn't any "good" which came from the performance. He remarked on our growth as a Company; about the versatility of the performers and their willingness to stretch into new and different parts. He no longer has to coerce or cajole the performers into trying new material and that they often suggest things themselves. He reminded the membership to also try a hand a working on crew and requested that they try to rotate their activities. All in all, last season was incredible, and in many ways, our best season.

He announced the cast for Lisbon Traviata has been selected. they are John D'Archangelo, Rich Schaf, Matt Brubaker, and Jim Lewis. The next rehearsal is Sat. Feb. 20th about 10:00pm at Riverfront Quality Inn in Shipoke? Feb show maybe?

Paul also announced the PPOS is looking for someone to play a water drop. They would have to be available days. It is a legitimate paying job. Size is a factor because the costume is already built. If you are interested, see Paul after the meeting.

Adjournment

Eric read a note from SCAAN to the Company thank us for our good work. Eric asked if there was any additional business for the good of the Company. Since no one requested the floor, he asked for adjournment.

A motion was made by Heidi to adjourned; seconded by Daryl; and unanimously approved.

August Show Discussion

After the end of the official meeting, the membership continued with a discussion of possible themes for the August show tentatively scheduled to be performed at RAJE.

Several suggestions were given including: all cartoon characters; all British theme as in God Save the Queen; Lily version of 90210 (school days themes plus summer vacation); an all underwater theme for Act I followed with an outer space theme for Act II; an all Sci-Fi theme, possibly based on old TV sci-fi shows and old movies; and "Occupational Hazards" with a theme related to all types of jobs, a Village People concept. A suggestion was also made to do spin-offs of both Alice in Wonderland/Through the Looking Glass and Dorothy and the Wizard of Oz. **The membership decided on a Alice/Dorothy theme starting with a trip (through the looking glass) to Wonderland for Act I (using both Alice and Dorothy) and then having them both go to Oz (via tornado?) for Act II and for a finale they click their heels and wind up back in Wonderland.**

Respectfully submitted,

Sharon L. Staub
Secretary

DRAFT

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Lily White & Company, Inc.
Board of Directors Meeting
January 12, 1993

The meeting was called to order by Eric Selvey at 7:56pm at Jack's house, 256 Boas St., Harrisburg, PA

Present:
Fred Bollendorf
Paul Foltz
Ed Fuhrer
Tim Rhinehart
Eric Selvey
Jack Sowers
Sharon Staub
Glen Wagner

Excused absences:
Rich Askey

Guests:
None

I. Secretary's Report - Sharon Staub

The approval of the minutes from the November 10, 1992 meeting were postponed until a tape recorder to play back the minutes can be obtained and the minutes transcribed.

II. President's Report - Eric Selvey

Eric welcomed Fred Bollendorf and Ed Fuhrer to the Board, replacing Heidi and Lindsay. He also welcomed back Sharon and Glen. He received several volunteers for Committee assignments including the following:

Personnel: Ray Myers, Glen Wagner

Public Relations: Kathy Michaels, Stan Light (Eric will confirm this); Juan Burgos, David Ogden

Finance:Ed Fuhrer (required as Treasurer); Rich Askey (required as Mg. Dir.); David Payne; Dale Schauer; Fred Bollendorf

Ways & Means: Jack Sowers; Rich Askey (required as Mg. Dir.);

Nominating: Tim Rhinehart (willing to be Chair)

Jack was asked to contact Jan Frye to be on Ways and Means and to contact her significant other Gwen [Verdon?] for Public Relations. Eric will also call Betty Fundalawicz (sp?) Fundalewicz for Ways & Means. Jan Tamanini will help Rich prepare the 501C3. Eric will ask Guy Kehler to join Personnel. Eric will also ask Scott Gahagan and Ed Shriver to sit on Nominating. Eric would like to keep each committee at about 5 members, except Public Relations which probably needs more bodies.

II. President's Report - continued

Eric met with Paul and Rich about 2 weeks ago. They are trying to get the non-profit (501C3) done by the end of January.

III. Treasurer's Report - Ed Fuhrer

Nothing to report at this time. Ed should be meeting with Heidi to complete transfer of duties at the end of January. Eric noted that we purchased accounting software and it is now loaded onto his computer at home. Reports are being reformatted and they can now be broken out by event.

Jack wondered when we would be getting our new spotlight. Sharon noted that we plan to get it for the February show. We should only need one; the room is small. Eric asked for a formal motion to use Lily Light Fund money to purchase the spotlight.

Jack made a motion to use the Lily Light Fund money to purchase 1 Lycian Club follow-spot and bulb from the Lily Light Fund in time for the February show; seconded by Glen; and unanimously approved.

IV. Managing Director's Report - Rich Askey

No report.

V. Artistic Director's Report - Paul Foltz

Paul asked for an inventory of the Company's assets by the end of the month.

The February show is roughed out. The first rehearsal for it is Thursday.

Lisbon Traviata is cast. Joy Ufema and York House Hospice is willing to sponsor the show so that all monies can be funneled through them to use their 501C3. It will be performed at RAJE at the end of March for 4 performances. The space should be done by then. He wants to take the show to Mackley's Mill after that.

VI. Nominating Committee Report - Tim Rhinehart

All changes and additions to the By-Laws were passed unanimously.

Bob Leonard's name was inadvertently omitted from the Nominating Committee report to the General Membership. He was supposed to be part of the presented list of candidates. Two additional nominations were received from the floor: Dale Schauer and Fred Bollendorf.

Glen, Eric and Sharon were re-elected for two-year terms. Ed & Fred were elected to fill the vacated terms - one year each.

The Board unanimously approved the report of the Nominating Committee.

The Secretary was reminded to include the actual election counts in the Election Report.

Eric noted that the Nominating Committee is now responsible, under the new By-Laws, to fill the Community seats and prepare changes and additions to the By-Laws. They should begin working on that as soon as possible.

VII. Old Business

Postcards will go out to the membership 2 weeks prior to each meeting. Copies of the new By-Laws will be sent out to the entire Company soon. The Board will get theirs as soon as Sharon can print them.

VIII. New Business

A. Financial Review

This is required of our books to be sure everything is properly documented. We may need to pay for this. Jack's significant other, Joey, is a CPA. He will check on his active status and willingness to help us. Eric also asked for suggestions from Joey on the best ways to keep records.

B. Retainment of Accountant

Eric will contact persons that may wish to be the Company's accountant. This person should be offered a Community seat on the Board.

VIII. New Business - continued

C. Other

Sharon asked about the EMT and if everything is in place to use him each show. Glen noted that his appearance is arranged. He will receive a season "pass". He will call and confirm dates with Him. Sharon will contact him for suggestions for items to be included in a first aid kit.

IX. Correspondence

Received an announcement of the Sixth Annual Volleyball Open for the Gay & Lesbian Switchboard on Feb. 20th. Paul reminded us that the Feb. show is that night.

X. Adjournment

A motion to adjourn the meeting was made at 9:03 pm by Jack; seconded by Glen; and unanimously approved.

Respectfully submitted,

Sharon L. Staub
Secretary

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Lily White & Company, Inc.
Emergency Board of Directors Meeting
February 28, 1993

The meeting was called to order by Eric Selvey at 7:15:43 pm at Rich Askey's house, 434 Boas St., Harrisburg, PA.

Present:

Rich Askey
Fred Bollendorf
Ed Fuhrer
Eric Selvey
Jack Sowers
Sharon Staub

Proxies:

Tim Rhinehart given to E. Selvey

Guests:

None

Lily White & Company was notified by RAJE that the upstairs performance space would not be ready in time for the production of Lisbon Traviata at the end of March. They claimed it would be ready about two weeks later. The meeting was called to discuss possible options and choose which options to pursue further. A secondary issue is the lack of time to prepare the patron campaign and other promotional/underwriting activities for a production the end of March.

The situation at RAJE leaves us with two basic choices: to move the play in space (ie, where we perform) and/or to move the play in time (ie, when we perform).

Because of the upcoming Easter holidays, it was felt that we would only be able to move it about one week later than now. Any later in April would conflict seriously with the holidays - either to perform or rehearse.

The Board agreed that we would not wait for RAJE to complete construction but investigate locations that would be available for us to perform April 1st-4th, pending approval of Paul and the cast.

Eric will check on the availability of Casa Rillo's, Riverfront Inn, River Rescue. Rich will ask Paul to follow-up with Open Stage, since Paul has already been in contact with the Alsadeks. It was decided not to approach HACC because of the nature of the play and the problems with the main stage and that GAGA ontological had with performing there.

Ed noted that the royalty agreement has a time limitation in it - that the play must be performed within three months of the date of the agreement. Ed will contact the publishing house to get information on "renewing" or "extending" the agreement and fee adjustments that might be needed for a different sized house.

Rich will check with Paul to see if the actors are available for the April 1-4 weekend and when Paul would want to perform at Mackley's. (That weekend was originally reserved to perform at Mackley's Mill.) Rich noted that we do have plans to perform at Mackley's and it may possibly be a dinner theatre.

The committee will get there information and we will be again to select a plan on Tuesday, March 2, 1993 at 5:30pm at Rich's.

Eric noted that some of the Company has been discussing the possibility of cancelling the August show. We will discuss on Tuesday.

The next general membership meeting is April 7, 1993. This will be more than a planning meeting. We will discuss the calendar and other issues.

It was noted that we still haven't received the check from the Pennsmen for the February show. Rich will call Bob Fellman to check on status.

A motion to adjourn the meeting was made at 8:15pm by mutual consent.

Respectfully submitted,

Sharon L. Staub
Secretary

DRAFT

DRAFT

Lily White & Company, Inc.
Emergency Board of Directors Meeting
March 2, 1993

The meeting was called to order by Eric Selvey at 7:47pm at Rich Askey's house, 434 Boas St., Harrisburg, PA.

Present:
Rich Askey
Fred Bollendorf
Ed Fuhrer
Eric Selvey
Jack Sowers
Sharon Staub

Guests:
None

It was reported that Paul suggested we only perform Lisbon Traviata at Mackley's Mill and just keep that date. He also suggested, for Ways and Means, that they contact York House Hospice and Mackley's Mill for mailing lists.

The results of the site investigations for the date in April were as follows:

Rillo's - they want $2,000 per day
River Rescue - unable to reach, needs called in pm
Open Stage - it is tech weekend
Riverfront - booked that weekend
Harrisburg Hotel - Eric will try to reach Peggy, we only need 2 ballrooms
Forum - too big (audience area)
Museum - maybe for Gay Pride weekend if we move to then

Ed Fuhrer reported that, when he called about Royalties, non-profit organizations pay $200 no matter what size the house is and that we do not have to be reapply if we change dates. When we finalize our plans, we need to send them a letter ~~k~~ showing what the new performance dates are. He spoke to a Ms. Sherry Rini, for the record.

The Board moved, as a committee of the whole, to propose to Paul and the actors that we postopone the performances until the end of July, during Gay Pride Festival, and perform at, preferably, Open Stage of the Museum and preview the show at Mackley's Mill the previous one or two weekends. OR

Rich will check into the availability of Open Stage, Mackley's Mill and the Museum for the appropriate weekends.

A motion to adjourn the meeting was made by mutual consent.

Respectfully submitted,

Sharon L. Staub
Secretary

Lily White & Company, Inc.
Board of Directors Meeting
March 9, 1993

The meeting was called to order by Eric Selvey at 7:37pm at Jack's house, 256 Boas St., Harrisburg, PA

Present:
Rich Askey
Fred Bollendorf
Paul Foltz
Ed Fuhrer
Tim Rhinehart
Eric Selvey
Jack Sowers
Sharon Staub

Unexcused absence:
Glen Wagner

Guests:
Daryl Morris
Kathy Michaels

I. Secretary's Report - Sharon Staub

The approval of the minutes from the November 10, 1992 meeting were again postponed until a tape recorder to play back the minutes can be obtained and the minutes transcribed.

The minutes of the January 12, 1993 meeting were reviewed and changes noted. Rich made a motion to accept the minutes with the changes; seconded by Jack; and unanimously approved.

II. President's Report - Eric Selvey

A. Financial Review

No data available at this time.

B. Retainment of Accountant

Eric noted that Rick Miller is interested in being our accountant. He will not be available until after 4/15/93. He will see that a resume is prepared and turned into the Personnel Committee.

III. Treasurer's Report - Ed Fuhrer

The Pennsmen owe us $300 still from February. We took in $320 in tips during the February show for the Pennsmen. Ed reviewed the computer program with Heidi. They need to meet again and he needs to get the rest of the paperwork. Heidi still has it all. Ed has the check book. He needs to pick up the signature cards. He will try to get the paperwork from Heidi by the end of the week (March 12). He should be able to produce the year-end report and to-date reports as Heidi reported them, but can't modify the data at this point.

There is no formal fiscal report however, it was noted that there is $2,317 in the checking account as of the end of February; at least $300 in the patient fund; $2,000 in operating expenses and light fund.

Sharon noted that light fixtures were purchased for the February show because what it was discovered during setup that we had would not light the performance space. Sharon made the motion that the money be taken from the Lily Light Fund, instead of the show budget, to pay for these light fixtures and the spotlight gels. The total comes to about $110. Rich seconded the motion. A vote was tabled until we get an accurate balance of funds in the Lily Light Fund.

The Board asked about T-shirt sales and money. Paul noted that, to date, he has been reimbursed $177.00 for T-shirts. His initial outlay was $495. Jack has $58.50 more to give Paul, as soon as he unpacks it from the show costumes. We are out of many sizes in the T-shirts, which does not tally with the original quantity purchased when compared to what's left and the money given/available to Paul.Jack will inventory the T-shirts he has left. Sharon was asked how many T-shirts she has. She noted that she doesn't have any. Jack thought Jancie gave all her T-shirts (which were for the Company) to Sharon. Sharon will double check, but is sure she doesn't have them. The T-shirts were made by Creative Concepts. Eric asked Ed to find out how many shirts were originally purchased and in what sizes.

Eric asked that all cash collected for the light fund be given to Ed Fuhrer as soon as possible. Ed Shriver has money about 1 month ago and probably still has it.

Paul asked about the availability of funds to pay for dry cleaning, especially HCT costumes. He has spent $64 so far in '92-'93 fiscal year for dry cleaning costumes from '91-'92. The dry cleaning was never done last year. The cost of the dry cleaning will be about $150.

Ed made a motion to do all dry cleaning and pay for all dry cleaning for all borrowed costumes in this fiscal year; seconded by Paul; approved unanimously.

Eric asked for a clarification on what the 5% for Community fund comes from and what it is for and also for a clarification of what/where we mean by "patient relief" or "patient support".

IV. **Managing Director's Report** - Rich Askey

Lisbon Traviata is on hold. The 501C3 is very close to being done. It will be walked through, probably, during his spring break (April 5-11). He still needs a copy of the membership policy, charitable distributions policy, financial guidelines, a signed copy of the incorporation papers (what we received back from the State) and a list of assets distributed - according to Article XVI of the By-Laws. His goal after the 501C3 is to get the Ways & Means Committee going full strength.

V. Artistic Director's Report - Paul Foltz

All inventories have been completed, except for that props in Sharon's possession. We have approximately $7,000 in costumes, sets, lights and sound equipment.

The Gay & Lesbian Switchboard asked us to do a fund raiser for them. Paul suggested that we use the whole weekend in May for them if we can clear it with the Paper Moon/Neptune. Eric noted that SCAAN will only get the proceeds from the Christmas show that way. It was suggested that it might help our audience to expand if we did a fund raiser for a different organization. We might be getting a reputation as a fund raiser for SCAAN. Paul will check with the Switchboard for the May show. Rich will check with Frank at the Neptune and see if the change in recipients will be okay.

After the February show for the Pennsmen, there were rampant rumors about inappropriate behavior of Company members, in drag, after the show. The rumor was that the Pennsmen do not want us back. Paul checked with them and they were quite pleased with the performance and there was no problem with any member of Lily White & Company. Our only problem was the show was a half hour too long. Paul, however, was displeased with the Company's unprofessional behavior. He will bring it to their attention at the Company meeting. The Pennsmen want us to perform again next year. Paul will prepare a list of Company rules for distribution at the top of all rehearsals. Extra copies will be given to the Stage Manager for distribution to "late joiners". Paul will bring suggestions for suspension to the Board when necessary.

VI. Old Business

A. EMT & First AID Kits - Sharon

No additional information at this time. Awaiting name of EMT from Glen to contact for advice.

B. Dimmer Board

Sharon wondered if Steve Patton still planning on building a dimmer board. We desperately need one. The February show was run with a single home-style dimmer switch which allowed almost no variety. Eric noted that we also need a tape player and sound board and suggested we purchase this before a second spotlight. Sharon will work with Steve (& Location Services) on the dimmer board. Rich will get a DAC catalogue. Ed Fuhrer has leads on GE & RCA equipment. There is a Sears surplus store in Carlisle which should be investigated. After this information is gathered, we need to develop a new equipment priorities list.

C. Business cards and letterhead

We need prices/estimates and the camera ready copy prepared. Sharon will work on this.

D. Liability Insurance

Eric is still investigating. He needs the name of a contact for this type of insurance. Rich will ask Jan for contacts - can we get a rider onto the owner of the performance space? Rich will also contact Metro Arts for help. Eric requested that we include a liability clause in all our Letters of Agreement.

E. Committee Reports

Ways & Means and Public Relations met and are gearing up for Lisbon Traviata. We also need to work on the Gay Pride Festival. Some suggestions for activities include face painting, "drag" races and dunk-a-drag. There was also discussion of a "prom".

VII. New Business

A. Board Retreat

This retreat will allow the Board to develop short and long range planning goals, including touring and other performance activities. We also need "Board training" - what are the responsibilities of being a Boar members. It was originally planned in lieu of the May meeting but there were too many conflicts. Eric would like to pick a weekend in June. Joe Kintz has offered to be the facilitator. We need to select a place to have it as well. Rich requested that after the retreat, several weeks later, we have a followup session. This first session is tentatively scheduled for June 25-27, 1993. This date was agreeable with those present. Eric will confirm with Joe.

B. August Show, 1993

The Board has been hearing a lot of rumors that people do not want to do the August show. The Board had extensive discussion on this topic during the emergency meetings of Lisbon Traviata. The Board was presented with the following revamped schedule for the end of '92-'93 and beginning of '93-'94:

May cabarets as scheduled.
Lisbon Traviata at the end of July in conjunction with the Gay Pride Festival.
Continue with summer tours as the opportunities arise.
Cancel August show and put Company on hiatus until Fall.
Halloween Bar Show - (free, as last year).
Christmas Cabaret around Thanksgiving.

Bar Night

Motions are needed on rescheduling Lisbon and canceling the August show.

Sharon made a motion that Lisbon Traviata be performed in conjunction with the Gay Pride Festival at the end of July; seconded by Rich; 4 ayes, 1 nay, 2 abstentions and the motion carried.

Sharon made a motion that we cancel the August show; seconded by Ed; 6 ayes, 0 nays, 1 abstention; and the motion carried.

C. Refacing/Rebuilding the portable stage.

Steve Patton's report, see attached, on the estimated cost of fixing the stage was presented to the Board. It was estimated that the maximum to repair a 4x8 platform would be $25 (including resurfacing and additional structural support).

Paul made a motion to use the "profits" from the Pennsmen show to resurface 4 of the 4x8 platforms and 2 of the 2x8 platforms and add additional supports to them as needed; seconded by Ed; and unanimously approved.

D. Appointment of Artistic Director

Eric asked Paul if he would serve as Artistic Director. Paul agreed. **Sharon made a motion to appoint Paul Foltz as Artistic Director; seconded by Rich; unanimously approved.** Our condolences were expressed to Paul on this devastating turn of events.

E. Membership Dues

Eric proposed to the Board that each member be assessed a flat fee of dues to help cover expenses. Dues are expected to be collected in such an organization and it would look better for the 501C3 if we collected dues. A minimal dues of $5 was suggested, but it was noted this would not be adequate for the 501C3. Rick suggested $15 a year and Paul suggested $7.50 paid at each annual meeting or they can't vote. This will only require a change in the Membership Policy, not a By-Laws change.

Rich proposed that we present to the Company the installation of a $15 annual membership fee strictly to help cover administrative costs with $7.50 to be paid at the January 1st and another $7.50 (or the balance owed) paid by July 1st in order for the member to vote at each meeting; seconded by Ed; unanimously approved.

F. Frank of the Neptune wants to borrow our platforms and backdrop for a show on April 1st.

Rich made a motion to loan them 2 - 4x8 platforms and the backdrop if Steve is willing and has the time to repair them and if Steve will oversee installation and de-installation of the platforms and if the Paper Moon agrees to be responsible for the liability; seconded by Jack; unanimously approved.

G. Patient Relief Fund Disbursement

By reviewing the check book, Ed was able to come up with these estimates of the available funds to disburse:

Neptune Christmas Show - tips committed to SCAAN, door sales to Lily: $390 in tickets - $435 in tips
D-Gem Christmas Show - tips ??patient relief fund??, % of door sales to Lily: $100 in tickets - $130 in tips
Sept. Mackley's - tips to Mackley to distribute, perf. fee to Lily: $400 in perf. fees - $??? in tips
Pennsmen's show - tips to ??patient relief fund??, perf. fee to Lily?: $300 in perf. fees - $320 in tips

The Community fund that was created get 5% of the Lily money. The total Lily money received should be $1,190, therefore the Community fund should be $59.50 and the balance goes to offset operating expenses.

The tips from the Neptune is committed to SCAAN by prior agreement with Frank. That is $435. The balance to decide is the $130 from D-Gem and $320 from the Pennsmen.

Paul made a motion that the $130 and the $320 be given to York House Hospice, we honor our commitment to Frank for SCAAN for $435, we put $59.50 in the Community Fund and the remaining $1,130.50 go to offset operating expenses; seconded by Ed; unanimously approved.

VIII. Public Forum

No one appeared to address the Board. Eric invited every member to address the Board or have issues addressed at meetings. Please contact Eric prior to the Board meeting by at least 2 weeks to be put on the agenda.

IX. Correspondence

A local playwright, Bill White, would like us to read a play he's written for performance in the area. We would debut the play. The script will be mailed to Paul. Bill will be added to the patron mailing list.

PFLAG (Parent's & Families of Lesbians and Gays) is having a conference at the Harrisburg Hotel May 8-9, 1993.

X. Adjournment

A motion to adjourn the meeting was made at 11:04 pm by Paul; seconded by Rich; and unanimously approved.

Respectfully submitted,

Sharon L. Staub
Secretary

TO: Lily White & Company, Inc. Board
FROM: Steven C. Patton
RE: Redecking Of Stage

Listed Below Is An Average Cost Per Stage Unit To Replace The Surface Part Of The Stage Itself.

Remember, Price Could Be Lower Or Higher, Depending On The Price Of Lumber At The Time Of Restoration Of The Stage.

[PRICE DOES INCLUDE TAX]

3/4 Inch Plywood	- $21.00	
2x4x8 Studs	- $ 1.50	[If Needed]
Screws	- .60	[At 02¢ Each]

Basic Cost To Repair - $21.60 Per Stage Unit
Basic Cost Extra To Repair - $25.00 Per Stage Unit

Restoration Can Take As Long As You Need. I Would Recommend That At Least 4 (Four) 4x8's And 2 (Two) 2x8's Be Done First At Once, Since The Company Uses These The Most For Shows At This Time.

Cordially Yours,

Steven C. Patton

LILY WHITE & CO., INC.

PUBLIC RELATIONS COMMITTEE

MINUTES OF MAY 2, 1993 MEETING

Present: Stan Light, Daryl Morris & Eric Selvey

I. Cabarets

The group discussed a timetable for advertising for the cabarets:

Posters/teasers: one and a half months prior to cabaret
Mailings: one month prior to cabaret
Posters at locations: one before performance
Tickets: printed one month prior to show
Program: info to be given one week prior

This timetable can be adapted to any major show or play.

II. Season flyer

Eric suggested a flyer sent to members of our mailing list to apprise them of our upcoming season of events. This could be sent in September---the beginning of our season.

III. Newsletter

Cathy expressed an interest in putting the Lilygram together. Eric will suggest that Cathy get together with Sharon on this. The committee suggested that this be a quarterly newsletter.

IV. Promo packet/video

In order to get more milage out of our shows, it has been suggested to get in touch with out-of-town venues and tell them about Lily White & Co., Inc. One vehicle would be to put together a video featuring snipets of past performances (as was done for Mackley's Mill in York) as well as other leaflets advertising the company.

The committee will not work on this until September.

V. "The Lisbon Traviata"

The remainder of the meeting was spent discussing the upcoming play in July.

A. Posters

1. Daryl mentioned a photographer who is interested in taking photos for publicity purposes at cost. The group wants to look into this.

2. The group assembled a list of locations for possible poster advertising. That list included:

Lancaster: Tally Ho
Lancaster AIDS Project

York: Mackley's Inn
York House Hospice
Altland's Ranch
24 Carat

Harrisburg: Neptune
Strawberry
Stallion's
D-GEM

SCAAN
Capital View Rest.
Gay friendly businesses

B. Box Office

Daryl mentioned the possibility of getting Voice Mail to take messages and ticket info. Eric mentioned that Rich may be doing the box office again, but was unsure. He will check with Rich. Daryl will look into the cost of Voice Mail.

C. Gay newspapers/newsletters

1. Eric will check with Michael Reiber about rates and publicity schedules for PGN, Baltimore Alternative, etc.

He will also check with Michael on a printer for the material.

2. Daryl will check on deadline dates for the area gay newsletters [Lavender Letter, SCAAN Spotlight, The Keystone (Dignity), Men's Chorus, & Switchboard.] We will also check into Metro Arts and New Voices.

D. GLSH Mailing List

A mailing about the play was already sent through the Gay & Lesbian Switchboard of Hbg. Discussion of using this mailing list for future mailings ensued. Since the list is over 3,000, we may not be able to afford first class postage.

The group discussed looking into using the non profit status of York House Hospice and possibly utilize their bulk rate for mailing.

E. Poster Format

Stan will work with Michael Clark on a format for the posters and will have that information by the next mtg.

Next meeting: Sunday, May 16, 1993 @ 12:00 Noon at the Paper Moon.

Lily White & Company, Inc.
Board of Directors Meeting
May 11, 1993

The meeting was called to order by Eric Selvey at 7:35 pm at Jack's house, 256 Boas St., Harrisburg, PA

Present:
Fred Bollendorf
Paul Foltz
Ed Fuhrer
Tim Rhinehart
Eric Selvey
Jack Sowers
Sharon Staub

Excused absence:
Rich Askey

Guests:
None

I. Secretary's Report - Sharon Staub

The approval of the minutes from the November 10, 1992 meeting were again postponed until a tape recorder to play back the minutes can be obtained and the minutes transcribed.

The minutes of the February 28, 1993 meeting were reviewed and no changes were noted. Glen made a motion to accept the minutes with the changes; seconded by Jack; and unanimously approved.

The minutes of the March 2, 1992 meeting were reviewed and changes noted. Paul made a motion to accept the minutes with the changes; seconded by Glen; and unanimously approved.

The minutes of the March 9, 1992 meeting were reviewed and changes noted. Ed made a motion to accept the minutes with the changes; seconded by Tim; and unanimously approved.

There are members and volunteers on file that need their status reviewed. A copy of the data on these persons will be given to Paul and Nominating Committee for review.

II. President's Report - Eric Selvey

See attached "President's Report". There is a correction on the June 13 meeting time. It is at 5:00pm. The next 3 monthly meetings will be on Sundays at 5:00 at Jacks: June 13, July 11, and August 8. The August meeting will be a follow-up to the Board retreat. The Committee chairs will get their assignments after the retreat and are expected to report on progress at the Aguust meeting. The July meeting is the deadline for the calendar of events

II. President's Report - (continued)

to be presented to the Board for preliminary approval. Then the calendar will be given to the Finance Committee in time to prepare the budget for the August Board meeting. The financial review has been postponed until all financial records are updated.

The next Membership meeting will be Tuesday, August 24th at 7:00 at the Vault.

Eric noted that the 7:00 performance at the Paper Moon is already sold out.

Open Stage is requiring liability insurance. Eric is looking to it with his agent specifically for Lisbon plus continuing annual for about 30 performer ad infinitum.

III. Treasurer's Report - Ed Fuhrer (What do you want here?)

See attached report. A discussion followed on some of the headings used and some some new headings were requested. A motion was made to accept the 1992 year end report and 1993 to date report with the requested heading changes bgy Paul; seconded by Glenda; and unanimously approved.

Ed asked for a motion on allocation of the funds from the PFLAG performance. Options were discussed. Sharon made a motion that 5% of the tips go the the Community fund and the balance to patient relief; seconded by Paul and unanimously approved.

IV. Managing Director's Report - Eric Selvey

The installation of dues was discussed. An emergency membership meeting is slated for Tuesday, May 18, 1993 at 7:30pm at the Vault to present the proposal on dues to the Membership.

V. Artistic Director's Report - Paul Foltz

No report.

VI. Committee Reports

A. Public Relations - Eric Selvey

See attached. Paul noted that he received calls from some of our patrons that received the psotcards announcing the benefit for the Gay and Lesbian Switchboard. They were very upset that they'd received mail of that nature in postcard form. Paul reminded us never to do postcards again.

B. Ways & Means

They have only had one meeting so far. Mike Reiber was forced to drop out of the Committee. Gwen cannot make the meetings but will stuff envelopes. The next meeting is in May after the show. Bob Leonard is now on the Committee.

VII. Old Business

A. Retreat - Eric Selvey

Plans for the Board retreat continue to be developed. Eric has met with Joe Kintz and mapped out and agenda. Each Board member will get a packet. There are new dates for the retreat. It will be held Saturday, June 26th from 10am - 5pm and Sunday, June 27th from 12pm (noon) - 5 pm. We will try to organize a carpool and we should plan on packing our own lunches or perhaps doing a covered dish.

B. Equipment Report - Eric Selvey

Eric reported on his finds at the electronics discount store in Lancaster. He found a micro cassette player for about $20 and a dual deck cassette unit for $125. Paul made the motion that we purchase the micro-cassette recorder for the use at meetings; seconded by Glenda and unanimously approved. Sharon made the motion that we allocate $125 (plus tax) in the '93-'94 budget for the purchase of a dual cassette deck; seconded by Tim; unanimously approved.

Eric inquired if Steve Patton was still planning on building the dimmer board. We need one for this next season. Steve indicated he was still planning to build it. It will bring a cost estimate to the July meeting.

VII. Old Business - (continued)

C. Business cards and letterhead - Sharon Staub

No report.

D. First Aid Kits

Sharon received the name and number of the EMT today and will try to reach him for his suggestions on what to buy.

E. Other

Eric asked if there had been a resolution to the T-shirt money situation. Jack noted that he found the T-shirt money and will be giving it to Paul asap. Jack noted he had inventoried the T-shirts at one time, but that it will need to be done again. Eric asked Paul to let the Board know how much money he is still owed and proposed that the Board consider reimbursing Paul from the budget. It was noted that Jancie gave all the money she'd collected to Paul already and had given all the T-shirts to Jack. Sharon will call Kreative Koncepts to see if the screen is still on file. We paid about $47 for the screen.

VIII. New Business

A. 1993-1994 or 1994-1995 Calendar of Events for Lily

Postponed.

B. There was a flea market on Boas St. last week. Jack, Stan and Missy organized it. They raised $30 for the Lily Light Fund and got rid of a lot of junk.

IX. Correspondence

None

X. Adjournment

A motion to adjourn the meeting was made at 9:40 pm by Paul; seconded by Glen; and unanimously approved.

Respectfully submitted,

Sharon L. Staub
Secretary

Lily White & Company, Inc.
Company Meeting

May 18, 1993

Voting Members Present:

Bob Fellman	Kathy Michaels	Jack Sowers
Paul Foltz	Daryl Morris	Sharon Staub
Andy Laudenslager	Jeff Nagle	Glen Wagner
Bob Leonard	Steve Patton	
Stan Light	Tim Rhinehart	

Proxies Received by Secretary:
Bryon Bigelow given to Tim Rhinehart

Non-voting Guests:
None

The meeting was called to order by the Artistic Director, Paul Foltz, at 7:35pm at The Vault.

Paul addressed the membership. In case you are queried by anyone we <u>are</u> closing down until December. Frank invited the Company to perform at the Paper Moon the first week of December as part of the 20th Anniversary celebration of the bar. Therefore, that will be when our Christmas cabaret is held. We'll talk later about the next year schedule.

Part of reason for hiatus is to get our legal house in order. There is a lot of work to do on the 501C3 and the Board felt that we could not get the work done while trying to put on productions. Therefore, we are stopping until rehearsals for the Christmas cabaret.

For your information, there are two legal/administrative items that have come to the Board's attention. First of all, we are now required to have liability insurance which we have been madly looking for estimates. The best we could find would cost us $250 per year. That will cover up to 30 performing members. If we need to go up to 40 it will vary, but not much. Now it is a standard liability policy which covers any damage we do to the place or equipment at which we are performing. It also covers in case there is any injury by our fault to a member of the audience. It does not cover any of us with any form of medical insurance. So that leaves you completely free to sue the Company if someone falls.

The other thing is that an item we have been putting off for a long time. We must institute dues for the membership or we may not get the 501C3. Somehow the Federal government equates loyalty and committment with monetary outlay. We've always avoided it because of the time, light fund monies, and personal expenses that you have more than paid your "dues". However, we need to do this for the 501C3, plus we now have an extra $250 per year that we must pay for insurance. We are basically, being forced into it. The board discussed figures trying not to put a burden on anyone yet would seem realistic to the 501C3.

Therefore, the Board is proposing that we institute a $15 annual membership dues which can be paid in either one lump sum or can be split to be paid before the annual meeting in January and the meeting we ususally have in late summer - June, July or August. Dues are applicable only to people who are full Company members. It would not be applicable to provisional members because payment of dues will coincide with your voting privileges.

Paul asked for discussion such as dissent. It was asked when we pay dues. Paul noted that it will follow our fiscal year, therefore, the first payment would be between September 1993 and the annual meeting in January 1994. The second installment would be between January and July, 1994. Basically, it won't kick into effect until we are getting ready for the Christmas show. It was suggested that we pay $5. Paul noted that the Board considered $5, but some Board members felt that that would not be adequate for the 501C3. No one indicated that it would be an undue burden, especially since it can be split into two payments.

Jeff asked that since we are charging dues would that not make this organization a club rather than a non-profit organization. Paul noted that the key to keeping us as a non-profit organization (as opposed to a club) was that we either distribute our income/profits to, in our case, other non-profit organizations or turn it back to the Company itself for operating expenses. Paul noted that the 501C3 will give us the ability to give donors to us a tax write off for the cash or gift donations. He also explained that this is why we've tied the last production and Lisbon through other organizations (ie SCAAN and York House Hospice) in order to use their tax number to give tax credit to large underwriters.

Jeff noted that someone said that when you give money to SCAAN, it goes to a lot of employees that work there (as opposed to PWA's). Paul noted that he had no way of confirming that information, but that when we give donations, it is specifically earmarked for direct patient support. They have a separate account that is simply for that and that money cannot be funneled into health education, operating expenses, salaries, etc. They are obliged to abide by that and would get into a lot of trouble it they were audited and found to be spending that money elsewhere. Paul acknowledge that we don't truly have control over the money once it leaves our hands, but that as a non-profit their bookkeeping is supposed to be open to public scrutiny.

That is the other item we must budget and plan for. We must hire an accountant to audit all of our financial records for the past 3 years. Which is another reason we had this $15 dues figure. The membership packets and the Lilygram to keep you all informed of what is going on also add to our overhead expenses. This will help with operational expenses: insurance, audits, mailings, LilyGram, things produced for you, and so on. (A Company member noted that they know an accountant, but it was unintelligible.)

Paul called for the vote on the Board's proposal for dues: that the Company institute a $15 annual membership dues which can be paid in either one lump sum or can be split to be paid before the annual meeting in January and the Company meeting in late summer. Dues are applicable only to people who are full Company members. It would not be applicable to provisional mdembers because payment of dues will coincide with your voting privileges. It was unanimous.

Paul reminded the Company of the get together evenings that are coming up on the 20th, June 1st and June 15th. Paul passed out a sign-up sheet for these evenings to let Eric know how many may be coming. This will help us set goals and prepare the Board for their retreat. Paul wants everyone to have a say in where the Company is going.

Paul noted that Betty Fundalewicz is a staunch supporter of Lily White & Company for many years and is going to chair the Ways and Means Committee. Betty requested that we a) she would like to expand the Committee from 4 to include more Company members b) if anyone has ideas, please contact her or come to meetings and express those ideas.

Jeff asked what type of fund raisiers Betty and the Ways & Means Committee are planning. Are they for the patient relief fund or us? Paul noted that Ways & Means is to raise money for the Company's operating expenses and for generating the funds to mount the production. Jeff noted that he had a lot of ideas to raise big money such as a star auction where we gather star souveniers and auction the junk they donate. Paul suggested that he contact Betty or join the committee, but expressed a concern about over extending ourselves since most of us are needed to participate in all activities since we are still a relatively small group. He also noted that bringing people like Betty, who don't perform, into the Company is important and that was also the purpose of creating the Community seats on the Board. Jeff added his name to the Committee sign up sheet.

Some of the activities for the rest of the year include: Lisbon Traviata during the last week of July, Wed. through Sat. matinee to coincide with the Gay Pride Festival; we will be discussing things to do at the Festival such as dunk-a-drag and other acitives Ways & Means develops. We are going to try to schedule some bar nights in October with the various bars. Paul noted that Halloween is a bar night - not an in-bar show. The Christmas cabaret will be a "big" show since it will be our first show back (but scaled to the bars). Paul is trying to keep the Company active and keep our name out there. We are going to try to increase touring. It is very difficult to mount more unique productions per year, but we need to get more mileage out of each show, such as what we did with Something Old, Someone New II where we got 5 shows out of it. You will be getting periodic calls over the next several months. Rehearsals will restart, probably, in September.

Paul opened the floor to the Company for new business for the good of the Company.

Tim Rhinehart noted that they are keeping the lights and sound equipment in their cellar. They are looking for a place to store them that is clean and dry. Their cellar is too damp. Unless someone knows of a cheap dehumidifier. Bob Fellman offered one to them that he was going to toss. Jack noted that he had a free storage area on the third floor now and offered it to them.

Paul noted that Steve is going to be working on restructuring the garage and reorg. Glen suggested we rent another garage. We really need a large garage, barn, old warehouse, with a electricity that is dry, but it must be dirt cheap.

Glen noted that his friends were thoroughly entertained by the [May cabaret] show.

Paul informed the Company that there has been a change in the Board meeting schedule. We now meet monthly on the second Sunday at 5:00pm, probably at Jack's house. The next Board meeting is June 13 at 5:00 at Jack's. All members are welcome to attend.

Adjournment

The general memebership was adjourned at 8:30.

Respectfully submitted,

Sharon L. Staub
Secretary

Lily White & Company, Inc.
Board of Directors Meeting
Emergency Meeting
May 18, 1993

Members Present:

Paul Foltz
Tim Rhinehart
Jack Sowers
Sharon Staub

Members Absent:

Rich Askey
Fred Bollendorf
Ed Fuhrer
Eric Selvey
Glen Wagner

Members of the Board present at the membership meeting were retained for a vote on two proposed expenditures. The remainder of the Board will be contacted by phone for their votes.

Paul made a motion that we purchase liability insurance in the amount of $250/annum in order to perform Lisbon Traviata at Open Stage and for the good of the Company; seconded by Sharon and unanimously approved by members present.

Paul made a motion that we donate the $100 seed money the Gay Pride Festival is requesting utilizing all available Community Fund monies and paying the balance from the general operating budget; seconded by Sharon and unanimously approved by members present.

The meeting was adjourned at 7:55pm.

Respectfully submitted,

Sharon L. Staub
Secretary

Addendum:

Outcome of phone vote

Proposal regarding liability insurance:

Proposal regarding seed money for Festival:

DRAFT

Lily White & Company, Inc.
Board of Directors Meeting
June 13, 1993

Members Present:
Paul Foltz
Ed Fuhrer
Tim Rhinehart
Eric Selvey
Jack Sowers
Sharon Staub

Excused Absence:
Rich Askey

Unexcused Absence:
Glen Wagner

The meeting was called to order at 5:30pm at 236 Boas Street, Harrisburg, PA by President of the Board, Eric Selvey.

I. Secretary's Report - Sharon Staub

The minutes of the May 11, 1993 Board meeting were presented for corrections and additions. A motion was made by Ed to approve the minutes with the noted changes and corrections; seconded by Jack; and unanimously approved.

The minutes of the May 18, 1993 Emergency Board meeting were presented for corrections and additions. A motion was made by Ed to approve the minutes with the noted changes and corrections; seconded by Paul; and unanimously approved.

The minutes of the May 18, 1993 Company meeting were presented for corrections and additions. Corrections were noted and approval for presentation to the Membership for approval was made by the Board by general consensus.

The minutes of the November 10, 1992 meetings were finally transcribed with varying levels of success. A draft was presented to the Board for their review. There are large gaps in the tape and Sharon indicated these in the minutes, with literal transcriptions where possible. A close review of the minutes is requested and approval of these minutes is tabled until the July meeting. At that time members should be prepared to give her details on the missing information.

Sharon reported that she presented a list of Company Members whose status is unknown due to invalid addresses or who has (have) not worked with the Company in a while to Paul and the Nominating Committee for review. Paul has reviewed the list and given his recommendations to Nominating Committee. They should meet and review and present to Board at next meeting.

Sharon reported she has received less than a dozen profile sheets back. It doesn't hurt, except we are missing health information, next of kin, and a current volunteer survey of our membership.

She noted that she purchased a copy of Robert's Rules of Order for the Board.

II. President's Report - Eric Selvey

See attached. He has not met with Joe Kintz yet about the retreat. That is being rescheduled. In addition, Eric noted that the insurance is $300 instead of $250 per annum because we increased coverage from 30 to 50 members. **A motion was made to accept the changes to the insurance and the additional $50 expenditure by Sharon; seconded by Fred; and unanimously approved.**

Eric has spoken to two other people, besides ~~Dan~~ Rick Miller, that ~~is~~ ARE interested in the Community Seats. Sharon is preparing packets for them. If the Nominating Committee has a name, notify Sharon so she can send them a packet.

A motion was made by Jack to approve~~d~~ the President's Report; seconded by Tim; and unanimously approved.

III. Treasurer's Report - Ed Fuhrer

See attached reports dated June 13, 1993. The $47 income from 5/93 was a donation from Jack's bartenders at his Memorial Day picnic and the bartenders requested that it go to SCAAN. **The Board agreed to honor that request by mutual consent.**

Lily Light Fund is officially renamed the Equipment Fund to more accurately reflect our intent by general consent of the Board.

Ed requested that the Board discontinue the practice of splitting sources to pay for items (ie out of equipment & operational) because it really screws up the record keeping. Therefore, the Board has agreed that the $100 for the Gay Pride Festival that we had intended to pay from both the Community Fund and Operational budget will be paid from the Operational budget and once there is enough in the Community Fund to cover, the money will be transferred from the Community Fund to the Operational Budget.

Another bookkeeping problem was that half of the door sales from the D-Gem show goes directly to them the night of the show in cash. We are reporting the full number of ticket sales, but only reporting half of the money. Our records don't show what happened to the other half. Ed suggested that we take all the cash and write them a check for their half. He has agreed to be at the show with the checkbook to do so. We should try to get receipts from them for the show in May.

Corrected copies of the May reports were also submitted to the Board.

A motion was made to approve the Treasurer's Report by Paul; seconded by Tim; and unanimously approved.

Ed asked if he should pay the royalties on Lisbon Traviata now. Paul said if we send it by end of June we are okay. He suggested Ed call them and ask if we should get a new contract with the next dates or if we can use the old contract.

IV. Managing Director's Report - Rich Askey

None

V. Artistic Director's Report - Paul Foltz

Lisbon Traviata rehearsals start Tuesday. Ed Shriver is stage managing.

VI. Committee Reports

A. Public Relations - Eric Selvey

Minutes of June 3rd meeting were omitted from Board's material. It will be located and distributed at the next meeting. A patron mailing is being done. A sample letter was passed for review and the brochure from York House Hospice that is being sent along. Also having posters developed. A draft of the patron letter was distributed. There will be a reception opening night for all patrons. All ticket checks are written to York House Hospice, because we are using their 501C3. Heidi is preparing press releases for us.

Eric and Sharon selected a stationary for the Company out of necessity - it's from Office Max; a grey speckled by Wausau papers; it is $3.99 for 100 sheets and $3.99 for 50 matching #10 envelopes. The envelopes have been printed with the calla lily design and our return address via Laserjet. Eric has purchased the card stock for the ticket order cards, tickets, and cash register cards and return mail envelopes for ticket orders. Samples of the other documents were shared with the Board.

Space for an information table for York House was offered to Joy Ufema. They will man it. They also have professional photos from the Hospice for display. We are also developing a Lily table with calendars, brochures and our T-shirts for sale.

A motion was made to accept the PR Committee report by Ed; seconded by Paul; and unanimously approved.

B. Ways & Means - Betty Fundalewicz

Eric has not had a chance to talk with Betty. Jack indicated they have not met yet. The Booth for Dunk-A-Drag is reserved.

VII. Old Business

A. Retreat - Eric Selvey

Eric has not had a chance to meet with Joe. Will shortly. Eric reviewed the purpose of the retreat and circulated the agenda. Eric asked if there was anyone who is not planning on going to the retreat. Ed noted that he may have to leave a bit early on Sunday. No one else commented. Please get $5 to Jack for lunch for the weekend. After the retreat, all even numbered month Board meetings will be focusing on retreat follow-up.

There has been very little response to the Open Board meetings. The next one and the last one is Tuesday at Eric's. Sharon will call Lulu and ~~invite~~ specifically invite her to the meeting. Paul noted that he knows the Company is not happy with everything, so he asked the Board to encourage people to come and express themselves. Eric noted that he will be a little less tolerant of gripes from the Company when they had three really good chances to get it out and did not take advantage of it. Jack suggested that we activate the phone tree and call people and let them know about the meeting. Sharon, however, will call Lulu.

Eric suggested that we carpool down. We will all meet at Paul's at 9:00am Saturday and arrange from there. You will get Board retreat packets Monday or Tuesday.

B. Liability Insurance - Eric Selvey (See Treasurer's Report above.)

C. Business cards/Stationary - Sharon Staub

Stationary: see above. Print shops will not give estimates over the phone. Minimums run 250 to 1000. If our volume is not that great it would be easier to continue to buy the paper and print it on the Laserjet - envelopes and letterhead. (Printers charge extra if we supply the paper.) In either case, Sharon needs estimates from people on how much they think they would use in a year, per month, etc. Letterhead would be used for correspondence, letters of agreement, patron mailings, and so on. This will be affected by our calendar the next year. It also will vary from which budget we take supplies - correspondence and contracts from operational and patron mailings from show budgets.

A secondary discussion occurred about the logo. We need to coordinate envelopes and letterhead. A small group will get together and develop the new logo.

Business cards: we now have more options, we can have large quantities printed or print ourselves in small quantities on Laserjet. Sharon expressed concerns about handing large amounts of our business cards to members of the Company with our turnover rate. Paul suggested we wait until we redesign the logo. Daryl also suggested that all requests for personalized business cards go through the Board and we arrange for the printing, although they will pay for it. The Board requested Sharon get prices on business cards that coordinate with the stationary, instead of plain white.

Eric, Daryl, Paul, & Sharon will get together on the logo.

VII. Old Business - (continued)

D. First Aid Kits - Sharon Staub

She has not been able to reach Rich Shurr, the EMT.

E. Finance Committee

When the calendar is presented to the Board at the July meeting, the Committee will need to get together to develop the budget. Eric will get the Committee together.

F. T-shirts

Paul received more money. Jack inventoried the T-shirts. There are 3 small; 16 large; 12 extra-large still in stock. Paul suggested we get some mediums and Jack suggested xx-lg because they are so popular. Sharon will call to check on screen and minimum order (in Harrisburg). The Company should have a copy of our old order. They cost us $5 apiece and xx-lg cost $7. A motion was made to order 10 mediums and 10 xx-lg for a cost of no more than $150 by Ed; second by Tim; and unanimously approved. Sharon will contact the Company about reprints.

G. Dues

Eric wants to suggest that we make a stipulation that PWAs only owe $1/annum dues (or as much as they feel they can pay up to the $15/annum regular requirement.) We are defining PWAs at those who are HIV positive or have full blown AIDS. Jack made a motion that PWAs (as defined above) would only be required to pay a $1/annum dues, but can pay any amount up to the $15 that they feel they can afford; Sharon second; and unanimously approved.

VIII. New Business

A. The Calendar

Paul requested some guidance from the Board on calendar development. He is working on a two-year cyclic calendar as per previous discussions. The first year would start with a Christmas cabaret (Dec. 1993) in the bars, developing a touring show with emphasis on getting us about, using the old February/May cabarets with a limited cast from which to extract the touring show; and a large hotel show in the summer. The second year cycle we would probably not do a new holiday show, but extract from the hotel show for touring; do a cabaret in the springtime/February slot and a theatre piece in the summer slot, perhaps continuing its association with the Pride Festival. Does that seem sufficient for the Company to be doing? Fred noted that he felt we needed more rehearsal time for each new show as well as time to work with props.

VIII. New Business

A. The Calendar (continued)

Jack noted that the community looks forward to our Christmas shows every year. He hates to see us eliminate it. Perhaps we could do a best of Christmas show after the hotel show. Paul noted that he has always wanted to do a drag version of the Christmas Carol. This could be a semi-annual thing. And resurrecting it after each hotel show. We are doing it in Christmas 1993 because we need something big to start the year.

The Board stressed its desire to keep in site during the Pride Festival. Perhaps during the hotel year we could do excerpts from the hotel show during performance breaks.

IX. Correspondence

Received thank-yous from PFLAG and GLSH. Received a letter from GLSH asking us to update our listing with them. Paul asked that we note that we specialize in high camp and comedy.

X. Adjournment

Next meeting is Sunday, July 11, 1993 at 5:00pm at Jack Sowers home, 256 Boas Street.

A motion to adjourn was made by Paul; seconded by Tim; unanimously approved in time to scarf down some really dynamite burgers Jack had grilling for us.

Respectfully submitted,

Sharon L. Staub
Secretary

DRAFT

Lily White & Company, Inc.
Emergency Board of Directors Meeting
June 26, 1993

The meeting was called to order by Eric Selvey at 7:47pm at Lynn Kintz's house, Carlisle, PA during the scheduled Board retreat.

Present:

Fred Bollendorf
Paul Foltz
Ed Fuhrer
Tim Rhinehart
Eric Selvey
Jack Sowers
Sharon Staub

Due to the change in circumstances in the performance of ***The Lisbon Traviata***, a new budget was developed for the production. A copy of the Finance Committee's report is attached. Discussion on the new budget was requested. Corrections were noted, including $100 for the reception. The $35 in the royalties column included was the cost of the scripts.

Eric asked for a vote for approval of the Nominating Committee's report with the noted correction and it was passed unanimously.

The changes to the by-laws were briefly discussed. (Did we table these until after the retreat and then forget to go back to them?) I think

A motion to adjourn the meeting and return to the retreat activities was made by mutual consent.

Respectfully submitted,

Sharon L. Staub
Secretary

file

LISBON TRAVIATA

	APPROVED BUDGET	PROPOSED CHANGES
Sets	$300.00	$300.00
Costumes	50.00	50.00
Props	100.00	200.00
Lights	225.00	0.00
Sound	150.00	100.00
Makeup	25.00	25.00
Promotion	350.00	730.00
Dry Cleaning	50.00	0.00
Royalties	287.00	235.00
Site Rental	600.00	900.00
Reception	0.00	~~0.00~~ 100.00
Concessions	0.00	50.00
Total	$2187.00	$2790.00

ANTICIPATED INCOME

120 seats/performance @ $15.00 each - 50 comp seats = $6,450.00
Advertisements = 1,000.00
$7,450.00

This estimate **does not** include any patron monies that may be collected.

The board may also want to consider using some of the funds from the dunking booth at the Pride Festival to put toward show costs.

There may also be a bar night scheduled in July to raise funds for the play.

Eric W. Selvey
President

10 copies

DRAFT

Lily White & Company, Inc.
Board of Directors Meeting
July 11, 1993

Members Present:
Fred Bollendorf
Paul Foltz
Ed Fuhrer
Daryl Morris
Tim Rhinehart
Eric Selvey
Jack Sowers
Sharon Staub

Excused Absence:
None

Unexcused Absence:
None

Guest:
Steve Patton

The meeting was called to order at 5:40pm at 256 Boas Street, Harrisburg, PA by President of the Board, Eric Selvey.

I. Secretary's Report - Sharon Staub

The minutes of the June 13, 1993 Board meeting were presented for corrections and additions. **A motion was made by Paul to approve the minutes with the noted changes and corrections; seconded by Tim; and unanimously approved.**

The minutes of the November 10, 1992 meeting was again postponed pending review of the hardcopy by the President in comparison to the tape. Other members of the Board are welcome to review the tape.

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

See attached. In addition, Eric requested that the mission statement go inside of all programs from now on. Finance Committee needs your expected expenditures for 93-94 by July 31st. Give your estimates directly to Ed Fuhrer. Eric will call those people not here. The Board's next meeting is August 8, 1993.

A motion was made by ??? to approve the President's Report; seconded by ???; and unanimously approved??????????.

III. **Treasurer's Report** - Ed Fuhrer

There is no format report. There has been little activity since the last meeting. Our expenditues since the last meeting include $450 downpayment on the theatre, $60 to Pride Festival for the booth, $200 for royalties, ~~$300~~ 50.00 to Steve for lumber, and funds to Eric for promotion (total amount not readily available).

A motion was made to approve the Treasurer's Oral Report by Sharon; seconded by Daryl; and unanimously approved.

IV. Managing Director's Report - Eric Selvey ? Daryl

Lisbon is progressing. There is still not letter of agreement with Open Stage. Paul talked to Don and Don is bringing it to rehearsal on Monday. Rich will finish the 501(C3). Daryl will meet with Rich Askey concerning insider tips on the Mgr. Dir. position. Eric wants to meet with Daryl on designing contract templates. A possible addition to the By-Laws was briefly discussed allowing the managing director to sign contracts; currently only the President can.

A motion was made empowering Daryl to sign the Letter of Agreement with Open Stage by Paul; seconded by Fred and approved unanimously with one abstention (ife, Daryl).

V. Artistic Director's Report - Paul Foltz

See attached. We lost the WITF spot for Lisbon Traviata. They have had to cancel "Watch this Space" for the summer due to budget constraints.

There will be a bar night on the 16th at 9:00pm at the Strawberry to raise Lisbon operating money. There will also be a cookie table at the Pride Festival. Eric requested that the staff use the phone tree to notify the cast of Mondays & Wednesdays rehersals, 7:15 at the Vault. for the bar night

Eric asked Sharon to call Dick Crone for the delivery time for the booth and the total cost for Ed to prepare the check.

VI. Committee Reports

A. Public Relations - Eric Selvey

The posters for The Lisbon Traviata are done and are being distributed. To date we have $670 in tickets and donations. Eric will be selling tickets Friday, Saturday and Tuesday at the Neptune.

The Committee will be developing a PR packet.

A motion was made to accept the PR Committee report by ???; seconded by ?????; and unanimously approved????????.

B. Ways & Means - Eric Selvey

The meeting was cancelled. There will be concessions at intermission of Lisbon Traviata, probably selling sodas, coffee, and cookies.

VI. Committee Reports (cont.)

C. Calendar Committee - Paul Foltz

See attached. A dicussion of alternatives and additions/changes ensued. The basic concept of a two year cyclic calendar, repeating shows and developing new material only annually plus the development of the touring company was generally accepted by all. The changes to the calendar are presented were: addition of a preview performance in 1993-94 on July 10 at Lancaster Days Inn for the Hotel Show and shall also be done in the 1995-96 season with the summer hotel show. The addition of a preview performance or pre-opening tour performance of the 1994-95 Theatre Piece is to be investigated.

A motion was made to accept the calendar with noted changes for presentation to the Membership for their approval at the August Membership Meeting by Daryl; seconded by Fred; and unanimously approved.

VII. Old Business

A. First Aid Kits - Sharon Staub

The phone number for Jim Schurr that Sharon has is no longer good. The Board requested that she just get prices and the Board would decided. She requested guidance in types of first aid items the Board felt should be included, ie, how in-depth was the Board talking - bandaids and aspirin or turniquets and sutures. The Board suggested items for bee stings, sunburn, ice packs, towels, band aids, tweezers, ammonia capsules, pain aid, surgical tape, antibiotic cream and the like. It was suggested to call Jan Frye since she was/is a nurse.

B. T-shirts - Sharon Staub

Creative Concepts Expressions

The company has closed its store on Third Street and the number is disconnected. Steve Patton noted that his sister can do the t-shirts. Steve was given one of the t-shirts for his sister to copy, as closely as possible.The money that was ~~the~~ allocated for Sharon to purchase them from Creative Expressions will be applied to Steve's order instead.

shirts

Steve also noted that he has a badge-a-minit coupon. He will get it to Sharon.

A motion was made to pay the $285 that is still owed Paul from the operational budget by Ed ~~Jack;~~ the motion was seconded by Jack ~~Daryl;~~ the motion was tabled pending a checking account balance from the Treasurer at the next meeting.

C. Dues

A notice on the dues should be included in the next membership mailing (for the August meeting).

VIII. New Business

A. Board Representation on the New Committees

The following Board members volunteered to serve on the new Committees:

1. Truck Committee: Tim Rhinehart, Fred Bollendorf
2. Recruitment Committee (ie Corp Membership): Paul Foltz, Jack Sowers
3. Board Leadership (responsibility of Nominating Committee): Tim Rhinehart, Eric Selvey
4. $30,000 Benevolence Campaign (responsibility of W&M): Fred Bollendorf, Jack Sowers, Ed Fuhrer
5. 1993-94 Budget Development (responsbility of Finance Comm.):?????????

Eric asked the every Board member should come back to the next Board meeting with 5 suggestions for persons to join the Board of Directors. Board invitation packets are needed for Jan Tamanini and Jim Cartmell.

Paul reported that the inventories were completed for the 501(C3) and wondered to whom should they be given. One copy needs to go to Rich. Copy should also go to Jack and Tim of their materials. The original should probably go to the Secretary for filing.

IX. Correspondence

We received a thank-you from the Pride Festival for the $100 donation. Even though we gave the $100 donation, we still have to pay $60 for the space. We may want to consider that when they ask for the donation again next year. GLSH sent a letter explaining the purpose of the guide and also a thank-you us for the $1,007.00 donation. SCAAN sent a thank-you for the $435 and noted they are now serving 212 clients. An acknowledgement was received from Stephen Reed for the invitation to The Lisbon Traviata and declining.

X. Adjournment

Eric welcomed Daryl to the Board as Acting Managing Director and apologized for not noting his presence at the top of the meeting. The next meeting is ~~Sunday, September 12,~~ 1993 at 5:00pm at Jack Sowers home, 256 Boas Street.

There will be an executive session immediately following this meeting.

A motion to adjourn was made by Daryl at 7:40pm; seconded by Paul; unanimously approved.

Respectfully submitted,

Sharon L. Staub
Secretary

Lily White & Company, Inc.
Executive Session of the Board of Directors
July 11, 1993

Members Present:
Fred Bollendorf
Paul Foltz
Ed Fuhrer
Daryl Morris
Tim Rhinehart
Eric Selvey
Jack Sowers
Sharon Staub

Excused Absence:
None

Unexcused Absence:
None

The meeting was called to order at 7:40pm at 256 Boas Street, Harrisburg, PA by President of the Board, Eric Selvey. This meeting was called in order to discuss the situation with Glen Wagner, a current member of the Board who has missed 3 regularly scheduled Board meetings in this calendar year without prior notice and missed the Board Retreat, also without prior notice, which has caused him to fail to carry out the duties of his elected position on the Board.

A motion was made to remove Glen Wagner from the Board of Directors for:

a. 3 unexecused absences from regularly scheduled Board meetings in 1993; and

b. failure to carry out the responsbilities of his Board position, including attendance at the retreat by Jack; seconded by Daryl; with 6 voting for approval, none against, and 1 abstention.

Eric noted that he will send Glen a letter outlining the above action by the end of the week. This leaves a vacancy on the Board for a Member-at-Large. Sharon read the By-Laws to the Board concerning MAL vacancies which said we have 60 days to fill a vacancy on the Board. Therefore, Eric requested that the Nominating Committee prepare a slate for the Board to approve for presentation to the Membership at the August meeting for a vote. All nominations are due to Tim by July 28th. The list shall be presented to the Board for approval by July 31st. A meeting notice shall be sent to the membership on August 1, 1993 for a Membership meeting on August 24th at which time we will hold the election. Eric noted that past nominating committee selections should be recontacted about their interest, ie, Bob Leonard, Dale Schauer and Scott Gahagan.

Executive Sessions adjourned at 8:15pm.

Respectfully submitted,

Sharon L. Staub
Secretary

PRESIDENT'S REPORT

-----As you all know by now, we have received the resignation of Rich Askey as Managing Director of the Company. I have asked our Producer, Daryl Morris to fill in as acting Managing Director until the Personnel Committee fills this position. I have requested the position to be permanently filled by August 31. If any board member has any suggestions for potential Managing Directors, please contact Ray Myers, Personnel Commitee chair.

Along the same vein, you are also aware of Glen Wagner's resignation from the board. As of this date---July 1---I have not received a formal letter of resignation from Glen. Therefore, I will request at the board meeting, action to be taken to remove Glen from the Board if a letter does not reach the company by July 11.

-----I was very pleased with the overall participation and the dedication shown by **all** those present at our board retreat. From your individual comments, it appeared that everyone got something out of it, as well as a renewed sense of the work that must be accomplished within the next two to four years for the company.

Some personal observations:

It is time for all of us as board members to seek out individuals, within as well as outside the company, to serve on both our board and our committees. The present situation with **The Lisbon Traviata** proves that there are still not enough people to do the behind-the-scenes work necessary to pull off a high-profile event.

It is still my request, to keep the recently vacant seat vacant until the Nomination gets enough people to interview and to create a roster so that that term may be filled. Therefore, it is up to all of us to give Sharon names and addresses of potential board members you feel would make an asset to the company **no later than August 15.** Please refer to your notes regarding what it takes to be a board member.

I cannot stress enough the importance of all committees to actively recruit volunteers for its group. Otherwise, the committee members will become burned out and ineffective---being of no use to the company. The By-Laws only gives a minimum number of participants.

Though we did not go over the By-Laws at the retreat, it would behoove every board member to look them over so that there are no contradictions within. If you have any questions, please do not hesitate to call me or Sharon. The company meeting in August will