

## **Executive Director Report 5.11.21**

*Resiliency is the ability to pivot – over and over again*

### **Operations/Building**

- Parking lot will be resurfaced using monies from Tent sponsorships. The work cannot be done until the weather warms up and will be done prior to the tent going up.
- Bar Service dilemma

Parlor will no longer provide our bar service. They are struggling with their own staffing issues and no longer have April, our bartender. I have been exploring options and it is going to be a difficult project. The Liquor Control Commission is challenging and starts from the assumption that you are doing something wrong. Before we can explore our own license or pursue another partner, the Parlor needs to submit paperwork to relinquish our facility. I have asked the Parlor to do this. I don't know how long it takes to process. Consequently, we will start the season without bar service. This may be a season without a bar.

### **Human Resources**

- Laura Ortiz-LaVelle, Business Manager started 4/12 and is onboarding well. We are thrilled with her energy and contributions already.
- Maria Kinney, Marketing Manager, starts 5/10. Initial onboarding with Phil & Lisa. Priority is tent marketing.
- Custodial work

Gary has been stepping back from the custodial functions the last couple of years. We had a part time person during the last season we were opened. Gary and I are discussing options for how to best handle the custodial needs. I have asked a cleaning company to come in and give us a bid on cleaning. We don't need to start this until the season starts in September. Gary has tweaked the job description if we were to hire again. We will seek to find the best solution for OTP.

### **Grants**

This is a very busy grant time. Peg is helping with financials and we are again contracting with Betsy to write the narratives and coordinate the submissions.

- Worthington due this month; We are asking for the usual YC expense coverage plus new initiatives of TYA (Theatre for Young Audiences), Penguin Project, Sensory Show, Free tickets for Bigs and Arts for All, a master's Class, Security camera
- Impact 100 due this month; Asking for new windows, LED stage lights, improved sound system for auditorium, hearing loop. We removed the HVAC portion from last year and replaced that with the window request.
- MCACA due end of month; Asking for windows, hearing loop, security cameras.

The reason why some items are in multiple grants is that it satisfies the required match requirement.

## Marketing

- WTCM – *INTERMISSION*

This is a new weekly show on WTCM talk radio, Saturday mornings. OTP is the sponsor. We can have one show per month dedicated to our content and 6 minutes of advertising in every show.

- NEW MARKETING

We are contracting for the South Airport billboard near Barlow for the month of July to promote Theatre Under the Tent

- Donor bill of rights [AFP - Donor Bill of Rights](#)

Paul Fretheim suggests that we formally adopt this Donor Bill of Rights so we can use it in marketing. We already do the required actions. This bill was developed by the Association of Professional Fundraisers.

## PodCast – Stage of Fools

First episode was Friday 4/30. Subsequent episodes will be released each Friday.

## Theatre Under the Tent

We have an exciting season line up with a robust variety of music and 4 plays. All Tuesdays from end of June – end of August will be adult dance night with Jazz North.

6/17 – Bobossa Band

6/18 – Rigs & Jeas (Celtic band)

6/19 – Belle of Amherst Play  
6/23 – Derek Richards (national comedian)  
6/26 – Craft Fair  
6/30 – Golden Voices (Chown & Probes)  
7/2 – Marti Johnson (local comedian)  
7/3 East Bay Blues  
7/8 Cherry Blossom Ramblers  
7/9&10 – Belle of Amherst  
7/14 – Top of the Pop (60s-80s hits by Chown & Probes)  
7/15 – Bobossa  
7/16 – Miriam Pico, Dave Chown & Laurie Sears  
7/17 – Blues Brothers  
7/18 – Volunteer Appreciation party with band Loftees  
7/21 – Big Fun (Jeff Haas)  
7/22 Cream of the Cop til 8:00 (Wallaces, Pete Deneen and friends)  
7/23 & 24 – I Love You, You're Perfect, Now Change  
7/30 & 31 – YC Showstoppers  
8/4 – Strum (Ukulele)  
8/5 – Hate Mail  
8/6 – I Love You....  
8/7 – Hate Mail  
8/11 – Beach N' Buffet  
8/13 – Toma the Mime  
8/14 – Hate Mail  
8/18 – Jeff Haas Quartet  
8/19 – Bobossa  
8/20 – Let's Sing Again (Sweet Adelines and guests Sashay, Top Shelf, Quad Pro Quo)  
8/21, 26, 27 – Love Loss and What I Wore

9/1 Around the World

9/3 – Manitou Winds

## **Committees**

### ARTISTIC

The artistic committee completed director interviews this week and have selected the following:

Escanaba in da Moonlight – Ed Mulcahy

Godspell – Brian Dungjen

Savannah Sipping Society – Denni Don Hunting

Cinderella – Betsy Willis

[title of show] – already in place with Lesley Tye

Chicago – already in place with Brett Nichols

A Holiday variety show was also planned in the line up, but we did not have any directors apply. Additionally, an opportunity from MTI has come available to do a royalty free Gala type show the second weekend of November. Therefore, the Holiday show was dropped and the MTI show – All Around the World has been added.

### VOLUNTEER

- Volunteer Committee prefers to keep awards at Volunteer Appreciation event on 7/18 rather than switch to annual meeting.
- Cleaning events: 5/29, 6/5, 6/12
- Laura is engaging with the VC as the staff liaison to VC and will coordinate volunteer inquiries and information.