



E-Board Meeting Minutes

Attendance:

- Savannah Shaughnessy
- Karl Hinze
- Molly Bier
- Johnathon Holmes
- John Grasse
- Daniel Libatique
- Larry DeBellis
- Lexi Osgood
- Justine Cameron
- Catherine Zopf
- Brielle Hart

How many hours should each E-Board member work per show?

→ All members of the E-board, regardless of their position, are required to work a minimum of 10 hours in the shop or costume shop for each show.

How do we track these hours?

- Sign in sheet
- These hours include hours outside of scheduled, paid work time.
- Once the 10-hour mark is hit, come in when available.

Non E-board members

→ On the audition sheet make a note letting all "auditionees" know that upon being cast, they will be required to work X number of hours in the shop.

What about A.C.T . members who are not in the cast or working in the shop?

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A.C.T. E-board Meeting
April 14, 2008
10pm; O'Kane 481

*To be discussed

~Cabaret Night~

- **When:** Saturday May 3rd. (First day of finals)
**all committee in favor*
- **Where:** The Pit:
 - more room
 - stage lighting
 - set up chairs on floor = more intimate
- **Time:** 8pm
- **all committee in favor*
- **Set Up:**
 - If you have an exam, come when you can.
 - Everyone who does not have an exam be in the Pit at 6pm on Sat May 3rd.
 - **Breakdown** → all **must** stay and help

Date of Show Selection

→ Sunday April 20th - 10pm (1 to 2 hours)

Show Selection

→ GA (General Assembly) will choose 10 shows for the musical and 10 for the straight show.

**all of committee in favor*

→ E-Board + Production team will narrow down to 3 - 5

**all of committee in favor*

→ The Directors will rank the 3-5 (1 being the highest). They will represent their Selection to the E-board and explain reasoning.

→ The E-Board will deliberate and make final decision. *

*The director of the show cannot be present when E-Board is making the final decision.

**all of committee in favor*

Voting Procedure (General Assembly)

→ Packets of shows will be sent out by Thursday, April 17th.

→ Deadline for sending in recommendations is Wednesday April 16th midnight.

→ Hand vote - individuals are allowed to vote more than once *

* If there are less than 10 shows to choose from, then a hand vote will be taken for reference.

→ If there are more than 10 shows in any given group:

- The shows that are tied will be put up for a vote.
- Individuals will only be able to vote once
- The shows that win this vote will be put on the final list of 10. The losing shows will no longer be eligible.

- If there is an unbreakable tie then the E-Board will get the final say

Voting Procedure (E-Board)

→ Will discuss each show with the production team in depth. Each member should be well acquainted with the show packet.

→ Abroad E-Board Members

- E-mail them the 3-5 shows chosen at the production team/E-Board meeting.
- They will rank and send back the list to E-Board with their explanation.
- These explanations will be read aloud at the meeting.

→ Anonymous Voting

1. Write down top show on a slip of paper
 - The show with the most votes is the top show
2. Vote on the remaining shows
 - The show with the most votes will be 2nd show

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3. Repeat step 2 to decide on 3rd choice show
4. In the event of a tie the Chair will make the final decision.

**All of committee in favor*

Proposal of a 5-year rule

→ To be discussed at a later date

Production Teams Needed:

- Directors (2)
- Stage Manager
- Assistant Stage Manager
- Set Designer
- Light Designer
- Costume Designer
- Producers (2)
- Music Director
- Vocal Director
- Choreographer

~**Director (Musical)** - Karl Hinze
~**Vocal Director** - Dan Libatique
~**Music Director** - Dave Sheerin
*~**Choreographer** - Need an official letter
>**Set Design** - Mary Beth Cotty
>**Lights Design** - Rachel Alulis
>**Producer** - John Grasse
>**Stage Manager** - Larry DeBellis

~**Director (Straight Show)** - Brielle Hart
>**Set Design** - Emalee Blumhagen
>**Light Design** - Rachel Alulis
*>**Producer** -??? Send out e-mail
*>**Stage Manager** -??? Send out email

>**Costume Designer (both shows)** - Lexi Osgood

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>For the next meeting please look over and be familiar with the constitution.