

**University of Michigan  
Gilbert and Sullivan Society  
Executive Board Meeting Agenda  
Sunday, January 24th, 2020, 1:00 pm  
ZOOM**

Roll Call: Amy, Audrey, Stephan, Heather, Lori, David, Anastasia, Lee

**President**

Last Week

This Week

**Vice President**

Last Week

This Week

**Treasurer**

Last Week

- Put together budget & sent to Board
- Reached out to Dave to see about finances, limitations, based on number of people we've had in the past. No final answer on that.
- Developed and sent out expenses spreadsheet

This Week

**Secretary**

Last Week

- Sent Audition email
- Sent audition packet to those who requested it
- Emailed Aleks - he said yes to accompaniment

This Week

- Send out Zoom links to those who signed up to audition

## **Program Editor**

Last Week:

- Drafted email for ads

This Week:

- Go over and update how much the price will be for digital ads vs print ones
  - Thought - run ads during intermission -

## **Company Promoter**

Last Week

This Week

## **Ticket Manager**

Last Week:

- Sent email to Natalie Hensel of MUTO. A digital program can be sent out when the YouTube link is sent, and could also possibly be attached to the YouTube video itself. We can either do a private link, which would require each attendee be sent the link individually and either we would have to do that or we would have to grant MUTO access to our YouTube account. We can have as many tiers of pricing as we would like. MUTO would be online during our event and available to answer phone/voice mail. They recommend starting sales sometime between mid-February and mid-March for a mid-April show (at least one month of sales). We do not need our show to be ready at the time of sales; the link can be sent later.

This Week:

- Check on how the livestream works for putting ads in, etc (Will patrons be able to fast forward during the performance?)
- Check on how we can make link public later (especially if it is a private link)

## **Overall**

## **Agenda:**

- Discussion of meeting with Schall from last week (had by directors) - to catch up those who weren't able to be present on Tuesday.
- Proctoring auditions
  - Do we think we'll need more than 3 days? Have had 51 people express interest
    - Not all have signed up
  - There will be some times set up for international participants
  - Should we have backup people in place in case there are technical problems for the host?
    - Yes
    - Have a co host
      - Can they be non-umich people?
        - Yes, but they can't be set up as co-host at the beginning. Will have to log in and add co host after that
          - Come in ~10 minutes early?
            - Directors may want to come in earlier than that, maybe make them hosts for the meeting
      - Double check to make sure hosts are able to access
    - Are we recording the auditions?
      - Sometimes done in the past, so the directors can go back and look at things later
      - Will bring up in meeting with directors
      - Proctors will have to handle this
  - Determine order the shows should be displayed in/ how the credits should work
    - Are we going to have an intermission? Yes. Between the shows
      - Ads in the credits? With the intermission?
  - Have a meeting to decide next years shows and a date to do elections for next years board? Just need to get on calendar
  - Who is the administrator for facebook?
    - Potentially Mackenzie
  - Authorized signers? Stephan needs to be made one.

## **ACTION ITEMS**

-Solidify Zoom links for audition meetings and make sure they all have waiting rooms: 24hrs in advance of audition

-reminder to sign up for auditions: ASAP

**Adjourned**