

**University of Michigan  
Gilbert and Sullivan Society  
Executive Board Meeting Agenda  
Tuesday, December 4, 2018  
5:15pm STAC**

**Roll call**

**Reading and Approval of the previous meetings**

**Officer reports**

*Company Promoter*

- Getting money bags tomorrow
- Cozy corner - Don Devine everyday but Friday, Ann Zinn on Friday

*Program Editor*

- Programs are finished! Jaime will pick them up tomorrow morning to be stuffed with insert tomorrow night
- List of stuff to go on the insert:
  - On one side: Gondoliers art w/mass meeting info (Mass meeting Jan. 13 at 7 in the League in the Kalamazoo room)
  - Flute 2 - Lisa Gudan
  - Hair Department Assistant - Cheyenne Tanner
  - Costume rentals from Tracy Theatre Originals
  - Anything else?
  - John and Cynthia Supertitle Operator
- Program insert will be made tonight
- Anyone available to cut the inserts tomorrow at Lori's office?
- Teaching Sarah/John Supertitles
- Mail
  - More return to sender postcards
- Taking care of the flowers

*Ticket Manager*

- Make sure people know what passport to the arts is

*Secretary*

- Annelise is emailing Sarah that she will usher on Friday. Cynthia is supetitles Friday Gustav the rest of the days both are watching rehearsals Alexandra will send names for honorarium
- David emailing a quote for certificates for afterglow
- Have the pins come in
- Whose printing the certificates they need to be on cardstock
- Are we are for ushers/tickets
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### *Vice President*

- Honorarium checks handed out at conclusion of strike
  - Do we have a confirmed list of ushers/box office/cozy corner?
  - Who is getting the stuff from storage for cozy corner: got it
  - Brynn is handing out orchestra checks - erased scores - someones strike job to help Brynn check scores
  - Someone will need to take the party box from me on Sunday-
  - Someone needs to grab the percussion rental things I will be back in Ann Arbor around 11pm I can meet the next morning - Eric to bring them to STAC let Mark know
  - Did someone talk to David about what quote he would like on the Afterglow certificates
  - Party email is sent
  - Natan did you get the money bag - taken care of
  - Someone needs to ask Aaron to send forms for DVDs an announcement needs to be made that they are up
  - Green room snacks?
  - Insert needs to be sent to be proofed
  - When is the survey going out? It needs to be sent to us first to look over it also needs to explain that in Room 4 in the league at 10:30 will be summer show post mortem and 11am will be GD
    - For post mortem: Everyone needs to bring a report
- Natan will fill moaning myrtle

### *President*

- Thomas agreed to do 3 weeks for chorus/leads and play piano after for Gondoliers
- John Fioravanti is doing supertitles except thursday
  - Will come in wednesday with me to learn how to do that
  - Cynthia on Thursday
- 10:30am post Mortem for summer show
- 11 am grand Duke
- Room 4 in the league
- Send survey ASAP

### **Old business**

### **New business**

### **Adjournment**