

Friends of the Ritz, Inc. Board Meeting Minutes

Tuesday, December 10, 2019

Historic Ritz Theatre, 7:00 PM

Agenda Item I: Meeting called to order

Regular Meeting Called to Order by: Keith Kozicki Time: 7:00pm

Roll Call: President Keith Kozicki: X, President-elect Bill Standard: ____,
Secretary Sharon Crenshaw: X, Treasurer Sharon Crosby: X, Rucia Adams : ____, Elaine
Alewine: X, Randall Carpenter: X, Marie Cochran X, Evan Hellenga X,

Agenda Item II: December 10th meeting agenda approved. Motion to approve carries unanimously.

Agenda December 10, 2019 Motion: Evan Hellenga Second: Elaine Alewine

Friends of the Ritz, Inc. mission statement read by Keith Kozicki

Agenda Item III: Keith asked if anyone had any changes in the proposed September 14, 2019 minutes.

The motion to approve the September 14, 2019 Minutes carried unanimously.

Minutes September 14, 2019 Motion: Sharon Crosby Second: Evan Hellenga

Agenda Item IV – Reports:

a) Treasure's Report

Sharon Crosby: as of 2pm, December 10, 2019 the account has \$6,437.43 including transfers, Eventbrite & deposits. This does not include expected \$500 from TruVista or bills that FOR has outstanding. Also, the 80 for 80 event was well under budget (see attached report)

b) Programming Committee Report

- 80 for 80 Celebration Review

Sharon Crosby/Keith Kozicki: a very good evening for the first fundraiser of our group. The event created a good deal of awareness in the community for our organization. and it's mission.

Anitra Burtch presented a letter summarizing her thoughts about The Burtchz participation in the event. (see attached)

c) Membership Committee

- Membership Category Breakdown

64 Total Members (56 80/80, 2 - \$36, 6 - \$18)

Keith Kozicki – very pleased with the membership, 80 for 80 memberships and yearly members.

- 80 for 80 T-shirt update

Marie Cochran: silver on black t-shirt option was accepted. Winner of t-shirt contest will be awarded \$50 for art class at The Studio- Downtown Toccoa. Picture of contestants will be put in Toccoa Record.

Motion to approve the above Reports Agenda Item action as discussed.

Motion: Sharon Crenshaw

Second: Even Hellenga

Agenda Item V: New Business

a) Extension of 80/80 Donor Memberships (until June 2020)

Motion: Sharon Crenshaw

Second: Evan Hellenga

b) Friends of the Ritz, Inc. Expense Authorization Policy
Authorization document was shared. *see attached
Marie Cochran suggested that we lower the amount approved to \$350, this was
voted in and approved.

Motion: Keith Kozicki

Second: Evan Hellenga

c) January Annual Meeting and Board Elections
- Discuss Board Candidate Deadlines

DISCUSSION POINTS:

Board may consist of between 5 and 9 members

By December 3, 2019 – Current board inform President if they plan to run again. Send
in self-nominating form. Elaine Martin and Bill Standard will be coming off of the
board.

January 1-12 Nomination period for **ANY** potential board members and officers. All
nominees must be members in good standing.

January 13-17 Proxy forms (with 2 options) and Board/Officer nominee ballots emailed
to all members in good standing, to be returned by email or regular mail by January
23rd or 26th (depending on meeting date)

January 25th or 28th Annual Meeting
- Quorum consists of the total of all in-person votes plus proxy and absentee ballot
votes counted.

Keith Kozicki is willing to remain as President of FOR.

DISCUSSION POINTS:

Board/Officer nominees must receive a majority (50% plus 1) (33) of eligible votes

If there is a tie for a 9th and final board position, the newly elected board members shall
decide on the nominee.

Terry Carter suggested that we stagger the terms of service. Every two years.

Motion to approve the above January Annual Meeting and Board Election action item(s) as discussed.

Motion: Randall Carpenter

Second: Sharon Crosby

- d) Options for Spring 2020 FOR Live Performance
 Discuss Performer Options document
 *see attached

Motion to approve the above Spring 2020 Live Performance. Board members to look up the clips for potential performances. Georgia Presenters – membership is \$100, then \$20 for meetings. Keith will send out details.

(This motion has been put on hold)

Motion: _____

Second: _____

- e) Other New Business & Public Comments

Grant Jimmy Scott a 2020 membership to Friends

Motion to approve the above New Business & Public Comments action item(s) as discussed.

Motion: Sharon Crenshaw

Second: Randall Carpenter

Agenda Item VI: Adjourn Meeting

Motion to adjourn the Forth Quarter 2019 Friends of the Ritz, Inc. December 10, 2019 Board Meeting.

Adjourn Motion: Sharon Crenshaw

Second: Sharon Crosby

Time: 9:01pm

80 for 80 Approved Budget

Item	Budgeted	Actual	Variance
Film License	395	395	0
Blu Ray disc	15	31	-16
Food and drinks	150	184.34	-34.34
Cake	50	0	50
Printing	100	0	100
Concessions	75	96.35	-21.35
T-shirts (80 @ \$20)	1600	0	1600
Advertising	500	331	169
Speaker honoraum	50	30	20
Total	2935	1067.69	1867.31

THE BURTCZ!



The Historic Ritz Theatre
C/O Friends of the Ritz
139 Doyle St.
Toccoa, GA 30577

The Ritz Board

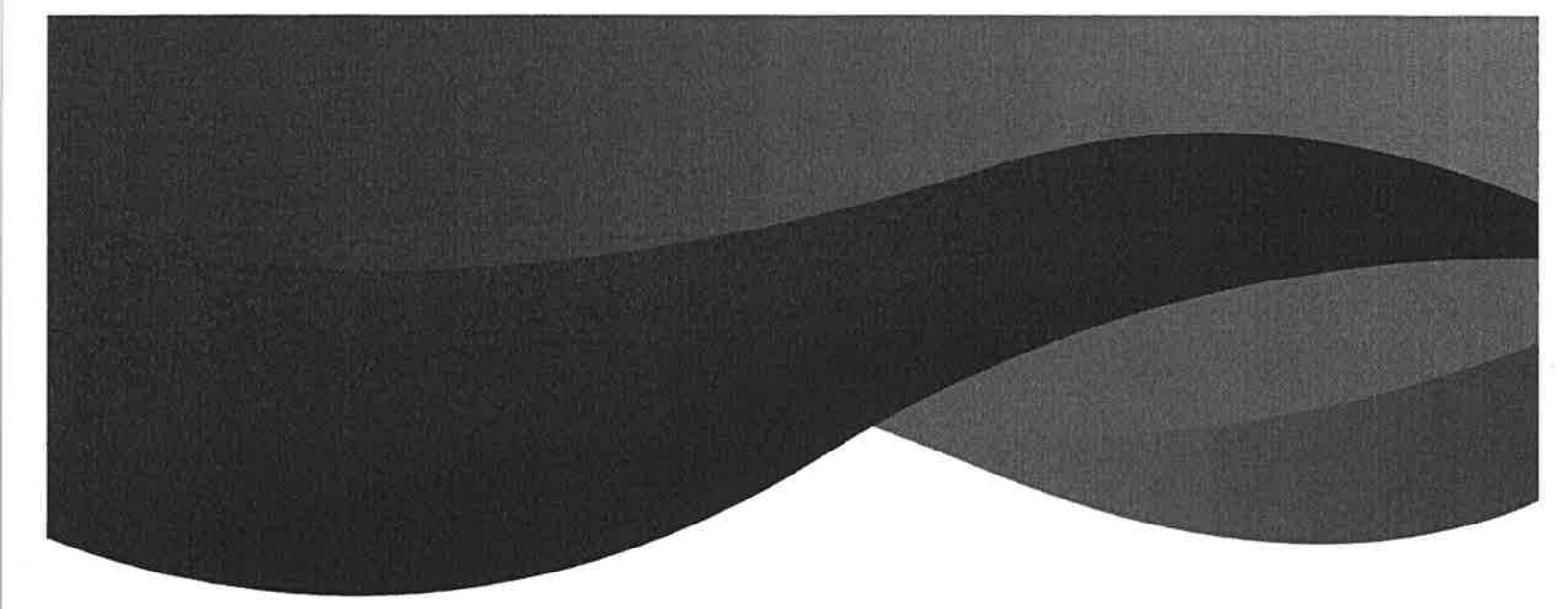
139 Doyle St. Toccoa, GA 30577

Dear Recipient,

We would like to take this time to thank you for asking the Burtchz to be a part of the 80th anniversary of the Ritz Theatre. We believe, as you do, this theatre has opened the doors for many talented local artists and allowed us to have a voice, teach, inform, entertain and collaborate in bringing our small town closer together. Again, thank you for this opportunity.

We do feel with such a memorable event taking place there were a few things regarding November 22nd's program that could have been handled differently. We have been informed there is not much time allotted to address these issues in the Board Meeting on December 10th that is open to the public, so we would like to present our concerns and give you space to reply.

- 1.) In past performances, we were blessed to have the Sound Technician present who knows exactly how to operate the equipment. Because we have worked with him, we knew exactly what format to use for our tracks and what equipment would be used to play those tracks. The Burtchz were equipped with the music we needed and the flash drive in which to play the music and would like to know why the Sound Technician was not there on the biggest night of the Ritz's past 80 years?
- 2.) Though not happy about not performing, we understand that in show business the show must go on, what we don't understand is why our team was not invited to come on stage to take a bow before leaving? Our team was fully present, fully dressed and ready to perform by 4 pm. We wanted to be punctual and show that this event was just as important to us as it was to you all. We feel though the night did not go as planned, it would have made sense to give space to those who were invited to perform a service that we were prepared to render.



3.) Thank you for letting the audience know that you would make this up to us and them. We would like to schedule this performance as quickly as possible. Though we missed the Ritz's anniversary, it is still the 80th anniversary of The Wizard of Oz and we have checked the Ritz's calendar and would like to run our shows back to back on the 20th and 21st of December 2019.

Warmest Regards,

#The Burtchz!
Professional Entertainers

Friends of the Ritz, Inc. Expense Authorization Policy & Procedures

The Friends of the Ritz, Inc. Board of Directors duly authorizes the organization's President, President-elect, Secretary and Treasurer (Executive Committee Officers) to approve up to \$350 of expenditures subject to the prior approval of at least three of the four Officers. Written documentation of that approval, either in the form of an email or memorandum shall be submitted to all of the Board of Directors by the Treasurer within 5 business days.

Any expenditure above \$350 must be approved in advance by a majority of the Board of Directors and that vote shall be documented in writing by email, memorandum or official meeting minutes and made part of the organization's public records unless the expenditure falls under a signed Non-Disclosure Agreement (NDA).

All previously approved outgoing expenses will be paid after receiving an invoice from the vendor, contractor, or valid business entity. Previously budgeted internal reimbursements to board members shall be paid within 30 days after the original receipts are submitted to the Treasurer for approval.

No individual board member shall make any financial commitments or representations on behalf of the Friends of the Ritz, Inc. without the prior written approval of the Executive Committee or Board of Directors, based on the procedures outlined above.

These policies and procedures shall be implemented immediately upon approval by a majority of the Friends of the Ritz, Inc. Board of Directors.

Approved by a vote of 7-0

Date: December 10, 2019

Signature: Kid [Signature], President



Friends of The Ritz Theatre <friendsoftheritztoocoa@gmail.com>

2020 Programming Update

1 message

Hello All,

I had hoped by this time to have been able to provide detailed information about four distinctly different potential performers so that we could start thinking about our first live presentation of 2020.

Unfortunately, I've only heard back from two of the four artists. So I will give you what I have learned to date and we can discuss it further Tuesday.

Artist: **Patchouli & Terra Guitarra: The Landscape of Gutiar.** (Florida/Wisconsin-based)
 Category: Dual Acoustic Guitar- "Nuevo Flamenco" mixed media art and music performance
 Cost: \$2500 per performance range
 Technical: They provide all backline, including projector and screen
 Availability: Spring 2020, specifically April 16th & April 22
 Internet Info: <http://landscapeofguitar.com/>

Artist: **A.J. Ghent Band** (Atlanta-based)
 Category: Blues
 Cost: ~~\$2500 - \$2800~~ range (per Desoto Theatre rep) #1500 - \$1800
 Technical: TBD
 Availability: TBD
 Internet Info: https://www.youtube.com/watch?v=HrN5P_6pzyY
https://www.youtube.com/watch?time_continue=53&v=7t5IXa-xyaE&feature=emb_logo

Bill Oberst, Jr in Lewls Grizzard: In His Own Words (LA-based, but travels to Georgia often to see family)
 Category: One-man Live Performance
 Cost: \$1900, plus hotel, air fare and per diem
 Technical: He provides all sets, props, etc.
 Availability: Already booked at Sautee Nachoochee Center for April 2020 so we would be looking at possible Fall 2020 date at the earliest.
 Internet Info: <https://www.youtube.com/watch?v=9hHWPIIdMDzY> <https://www.youtube.com/watch?v=bOog-KbOOdE>

Artist: **Automatic Improv** (Atlanta-based)
 Category: Comedy
 Cost: \$800 for two 45 minute set performances. They also did a one-hour improv comedy class for an additional fee.
 Technical: TBD
 Availability: TBD
 Note: I saw this group perform not too long ago at the Sautee Nacoochee Center and they were HILARIOUS. Smart, clever, funny, family-friendly comedy. Unfortunately, they may no longer be performing as a group. I share this with you to see if there is any interest in other Atlanta-based comedy troupes?

The purpose of the above list is to get us moving towards booking our first 2020 live performance, which is the mission of our organization. You are all welcome to provide any other artist details that you would like us to consider at Tuesday's meeting.

Regards,

Keith Kozicki
 President
