

**Friends of the Ritz, Inc. Board Meeting**  
Tuesday, April 26, 2022, Board Meeting  
Toccoa-Stephens County Library, 7:00 PM

Minutes

**I:** Meeting called to order 7PM  
Roll Call by: Shantelle Grant, recording secretary

Gary Cortellino: President: \_\_x\_\_, Vice President: Ron Matheson\_x\_\_, Secretary:  
Shantelle Grant\_x\_\_, Treasure: Keith Kozicki\_x\_\_, Sharon Crosby\_x\_\_, Karen Miller\_x\_\_,  
Nathan Collins\_x\_\_, Vickey King- **Absent**, Mark Elam\_x\_  
**Special Guest Members: Sharon Crenshaw and \_\_\_\_\_**

**II:** Approval of January 25<sup>th</sup>, 2022, Meeting Agenda.

**Motion:** Karen **Second:** Nathan **Motion carried unanimously.**

**III:** Approval of January 25<sup>th</sup>, 2022, Financial Report

**Motion:** Keith **Second:** Ron **Motion carried unanimously.**

**IV – Reports**

- a) **Treasurer's Report** – Keith Kozicki (report attached)  
Bank Balance \$13354.42 Cash on Hand \$7,351.42
- b) **Programming Committee Report** – Nathan Collins
- Local at the Ritz schedules complete. Show ready to go!
  - Flyers/Posters are needed to circulate (40 or 50, size small)
  - Nathan will email Keith the Diamond Studio's Logo for advertisement
  - Tickets Ron will use the square. Tickets printed at the city.
  - No Concessions? **TBA**
  - R&R Prime will stay open an extra hour and a half for the show
  - Nathan will present a TO Do List for the Local at the Ritz Show

**Lightwire Show-** NO concession sold

- c) **Membership Committee Report** – Mark Elam
- ELEO Software purchased
  - We need to build a donation page
  - Credit card processing program called Braintree
  - Sign the processing agreement statement, like PayPal

- Mark will walk us through the program along with Christian later since he controls the website.
- Wording for program is complete. Brochures already designed and distributed.
- Software (mock) should be ready to operate by middle of May.
- We have 72 members according to PayPal as of this date.
- On the brochures we can now add a Family Membership spot.
- This family membership will be in the amount of \$65.00 per family
- Gary provided stamps for those that wanted them to mail the brochures.
- Gary and Mark suggested that we add a personal note on the front cover of the brochures. Makes the brochures more personal.

#### **V: Old Business:**

- Chamber Awards- members attending.
- Lightwire To Do List-Reviewed
- Lightwire needs Keith would take care of the arrangements and email us.
- Simmons Bond Inn will give FOTR discounts to those that mention a FOTR program with their stay.

#### **VII: New Business:**

- Distribution of Lightwire posters-take a few with you tonight, brochures as well
- Downtown area covered.
- Mark will email a copy for those that want to electrically send it out
- Katie Deal Christmas Show- Sliver Bells December 16th or 17th
- FOTR will pay \$2,500.00 of the cost for her show split 50/50 with Ritz

#### **Approval for Katie Deal show price \$2,500.00 Motion: Gary Second: Keith**

- Nathan suggested we get Brandon Davis for 5,000 for 2023.
- Georgia Presenters Conference- there is a scholarship for two people (\$1,500.00) available in Cleveland, OH. July 10-13. May 2<sup>nd</sup> is the deadline to apply. All paid expense
- Topic included but limited to Historic Theaters Preservations
- No board member available currently
- No \$5 Senior Discount on the Lightwire Show
- No Community Theater involvement currently

**Tug Carter, City Commissioner donated a check of a \$100 that he was awarded from the Keep Toccoa Stephens Co. Beautiful/Street clean-up.**

**In efforts of volunteers, we will add a Volunteer section on the website and brochures for recruitment. We can also contact Tami so she can add us to her email list to help with volunteering for programs.**

**Add all programs and shows to the Chamber newsletter, and Main Street's email lists to each a boarder audience.**

## **Adjourn Meeting**

Adjourn the 2nd Quarter 2022 Board of Directors Meeting

**Adjourn Motion:** Keith **Second:** Nathan **Time: 8:15PM**

Next Board of Directors Meeting: Tuesday, July 26th, 2022, 7 PM  
Location: Toccoa Library by Ron