

The Farmington Players Board of Directors 2022/23

<b>PRESIDENT</b>	<b>VICE PRESIDENT</b>	<b>SECRETARY</b>	<b>TREASURER</b>
<i>Cynthia Tupper</i>	<i>Eric Nogas</i>	<i>Tony Targan</i>	<i>Mary Ann Tweedie</i>
<b>CORE RESPONSIBILITIES</b>			
<p>Conduct meetings of the Board of Directors and membership meetings</p> <p>Conduct general operations for the organization as directed by the Board of Directors</p> <p>Maintain and manage The Barn Calendar.</p> <p>File Michigan Annual Report</p> <p>File federal income tax forms</p> <p>Building Rental Contact</p> <p>Donation Letters</p> <p>Manage Farmington Hills relationship and serve as point of contact</p> <p>Fundraising efforts</p> <p>Manage royalties for productions</p> <p>Appoint all standing and special committee chairpersons. (Subject to approval of the Board of Directors)</p>	<p>Act in capacity of President when the President is absent or unable to act.</p> <p>Executive Producer for the all shows</p> <p>Communicate and monitor production timeline</p> <p>Conduct pre and post production meetings including budget audit with Treasurer.</p>	<p>Take minutes at all Board and membership meetings</p> <p>Publication of the monthly newsletter</p>	<p>Maintain budget and provide written report of transactions at all Board and membership meetings.</p> <p>Oversee the execution of Audit.</p> <p>Draft checks and invoices for the payment of money. Checks must be signed by two of the following officers: President, Vice-President, or Treasurer</p>
<b>COMMITTEE RESPONSIBILITIES</b>			
<p>Past Presidents -</p> <p>Grant Writing - Vacant</p> <p>Fundraising - Vacant</p>	<p><b>Costumes</b> - Cynthia Tupper &amp; Anne Craft</p> <p><b>Lights</b> - Frank Ginis</p> <p><b>Make-up &amp; Hair</b> - TBD</p> <p><b>Props</b> - Laurel Stroud</p> <p><b>Rigging</b> - Tim Timmer</p> <p><b>Set Dressing</b> - Maggie Gilkes</p> <p><b>Set Construction</b> - Tim Timmer</p> <p><b>Sound</b> - Eric Nogas</p> <p><b>FPAT</b> - Tim Timmer and Maureen Mansfield</p>	<p><b>Newsletter</b> - Tony Targan</p> <p><b>Playwriting</b> (Barn Scribes)- Mike Smith &amp; Erin Osgood</p>	<p><b>Box Office/Tickets</b> - Mary Ann Tweede</p> <p><b>Audit</b> - TBD</p>
<p><a href="mailto:president@farmingtonplayers.org">president@farmingtonplayers.org</a></p>	<p><a href="mailto:theboard@farmingtonplayers.org">theboard@farmingtonplayers.org</a></p>	<p><a href="mailto:newsletter@farmingtonplayers.org">newsletter@farmingtonplayers.org</a></p>	<p><a href="mailto:box_office@farmingtonplayers.org">box_office@farmingtonplayers.org</a></p>

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<b>DIR. OF COMMUNICATION &amp; EDUCATION</b>	<b>DIRECTOR OF MARKETING</b>	<b>DIRECTOR OF MEMBERSHIP</b>	<b>DIRECTOR OF HOUSE</b>
<i>Nancy Cooper</i>	<i>Dave Reinke</i>	<i>Donna Pelon</i>	<i>Tim Timmer</i>
<b>CORE RESPONSIBILITIES</b>			
Manage outgoing member communications	Manage publicity and marketing efforts as it relates to each production.	Manage membership applications and provide list of candidates at Board Meetings for approval.	Manage all building maintenance and upkeep.
<b>COMMITTEE RESPONSIBILITIES</b>			
<b>Playreading</b> - <b>Historian</b> - Ann Carlson <b>Casting</b> - Jill Jones & Maureen Mansfield <b>CTAM</b> - Teri Spencer <b>AACT</b> - Terie Spencer	<b>Playbill</b> - Marilyn Zerlak <b>Advertising</b> - Dave Reinke <b>Graphic Design</b> - Amy Lauter, Marilyn Zerlak <b>Marketing &amp; Publicity</b> - Barry Cutler, Dave Reinke and Tony Targan <b>Signs</b> - Brian Tupper <b>Social Media</b> - Dave Reinke <b>Website</b> - Jason Wilhoite, Ansley Barnard	<b>Membership</b> - Donna Pelon <b>Ushers</b> - Bob Hotchkiss <b>Workshops</b> - The Board <b>Hospitality</b> - The Board <b>Concessions</b> - Anne Craft <b>50/50</b> - Dave Reinke	<b>Building &amp; Grounds</b> - <b>Art &amp; Environment</b> - Cynthia Tupper <b>House</b> -
theboard@farmingtonplayers.org	marketing@farmingtonplayers.org	membership@farmingtonplayers.org	theboard@farmingtonplayers.org