

The Farmington Players Board of Directors 2023/24

<b>PRESIDENT</b>	<b>VICE PRESIDENT</b>	<b>SECRETARY</b>	<b>TREASURER</b>
<i>Cynthia Tupper</i>	<i>Eric Nogas</i>	<i>Nancy Cooper</i>	<i>Jill Jones</i>
<b>CORE RESPONSIBILITIES</b>			
<ul style="list-style-type: none"> <li>- Conduct meetings of the Board of Directors and membership meetings</li> <li>- Conduct general operations for the organization as directed by the Board of Directors               <ul style="list-style-type: none"> <li>- File Michigan Annual Report</li> <li>- File federal income tax forms                   <ul style="list-style-type: none"> <li>- Building Rental Contact</li> <li>- Donation Letters</li> </ul> </li> </ul> </li> <li>- Manage Farmington Hills relationship and serve as point of contact               <ul style="list-style-type: none"> <li>- Fundraising efforts</li> </ul> </li> <li>- Manage royalties for productions</li> <li>- Appoint all standing and special committee chairpersons. (Subject to approval of the Board of Directors)</li> </ul>	<p>Act in capacity of President when the President is absent or unable to act.</p> <p>Executive Producer for the all shows - 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><b>Past Presidents</b> -</p> <p><b>Grant Writing</b> - The Board</p> <p><b>Fundraising</b> - The Board</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> - Stacey Nellis</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>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:treasurer@farmingtonplayers.org">treasurer@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>Tim Timmer</i>	<i>Dave Reinke</i>	<i>Donna Pelon</i>	<i>Jim Winkler</i>
<b>CORE RESPONSIBILITIES</b>			
<p>Manage outgoing member communications</p> <p>Facilitate workshops for members</p> <p>- Maintain and manage The Barn Calendar. (Communications and Building)</p>	<p>Manage publicity and marketing efforts as it relates to each production.</p>	<p>Manage membership applications and provide list of candidates at Board Meetings for approval.</p>	<p>Manage all building maintenance and upkeep.</p>
<b>COMMITTEE RESPONSIBILITIES</b>			
<p><b>Playreading</b> - Amy Poirier  <b>Historian</b> - Ann Carlson  <b>Casting</b> - Jason Wilhoite &amp; Maureen Mansfield  <b>CTAM</b> - Teri Spencer  <b>AACT</b> - Teri Spencer  <b>Playwriting</b> (Barn Scribes)- Mike Smith &amp; Erin Osgood  <b>Workshops</b> - TBD</p>	<p><b>Playbill</b> - Marilyn Zerlak  <b>Advertising</b> - Dave Reinke  <b>Graphic Design</b> - Kyle Phillips, 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</p>	<p><b>Membership</b> - Donna Pelon  <b>Ushers</b> - Bob Hotchkiss  <b>Hospitality</b> - The Board  <b>Concessions</b> - Anne Craft  <b>50/50</b> - Dave Reinke</p>	<p><b>Building Maintenance Committee (Inclusive of House and Grounds)</b> - Tim Timmer, Phil Hadley, Maureen Mansfield &amp; Jim Winkler  <b>Art &amp; Environment</b> - Cynthia Tupper</p>
<p><a href="mailto:theboard@farmingtonplayers.org">theboard@farmingtonplayers.org</a></p>	<p><a href="mailto:marketing@farmingtonplayers.org">marketing@farmingtonplayers.org</a></p>	<p><a href="mailto:membership@farmingtonplayers.org">membership@farmingtonplayers.org</a></p>	<p><a href="mailto:theboard@farmingtonplayers.org">theboard@farmingtonplayers.org</a></p>