

**NATIONAL PARTNERS AMERICAN THEATRE
ONE WASHINGTON CIRCLE
WASHINGTON, D.C.**

**BOARD OF DIRECTORS
MINUTES
APRIL 20, 2007**

ATTENDANCE: J. Cavarozzi, L. Conaway, D. Finn, A. Gibbs, R. Kauffman J. Koep, H. Marley, E. Perry, G. Quinley, K. Robinson, B. Nelson Schwartz, J. Wade.

The traditional champagne toast was toasted, and the meeting was called to order by Chair Jeff Koep.

Minutes:

The minutes from the October 13-14, 2006 Board meeting in Scottsdale, Arizona were distributed. Andy Gibbs moved (Ginny Quinley seconded) that they be accepted.

Motion passed.

Treasurer's Report:

Acting-Treasurer Jere Wade distributed the current Treasurer's Report. After 2007 anticipated expenses are paid (LAMDA - \$3,500, KNUA - \$2,000, and the 2007 Conference – \$2,000) we expect to have approximately \$4,880 in our account as the 2007/2008 fiscal year begins. However \$3,100 of that amount represents 2007/2008 dues already received. An additional \$4,700 (the equivalent of 38 new Full Partnerships) will need to be raised to meet the Partner's 2008 estimated budget of \$9,500.

(The estimated budget includes the LAMDA, KNUA and Conference expenses cited above, plus \$2,000 for the eight \$250 Regional Classical Acting Awards.) Wade pointed out that even if the additional \$4,700 is raised, we will begin the 2008/2009 fiscal year with a zero balance.

Membership/Recruitment/Fund Raising:

An extended discussion ensued concerning increasing memberships and other sources of fund raising.

Membership Chair Joyce Cavarozzi distributed packets which contained a suggested personalized letter and address labels of potential members which individual Board members had agreed to contact after reviewing our mailing lists at the October meeting. Each Board member was encouraged to make these and other personal contacts with friends and colleagues who might become Partners.

It was suggested that we make an extra effort to recruit Institutional Members. Joyce is looking into an Institutional Mailing List, and Board members are urged to contact schools where they have personal contacts becoming Institutional Members.

Lin Conaway suggested that letter of welcome be developed for each new member which outlines NAPAT programs and activities and indicates the experience to be expected at the Annual Conference. Lin noted that at least one new member arrived this year with little more information than a time and place for the Friday reception. We need to be sure new members are properly informed and greeted if they come to Washington. Joyce Cavarozzi said she would work on a “new member letter.”

Bob Kauffmann suggested that we reword the Kennedy Center Program description of who NAPAT members are. Current wording seems to indicate only KCACTF “alumni” are eligible for membership. We need to make clear in the program and all other NAPAT materials that anyone interested in “supporting the activities of the next generation of theatre artists” is a candidate for partnership. **Jeff Koep** and **Jere Wade** agreed to work on re-writing the program copy, etc.

Jeff Koep suggested we look at increasing Conference participation by adding a Washington, D.C. activity on Friday morning or afternoon before the reception. Such an activity might serve as a “hook” to attract more members to join and come to the Conference.

Ideas for such a “hook” were brain-stormed by the Board and suggestions included a “backstage” tour of the Smithsonian, a tour of Ford’s Theatre, an Arena Theatre event, or a sit-down with actors from the RSC or National Theatre if they are in town. In addition to including one such event as part of the Conference, it was suggested that we include a “Look What You Can Do in Washington, D.C.” flyer with our other Conference Publicity.

Joyce Cavarozzi and **Bonnie Nelson Schwartz** agreed to work on the project of identifying 2008 events for this purpose.

Donn Finn suggested including a visit to the Design Displays as a Conference activity. **Lin Conaway** and **Andy Gibbs** will look into the feasibility of such a visit.

It was suggested that we have a registration book at the annual NAPAT/KCACTF Reception as a tool for follow-up on future members. On the subject of the reception Donn Finn and Jeff Koep received the Board’s deep appreciation for the donation of wine for the reception and raffle. (After the fact note: The raffle earned in excess of \$600 which will be used to cover the cost of the reception.) The Board also greatly appreciates all of Dottie and Bob Kaufmann’s time and hard work in preparing the reception hors d’oeuvres.

It was also suggested that we archive the resumes of our Brunch honorees and NAPAT Award winners.

Conference Registration Fees:

In the Treasurer's Report Jere Wade noted that the greatly reduced Conference Registration Fee for Full Partners resulted in only \$880 income and he recommended that we take steps towards making the Conference self-supporting by raising fees.

It was moved (Joyce Cavarozzi) and seconded (Ginny Quinley) that:

Conference Registration be raised to \$65 for Full Partners and to \$95 for Associate Partners.

Motion passed.

Membership dues will remain the same: \$125 for Full Partners, \$65 for Associate, and \$200 for Institutional Members.

LAMDA:

Jeff Koep reported that the NAPAT/LAMDA collaboration is going well. LAMDA has been a good partner and he recommends we continue the award for another year. As before, NAPAT will pay for the round-trip airfare to London and send the balance to LAMDA as our portion of the tuition.

KNUA Design Award

Lin Conaway distributed an information sheet and proposed itinerary for the KNUA Award winner's trip to Korea. NAPAT will purchase the round-trip airfare and provide \$300 in per diem for the winner. The dates for this trip must fall between September 5, 2007 and December 1, 2007.

Issues concerning liability for this and other NAPAT awards were raised. Lin Conaway agreed to check with Susan Shaffer on Kennedy Center policy in this regard. It was agreed that NAPAT should have some form of health and liability disclaimer for awardees.

Joyce Cavarozzi agreed to develop an information form to be filled out by award winners traveling abroad which also would include reminders regarding Passports, health and liability insurance, etc. Elaine Perry also recommended that we require a letter of feedback from each winner.

For both LAMDA and KNUA, Jeff Koep will send a letter and certificate to the recipients, and Donn Finn will coordinate the purchase of airline tickets.

Regional Festivals:

The Board received reports on the Regional Festivals and the Regional Classical acting Award winners. All Regions have reported their recipients and the \$250 award checks have been sent.

Board Meeting Schedule:

It was agreed that the Fall 2007 Board meetings be held October 12 and 13. Elaine Perry is researching the feasibility of having the meetings in Newport, RI and plans to report back within two or three weeks of the close of these meetings. Jeff Koep offered to host the meetings in Las Vegas as an alternate site if Newport doesn't work out.

Donn Finn offered to host the Fall 2008 meetings in Sonoma, CA, and discussion was begun on holding the Fall 2009 meetings in Italy or some other European destination.

NAPAT Pins and Shirts:

Andy Gibbs reported on his investigation on purchasing pins and shorts with the NAPAT logo. Pins are available for \$3.00. Katie Robinson moved (Jere Wade seconded) that:

Andy Gibbs be authorized to purchase 100 NAPAT logo pins.

Motion passed.

Andy will circulate a sign-up for those who wish to buy logo shirts.

Other:

Katie Robinson suggested that Chair Koep write a letter of condolence on behalf of NAPAT to the Theatre Chair at Virginia Tech University in light of the recent tragic shootings on that campus.

Meeting adjourned 12:30 pm

Respectfully submitted,
Jere Wade, NAPAT Secretary

Conference Notes:

The Friday Reception was very well attended and successful.

The Saturday Brunch honoring Ron Willis was also well attended with 27 NAPAT registrees and guests. Jerry Crawford and Jack Wright did the honors as official 'roasters' of Professor Willis.