

# THE PROMPTER

*The Voice of Loveland Stage Company*

*May 2022*



**LSC Annual Meeting & Board Elections**  
**How, Where & When to vote**  
**Candidates' Bios**



# Loveland Stage Company

*Award Winning Community Theatre*

## From the Desk of the President

### It is time for elections!

Good Morning to all you Lovlies at LSC!

We have had quite a few things happening over here at LSC!

Our Spring Musical *Hello, Dolly!* was a huge success. Congratulations to Gregory Smith and his cast and crew for a fantastic performance.

We are also about to launch our Spring Play, *Mission Possible!* Directed by Pia Rader and Produced by Tom Cavano, on May 6th. This cabaret styled performance is sure to entertain as well as offer you some great snacks and beverages!

Coming this June, we have our Children's Workshop of *Singin' in the Rain, Jr.* directed by Stephanie Mackris and Produced by Dave Marcus. Auditions are coming up in May, stay tuned for more info.

There are a lot of things in the works. We have a new season we are itching to announce. Our Annual May meeting is just around the corner, with a new set of candidates for the Board to vote on. We also have a new set of By Laws to vote in. This year we will bring back refreshments as well as **opening the voting process that night with in person ballots. For anyone not available to attend the meeting, there will be the online voting option available**, instructions can be found on the pages to follow. We will deliver the results to you the following week!

I am excited to see you all on May 17th at 7 PM for our Annual Meeting. As always, if you have any questions or concerns, do not hesitate to contact me!

Take Care!  
Micheal Harris-Kiser  
Board President





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## LSC Annual Meeting and Board Elections

How LSC holds elections will change this year. For the past two years, due to the pandemic, LSC has held elections 100% electronically. This year, we will do a hybrid of both in-person voting at the annual meeting for those in attendance, and electronic voting for those paid members unable to attend. Please be patient at the annual meeting as we will need to record who has voted in person (but don't worry - your vote will still be completely anonymous). For those not able to attend, LSC will once again be using a program called Election Buddy. Election Buddy allows LSC to send out an email to each member, which will contain an individual link to the ballot. This allows LSC to reach out to each and every member, asking for their votes. The election via Election Buddy, uses a unique access key for each member, which allows voting to remain anonymous.

Here is some key information as it pertains to voting this year electronically.

On-Line Voting will start at **6 am on Wednesday, May 16<sup>th</sup>** and ends at midnight on **Sunday, May 22<sup>nd</sup>, 2022.**

The email address of each member, provided to LSC on the membership forms for this year (2021-2022), will be the email addresses ballots are sent to (and each member needs a unique email address - cannot send two ballots to the same email). Each member will receive an email from "Loveland Stage Company [invitations@mail.electionbuddy.com](mailto:invitations@mail.electionbuddy.com)" Each member may only vote 1 time, either at the meeting or on-line using their individual link in the email from LSC care of election buddy.

There are 5 openings on the board this year. You will be asked to vote for up to 5 names from the ballot, no more than 5.

The ballot will contain pictures and biographies of those candidates wishing to run. \*Please note that any candidate running from the floor may not have a picture and/or bio on the ballot due to the tight turnaround from the annual meeting to voting opening the next morning.

Only members who have paid their dues by May 17<sup>th</sup> (the annual meeting) will be allowed to vote in the elections.



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To become a member of Loveland Stage Company before the annual meeting, please visit LSC's website: [lovelandstagecompany.org/get-involved/membership/](http://lovelandstagecompany.org/get-involved/membership/)

On the membership page, you can pay your dues online, and fill out the membership form electronically. For those members who are not computer savvy, the voting will start live at our meeting. If you have any questions about becoming a member or renewing your LSC membership, please contact Gregory Smith at [eerf99@aol.com](mailto:eerf99@aol.com).

Candidate Pictures and Biographies: As is our tradition, candidates from the nominating committee will be included in the Election edition of *The Prompter*, as well as posted on our website for members' review. At the annual meeting, nominations will also be taken from the floor.

Following the end of election voting, the LSC board will announce the LSC Board for the 2022-2023 year. Election results will be posted on the LSC website and will also appear in *The Prompter*.

We encourage each and every member to cast their vote for the next LSC Board. There is sure to be a flurry of activity once pandemic restrictions lift and LSC needs a strong board willing to go the extra mile, so we can continue to be a valued part of the Loveland community.

Thank you,  
Carissa Sloan





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## Candidates and their biographies



**Gary Giver:** My wife, Becky, and I have been Loveland residents for the past 46 years. I have been involved with LSC for the past 17 years as an usher, house manager and acted in several productions. If elected, I pledge to give 100% effort in assuring that my duties as a board member are carried out and my actions are guided by the Mission and Vision Statement. Thank you for your consideration.



**Glenna Knapp:** In an effort to strive for consistency of the LSC board during this time of uncertainty with community theater, I would like to add myself for your consideration and run for another term. I feel my years of experience with LSC in all aspects of community theater and having a small amount of working knowledge of running a small business, provides me with the credentials to provide a strong footing for LSC growth in all aspects. One area of concern that I would like to set as a personal goal is how to bring more of our membership back for involvement in the technical and behind the scenes work of community theater. Thank you for this opportunity.



**Stephanie Mackris:** Stephanie was born in Toledo, Ohio 1979, and moved to Princeton Schools as a teenager, where she began her formal training under Mary Lee Stallsmith and Jhon Marshall. There, she thrived in her first leading roles as Rosemary in *How to Succeed in Business without Really Trying* and as Mable in *The Pirates of Penzance*. Stephanie earned a Bachelor of Music from CCU and has studied Vocal Pedagogy at OSU. She has been teaching private voice lessons in Loveland for 20+ years and was the voice teacher of Bonnie Emmer, Amy Wheeler, Jamie Downing, Mary Kate Dearie and many more LSC stars. Stephanie enjoys adjudicating for college voice competitions, being a guest lecturer at Miami University and she has directed, music directed, choreographed, and starred in numerous shows throughout the city including many LSC shows. Stephanie has been involved in LSC productions and has been one of Margie Clegg's dancers since 2005.







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## Candidates and their biographies



**Joshua Marcus:** It has been a crazy 2 years, and I'm proud of the work I've done as a member of the board over that time to help keep this nearly half a century old theater running. There are still more challenges ahead for LSC which is why I want to continue to contribute to the theater's well-being by becoming a Board member again. At my core, I am a problem solver, and I believe as part of the Board, my skills will lend to help resolve Board issues and concerns, especially during these trying times. Thank you for your consideration.



**Jenna Schroeder:** Jenna graduated with a Bachelor of Arts in Communications from Bowling Green State University. Since college, she has worked with many non-profits utilizing the fine arts to help her community. Jenna has led danceathons for hurricane relief, created dance camps for vulnerable children, she has performed at the Loveland Initiative's Martin Luther King Jr celebration and was a "Pro" for NESTS Dancing with the Stars to benefit Loveland families. Jenna's passion for the arts and service to her community is threaded through all of her endeavors. She is now a wife and mother to four children in Loveland Schools. Jenna has performed in 6 shows at Loveland Stage Company. Her love for theater and the people in it keeps growing. Along with performing she has also helped with set painting, promotion, ushering, and house management. Jenna's believes her experience in performing and working in the non-profit field; along with her ability to problem solve, raise awareness, and create energy will benefit this beloved theater to be a hotspot in Loveland! Jenna is a team player and believes in kindness above all things. It would be an honor for her to serve on the board of the Loveland Stage Company.

*Every* **VOTE** *Counts!*



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## Proposed By-laws changes

In addition to voting for board members we will be voting on proposed by-laws changes. Below are the proposed changes followed by the existing by-laws.

### **Proposed Article XI:**

Loveland Stage Company is to adopt and follow the Bylaws as of June 2022. The purpose of these Bylaws is to update and define the roles and responsibilities of the Board officers, Chair positions, as well as any other position of authority within LSC. In order to do so, we need to update a few articles in the Constitution to reflect this change. The Bylaws also have clear actions on how to handle disciplinary actions and emergencies.

Why: The purpose of adding a set of Bylaws is to guarantee that future boards have the tools and definitions required to maintain business for LSC. The current job descriptions are outdated and need to be updated to current standards.

Updates to the Constitution as Follows:

### **ARTICLE VII - THE OFFICERS**

add: The duties of the officers are described in Article I of the Bylaws.

### **ARTICLE VIII THE COMMITTEES**

add: The committees and their duties are described in Article IV of the Bylaws

### **ARTICLE X becomes ARTICLE XI**

New ARTICLE XI reads:

ARTICLE X BYLAWS

The Loveland Stage Company, its Board of Directors and its members are also governed by The Bylaws of the Loveland Stage Company.





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## Bylaws of Loveland Stage Company

### Final Draft

#### Article I

#### Duties of the Board of Directors

##### Executive Board

The Executive Board shall consist of the President, Vice President and Secretary.

The Executive Board sets the agenda for all regular and special meetings of the Board of Directors (Board) as well as the Annual Business Meeting (Annual Meeting).

The Executive Board shall transact any urgent, time-dependent business that cannot be handled during regular or special Board meetings of the entire board.

##### President

The President shall preside at all meetings of LSC, including Executive Board Meetings, Board Meetings, Special Board Meetings, and Annual Business Meetings (Annual Meeting).

The President shall represent LSC externally to government, press, and other organizational entities and individuals unless specific representation roles are delegated by the President to another Officer, Board member, or other LSC members; or, such a role is specifically assigned in the LSC Constitution or Bylaws.

The President shall sign any deeds, mortgages, loans, contracts, or other instruments authorized by the Board.

The President shall set the short- and long-term goals for LSC, with consultation of the Executive Board and Treasurer.

The President, together with the Vice President and Treasurer, will prepare the Annual Report and Budget to present at the Annual Meeting.

The President shall refer rental requests to the Board for approval and serves as the liaison to the rental group or designates another Board member to serve as the liaison.

The President shall perform general supervisory function over the work and activities of LSC, including its boards.

The President shall appoint all Committee chairs annually, or as needed for ad-hoc committees or chair vacancy.

##### Vice President

The Vice President shall assume the role and duties of the President temporarily, should the President be unavailable, including but not limited to chairing Board and Executive Board meetings.

The Vice President, together with the President and Treasurer, will prepare the Annual Report and Budget for presentation at the Annual Meeting.

The Vice President shall attend, represent on behalf of LSC, and participate as appropriate, at the Loveland City Council meetings, as well as relevant meetings of organizations of interest in the broader Loveland community. The Vice President may delegate attendance at any of these organizations if needed.

The Vice President shall appoint one Board Liaison per production from the At-Large Board Members. Said appointee shall not be directly involved in that Production as a Director, Producer, or actor.





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## **Secretary**

The Secretary shall be the custodian all formal documents, including Constitution, Bylaws, LSC Policies, LSC Procedures, Board member terms, deeds, insurance policies and signed agreements internal and external.

The Secretary shall be the custodian of and shall assemble, keep, and publish in a timely fashion, appropriate records and minutes of Board, Executive Board, and Annual Meetings as well as Special meetings.

The Secretary shall notify the Board, Executive Board and general membership of their respective meetings in a timely fashion.

The Secretary shall be responsible for all necessary LSC correspondence, except the routine publications referred to below in point 5, and any the President elects to undertake.

The Secretary shall review and contribute to, as needed and as agreed with the respective Committee chairs, the content of the routine internal membership and external-facing social media publications, including but not limited to 'The Prompter', the LSC web page, and LSC Facebook page.

The Secretary shall maintain, or delegate, the maintenance of the official LSC calendar.

## **Treasurer**

The Treasurer is responsible for LSC's financial matters, including having the charge and custody of all funds and securities of LSC.

The Treasurer is the Statutory Agent on file with the Ohio Secretary of State and Attorney General.

The Treasurer shall assure that all tax filings and obligations are met in a timely fashion.

The Treasurer, together with the President and Vice President, will prepare the Annual Report and Budget for presentation at the Annual Meeting.

The Treasurer shall maintain accurate records of all financial transactions and have those stored in multiple electronic data bases, including the cloud.

The Treasurer shall present the overall LSC, as well as current show related, financial statements at each Board Meeting.

The Treasurer shall collect directly, or through other LSC members, monies due LSC and shall deposit said monies at the Board-approved Financial Institution in a timely manner.

The Treasurer shall dispense funds via checks or other means that are truthfully due to third parties, including mortgage payments, utility bills, building maintenance expenses, show related expenses, etc.

## **At Large Board Members**

The Board Members At Large shall work on projects and assignments from time to time as requested by the President.

The At Large Board Member appointed by the Vice President to serve as Board Liaison will have the primary role to represent the interest of LSC to the Production Team; to assure that LSC Bylaws, guidelines and procedures are followed; and to elevate any important issue not readily resolvable to the President or the Executive Board in a timely fashion. The Liaison is expected to attend auditions and rehearsals as necessary. The Liaison is also expected to help the Production Team with logistical issues relating to the typical LSC productions, if necessary.

Each At Large Board Member shall participate in at least one committee.



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## Article II

### Disciplinary Action and/or Removals

#### Removal of an Officer

An officer of the organization may be removed for malfeasance upon the vote of a simple majority of the Board. Said officer shall be notified in writing of the Board's action.

#### Disciplinary Action

Per the LSC Code of Conduct any person may bring complaints to the Board. Cast and crew members should bring any complaints to the designated Board Liaison while a show is actively under production. However, complaints may be brought to any current Board Member at any time.

The Board will convene an executive session to discuss an issue no later than one (1) week from the date complaint is received. The Board will designate a lead to investigate the merits of each complaint. Within one (1) week of their appointment, the lead will bring all pertinent information from their investigation to a second executive meeting for review.

Subsequent to this review, the Board will decide appropriate actions by majority vote. If the offense merits disciplinary action, the recommended course of action is as follows:

First offense: a written warning will be issued, and if deemed appropriate, the offender required to give a written apology

Second offense: a written warning will be issued, and if deemed appropriate the offender will be removed from the cast and/or crew.

Third offense: the offender will be removed from any current participation in LSC productions or leadership roles and/or banned from holding future positions or roles with the Loveland Stage Company for a duration of time as determined by the Board. An official letter from the Board will accompany this action (upon review by LSC's legal counsel).

Should the offender fail to comply with any of the above disciplinary actions, provisions of the Third Offense level will automatically apply.

In all instances where there is a violation of the LSC Code of Contact, the Board shall issue an appropriate letter to the aggrieved party advising of the disposition of the complaint.

## Article III

### Filling a Board Vacancy

Should a Board member not be able to fulfill his/her elected term, the President shall nominate a member to fill the term of the seat that has been vacated.

The President shall present the nominee to the Board at the next meeting. A 2/3 majority vote of the Board is necessary to appoint the member to fill the seat.

The appointed Board member shall only serve the remainder of the term left vacant.

If the vacancy leaves an elected officer position open, the Board will vote to fill that officer position once the appointed member is in place.



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## Article IV Standing and Ad Hoc Committees

The purpose of Standing Committees is to support the business and productions of the Loveland Stage Company. Ad Hoc Committees are formed as needed for particular projects and also serve to support the business of the theater.

Committee chairs are appointed annually by the President, in consultation with the Board members. They are limited to 4 consecutive years in a leadership position, which may be modified at the discretion of the Board. There are no time limitations on committee members.

Because of special knowledge and/or skills, the following committee chairs are exempt from the 4-year limitation: Building Manager, Costumes, Lights, Sound, and Webmaster.

### **ACT/OCTA**

The ACT/OCTA representative of the Loveland Stage Company attends ACT/OCTA meetings on behalf of the organization.

This person reports all ACT/OCTA news to the group and reports LSC news to the ACT/OCTA association.

### **BUILDING MANAGER**

The Building Manager is responsible for the maintenance of the theater building and grounds.

All maintenance issues should be reported to the Board with possibilities for resolution given.

The Building Manager is a member of the Capital Improvement Committee.

### **BYLAWS AND CONSTITUTION**

The Bylaws/Constitution Committee is responsible for the review and updating of the Bylaws and Constitution.

The chair should review the monthly minutes annually for any decisions made that should be incorporated into the Bylaws/Constitution and submit any amendments for Board and/or membership approval as necessary.

This committee shall thoroughly review the Constitution and Bylaws every 5 years.

### **CAPITAL IMPROVEMENTS**

The Capital Improvements Committee reviews the need for any large-scale projects desired and/or necessary for the theater building and grounds where the value exceeds the President's discretionary fund.

The committee researches, prioritizes, and prepares a basic cost estimate of the projects for presentation to the Board.

The Building Manager serves as a member of this committee

### **COSTUMES**

The Costume Committee maintains the costume room inventory.

A member of the Costume Committee works with individual production costumers to assess what LSC can provide, what may be needed and how best to acquire that.



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## DEVELOPMENT

The Development Committee is responsible for fundraising activities, including but not limited to: individual annual donations, business annual donations, business sponsorships, program advertisements, external grants, and fundraising for specific projects.

The Development Committee consults with the Board to establish fundraising goals and prioritize fundraising projects.

The committee works with the Publicity Committee to promote projects and activities involving community engagement.

The Membership Chair serves as a member of this committee.

## HISTORIAN/LIBRARIAN

The Historian/Librarian maintains the library of LSC's scripts and keeps an accurate record of and memorabilia of shows and events in which LSC participates.

## LIGHTING

The Lighting Committee is responsible for the inventory and working condition of the theater's lighting system.

A member of the Lighting Committee is responsible for coordinating with the lighting crew of each theater production.

## MEMBERSHIP

The Membership Committee is responsible for the maintenance of the membership roster and collection of annual membership dues.

The Committee Chair is responsible for working with the directors/producers of productions to ensure that all participants are members of Loveland Stage Company.

The Chair shall provide timely reporting to the Board and make timely deposits of all membership dues collected.

## PLAY SELECTION COMMITTEE

The Play Selection Committee is responsible for gathering submissions from directors/producers who propose to do a production as part of the Loveland Stage Company season.

The members of the committee shall research the submissions and assess the suitability of the suggested material.

No member of the committee shall be a director or producer who has submitted a show for that season's consideration.

The Play Selection Committee shall submit a proposal of the shows for the upcoming season to the Board for a vote.

## PUBLICITY

The Publicity Committee is responsible for all media (both print and non-print) used to promote theater activities.

The Webmaster, the Editor of The Prompter, and all other social media platform administrators serve as members of this committee.

A member of the committee shall work with each production on promotional materials that adhere to LSC standards.



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## **SCHOLARSHIP**

The Scholarship Committee consists of 3-to-5 members who oversee the selection of the Loveland Stage Company Creative Arts Scholarship. At least one (1) committee member should be a Board member.

No committee member should have relatives who are applying for the current year scholarship.

The Scholarship Committee oversees the selection of candidates and requirements for any additional scholarships given out under the auspices of the Loveland Stage Company.

## **SOUND**

The Sound Committee is responsible for the inventory and working condition of the theater's sound system.

A member of the Sound Committee is responsible for coordinating with the sound crew of each theater production.

## **SUNSHINE**

The Sunshine Committee is responsible for sending LSC greetings, congratulations, and condolences on behalf of the organization.

## **TICKETS**

The Ticket Committee is responsible for the operation of the box office and on-line ticket sales.

The Committee Chair is responsible for maintaining a list of season ticket holders and contact with them.

The Committee Chair shall act in a timely fashion with deposits of box office receipts and reports of transactions to the Treasurer.

## **WEBMASTER**

The Webmaster is responsible for the operation and timely maintenance of the LSC website.

The Webmaster shall post contact information for Board members and individuals involved in productions.

The Webmaster serves as a member of the Publicity Committee.

## **ARTICLE V**

### **Theater Closures**

The Executive Board has the power to close the theater in emergency situations that endanger the health and safety of those involved in a production and/or those attending an event associated with the theater.

Situations which might require such a decision include, but are not limited to: weather emergencies, unsafe conditions in the building, government mandates, contagious illnesses.

If a production is in progress, the Executive Board should consult with the directors and producers to assess the situation.

After any LSC personnel involved are notified of the decision, communication should go out to the community and ticket holders if affected.





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## **ARTICLE VI**

### **Amendments**

Amendments to these Bylaws shall be presented in writing to the Board at a meeting one prior to voting on said amendments. Any Board members not in attendance at that meeting should receive the amendments in writing.

The general membership shall receive notification of the proposed amendments and can present feedback before and at the next Board meeting.

Voting on the amendments shall take place at the next Board meeting following the written receipt of the amendments.

Amendments shall be adopted by a 2/3 vote of the Board.