

Theater Department Meeting Minutes
2/8/16

Present: Matthew Burgos, Christine Cummings & Richard Strand

Strand called the meeting to order at 4:05 p.m.

REPORTS/DISCUSSION ITEMS

- All discussed the logistics of fall teaching and directing assignments.
- Strand opened the conversation about the perks of building bridges with Cal Poly Pomona Theater.
- Burgos gave an update about his work on the new theater website.
- Burgos requested help from Cummings & Strand in checking website's structure and assist in edits.
- Burgos requested faculty head shots and updated bios for website.
- Cummings agreed to monitor the Facebook and Instagram pages.
- Burgos suggested purchasing rehearsal cell phones for stage managers to instantly update website and social media.
- Burgos and Cummings agreed to brainstorm needs for acting class furniture.
- Burgos said he will create a mini directing handbook for theater directors.
- All brainstormed solutions for solving Production & Performance registrations in a timely manner.
- Burgos mentioned that it should be the stage manager's job to update Master Audition List to be kept on file for one year.
- Cummings indicated she will create a Stage Manager/Assistant Director application template.
- Burgos suggested an archive photo gallery on the new theater website to attract alumni to the page.

Strand adjourned the meeting at 4:58 p.m.

Respectfully Submitted,
Christine Cummings