

# **Sun City Summerlin Community Theatre Club (SCSCTC) Committees**

**As of March 20, 2025**

The purpose for this document is two twofold. First, this document provides a list of all the committees and the members of these committees under the SCSCTC. Second, this document provides information and recommendations for each of the committees to utilize to organize under each.

It is important to note that each committee needs to keep the Theatre Board updated with their events, processes, requests, meetings, etc. As with all organizations, as our club grows, we lose communication and sometimes things do not get accomplished because the communication broke down.

By establishing the responsibilities for each of these committees and providing monthly updates to the Theatre Board (as addressed with each committee below), we hope to have better communication with our entire membership.

The SCSCTC has the following committees:

- Members Committee
- Play Committee
- Advertising Committee
- Social Committee
- Nominating Committee
- Production Committee

The following pages provide more information and what is still needed for each committee. The SCSCTC Board hopes this helps in starting to organize each committee and provide those members with some more guidance to start from. The recommendations below are just a starting point and this is a working document that will be updated as each committee works to establish their committee's responsibilities.

To keep track of all information going to the Board, each committee, when providing information to the Board, use the SCS Theatre email address ([scstheatrelv@gmail.com](mailto:scstheatrelv@gmail.com)).

## **Members Committee**

- Nancy Murphy
- Francine Baurer
- Barbra Dunn
- Adrienne Gentile
- Eileen Cox
- Denise Altruda
- Marla Lagatutta
- Danette Carter
- John Mura

Who is the Chair or Co-chairs of this committee?

What is this committee's responsibility? We need a job description for this committee. Examples below:

1. Plan events for General Meetings
2. Provide speakers for meetings
3. Reach out to new members
  - a. Provide new members information
    - i. What needs to be included
4. Provide budget to Board by November 1<sup>st</sup> for following year expenses
5. Provide Director of Communications with meeting dates, times, and locations for inclusion on the website.

Need meeting minutes OR bullet point discussions with a representative coming to the General meeting with committee updates.

## **Play Committee**

- Doris Noon - Co Chair
- Happy Buonanno - Co Chair
- Wendy Friedman
- Paul Beilman
- Danette Carter
- John Mura
- Trish McKinzie

Who is the Chair or Co-chairs of this committee?

What is this committee's responsibility? We need a job description for this committee.

Examples below:

1. Schedule and meet with potential directors after Board-approved
2. Work with potential directors on selection of plays utilizing the Play Committee Worksheet
3. Recommend three plays to the Board for review
  - a. Provide reasoning for the recommended plays using the Play Committee Worksheet and provide worksheets to the Board
  - b. Play Committee Worksheet is below



Play Committee  
Worksheet.docx

4. Provide Director of Communications with meeting dates, times, and locations for inclusion on the website.

Need meeting minutes OR bullet point discussions with a representative coming to the General meeting with committee updates.

## **Advertising Committee**

- Denise Altruda
- Marla Lagatutta
- Paul Beilman
- Eileen Cox
- Nancy Murphy
- Barbra Dunn

Who is the Chair or Co-chairs of this committee?

What is this committee's responsibility? We need a job description for this committee. Examples below:

1. Advertising for production programs
2. Other advertising?
  - a. Advertising for crew?
  - b. Advertising for new members (works with Members Committee on this?)
  - c. Advertising for productions on:
    - i. Flyers
    - ii. Postcards
    - iii. Media (work with Director of Communications)
    - iv. Other?
3. Provide budget to Board by November 1<sup>st</sup> for following year expenses
4. Provide Director of Communications with meeting dates, times, and locations for inclusion on the website.

Need meeting minutes OR bullet point discussions with a representative coming to the General meeting with committee updates.

## **Social Committee**

- Victoria Ochoa - Co Chair
- Kim Fannin - Co-Chair
- Neal Kirshner
- Otha Spencer
- Nancy Murphy
- Trish McKinzie
- Joann Hess
- Kathy Zanghi
  
- Mary Lee

Who is the Chair or Co-chairs of this committee?

What is this committee's responsibility? We need a job description for this committee. Examples below:

1. Locate and secure venues for cast and holiday parties (work with Board to get contracts signed by President or Vice President)
2. Locate and secure entertainment for parties, if applicable (i.e. holiday party)
3. Provide annual budget information to the Board by November 1<sup>st</sup> of each year for the next years parties
4. Provide Director of Communications with meeting dates, times, and locations for inclusion on the website.

Need meeting minutes OR bullet point discussions with a representative coming to the General meeting with committee updates.

## **Nominating Committee**

- Danette Carter
- Adrienne Gentile
- Nancy Murphy

Who is the Chair or Co-chairs of this committee?

What is this committee's responsibility?

1. Provide Director of Communications with committee meeting dates, times, and locations for inclusion on the website.
2. This Committee's responsibility is listed the Sun City Summerlin Clubs and Community Organizations (CCOC) Procedures Manual (excerpt below):

### *Officer Election/Vacancies*

- Clubs may appoint or elect a nominating committee of not less than three (3) persons from the Club membership to find eligible candidates for all offices.*
- Not less than thirty (30) days prior to the election advise the membership of the slate of members who have accepted nomination in at least one of the following methods: emailed to the membership, or announced at a membership meeting.*
- The nominating committee volunteers will conduct the election meeting and determine if a quorum is present as defined by the Club's approved Charter.*
- The nominating committee volunteers will assign designated Club members to distribute and collect the ballots, and to count the votes.*
- A nominating committee volunteer will present the slate of nominees and ask if there are any additional nominations from the floor for each office to be elected. When it appears that no one else wishes to make a nomination or self-nominate, they may declare the nominations closed.*
- A nominating committee volunteer will ask the membership to cast their secret ballots. Note: If the slate of nominees contains only one nominee for each office, and there have been no additional nominees from the floor for any of the offices, the nominating committee may call for a vote by voice or a show of hands. The slate shall be considered elected by acclamation.*
- The designated Club members collect and count the ballots, unless the vote was by a show of hands and presents the results to the current club president.*

## **Production Committee**

- Linda Brandt
- JJ Barker
- Mari Pupanek
- Gerry Jenson
- Donna Hanson

Who is the Chair or Co-chairs of this committee?

What is this committee's responsibility? TBD