

Updated Content: March 31st 2017 (updated formatting: June 6th 2018)

Trumbullplex Mission Statement

We have formed the Trumbullplex, also known as the Wayne Association for Collective Housing, to create a space where we control our own lives. We are a not-for-profit project dedicated to self-sufficiency in all facets of our lives; in our housing, our work, and our energy. We support other projects who share our goals of dismantling racism, sexism, homophobia, transphobia, and the oppression of poor people through activities in our theater and housing collective. We want to create a positive environment for revolutionary change in which economic and social relationships are based on mutual aid and the absence of hierarchy. Through consensus decision making and full participation in carrying out our decisions, we create the circumstances and expectations for collective empowerment. Ultimately, we strive to realize these goals through respect and constructive communication among ourselves.

Membership Requirements

1. Pay monthly share on time on the 5th of each month. If a member is more than two months late with paying share it is brought up as a meeting agenda topic.
2. Serve on a committee. New members choose a committee or may be assigned to a committee that needs them.
3. Attend a majority of weekly house meetings and collective retreats.
4. Participate fully in official work days. A member who must miss a work day to do something else that is crucial can make up the work another time during the month or pay \$25 for supplies if she or he is unable to work.
5. Be invested in the ideas of the mission statement.
6. Understand and participate in consensus process and follow through on consensus decisions.
7. Foster an attitude of good will towards every member of the collective and be willing to participate in a mediation when conflicts arise.

Policies for New Members

New members are accepted into the collective on a 3 month trial basis. After which the new member participates in a constructive review in which longer term members of the collective point out positive contributions and any problems they've observes with the new member's fulfillment of the membership requirements. At review, a decision is made by collective members to invite them to stay, ask them to leave, or solve issues within a given amount of time.

Consequences when Problems Arise

If a person is not fulfilling their committee work, communication should be attempted first in the committee. If this fails, then it can be brought up to the whole collective during a regular meeting.

Any collective member can bring up another member's failure to meet one or more member expectations at the weekly meeting.

When the collective is asked to address a problem as such, the member who is failing to live up to the collective responsibilities may either elect to stop being a member of the collective (move out) or agree (with the rest of the collective) on a period of time in which to show improvement.

If the member does not improve, or the original problem is severe enough, the remainder of the collective may revoke tenancy through a consensus decision. Although the member in question may not block this consensus, they must have the opportunity to be present during the discussion and to be heard.

Committees

All the responsibilities of running the house are divided into three committees. Ideally each committee will have 3 people, and all must have 3 before any individual committee can have 4. The committees are finance, maintenance, and outreach. Every collective member needs to be on a committee. You can switch whenever someone wants to switch with you. No one has to be on a committee for more than one year.

Finance Committee:

- Take care of all bills (except phone bills)
- Collect monthly shares on the 5th of each month and theatre income
- Deposit money
- Balance account
- Keep monthly and quarterly budgets and projections
- Keep receipts
- Report financial status at all meetings
- File city and federal tax returns yearly
- File yearly corporate report
- Formulate monthly share schedules when the need arises
- Keep up 501 (c) 3 status

Maintenance Committee:

- Develop a plan for what we can afford to fix ourselves
- Organize work days
- Get supplies for work days
- Organize outside people or members of the collective to fix the things we can afford to fix
- Meet outside repair people at the house
- Organize collective members to do lawn mowing and snow shoveling
- Facilitate the participation of outside volunteers
- Look into the security and code violations that are repairable
- Find out what is “up to code”
- Identify major repairs over the long term
- Prioritize repairs
- Find contractors and get estimates for repairs

Outreach Committee:

- New member education
- Recruit new members
- Public relations
- Go to neighborhood meetings
- Make a monthly calendar of events
- Be the point people in the house for theater events
- Give advice for events, facilitate them, be present when outside groups come in
- Correspond with other radical communities
- Write and send “thank you’s” for donations
- Fundraise for theater and house
- Distribute Tumbullplex collective flyer and descriptive letter
- Apply for grants and loans to finance repairs

Meeting Format

1. Select note taker and facilitator
2. Check-in: Begins with the person left of the facilitator
3. Read the accountabilities from previous meeting as needed
 - a. Get a report on status of accountability
 - b. Reassign unfinished accountabilities when appropriate
 - c. Rewrite undone accountabilities in current moments
4. Record and hear reports from committees one at a time
 - a. Ask clarifying questions
 - b. Voice concerns
5. Proposals
 - a. A member outlines a proposal, which is recorded in the minutes
 - b. Other people ask questions about the proposal
 - c. There is a brief general discussion of the proposal followed by a call for consensus (“Are there any clarifying questions? Are there any concerns? Seeing none, consensus is reached”)
 - d. If there are concerns, they are discussed one at a time, and friendly amendments may be added at this time to address concerns
 - e. After amendments are added there is another call for consensus
 - f. Blocked proposals are declared blocked and listed in the minutes or sent to a committee for reformulation
6. Concerns
 - a. Problem is outlined and recorded
 - b. Clarifying questions are asked
 - c. Collective brainstorm is used to formulate a proposal to go through proposal process
 - d. Problems are set aside and members think of solutions to propose at the following meeting
7. Check for Clarity – Consensus decisions are read by the notetaker along with reports and accountabilities
8. Check out

Consensus

Quorum for weekly meetings is one half of the current membership plus one. We've adopted and slightly modified Quaker formal consensus (see enclosed Xerox copy). Our decision making structure is based on precedent, so consensus is needed to change previous decisions (or the status quo), not to keep it. Blocking proposals can only be done in two instances: when you feel the proposal is directly in conflict with our mission statement or the continued well-being of the house, or if you feel the passage of the proposal would make your membership in the collective untenable. Collective members may use a stand aside if they personally disagree with the proposal but do not have a blocking concern. (A stand aside allows decisions to be consensed with the "stand asider" refusing the help in implementation.)

Time Away Policy

For active membership in the collective, you must be here at least six months out of the year, and you must keep your share up to dates while you're gone. You must also work out your time away with the rest of your committee so that committee work still gets done.

Leaving the Collective (Discretionary)

When you leave, you may have three months in which to move back in without have to go through the screening process again. If you have been gone for more than three months, you must be consensed by all current members of the collective unless you have a waiver. After one year of residence you can ask the collective to grant you up to one year in good standing without paying share in your absence. Another way to get a waiver is in the event of physical disaster, examples include fire, flooding, etc. where your room is rendered uninhabitable.

ARTICLE II

(SOURCED FROM ARTICLES OF INCORPORATION: RESTATED 1995)

The purpose or purposes for which the corporation is organized are:

A) The Wayne Association for Collective Housing is a corporation which will not involve pecuniary gain or profit to the members thereof. It is formed for charitable purposes within the meaning of section 501(c)(3) of the internal revenue code of 1954. Its primary purposes are:

1. To promote the general welfare of the community by offering low rent housing regardless of race, creed, color, sexual preference or national origin and thus to influence the community to eliminate prejudice and discrimination in housing.
2. To actively participate in, support and initiate programs within the community which seek to counteract prejudice based on race, creed, color, gender, sexual preference or national origin within the community and thus provide a safer and friendlier environment for all members.
3. To promote collective living and cooperation by providing low cost housing to the general public regardless of sex, race, color, creed, sexual preference and national origin.
4. To relieve the government of the State of Michigan from the burden of building and operating state-owned low cost housing by creating housing facilities at a low cost run without hierarchy on a cooperative basis through a direct democratic process. To continually expand and extend these facilities in the community interest.
5. To initiate, coordinate, direct and otherwise participate in educational efforts and programs for the education of members and others in the philosophy, principles, and practices of mutual aid, direct democracy, economic cooperation, free association, social equality and cooperative living.
6. To support low income families by offering work credits, rent breaks and other support to low income families with children.
7. To support those with low incomes by offering them preference in tenant selection process.
8. To promote the arts and provide students and others with venues for performance theater, art display, poetry readings, film showings and other artistic endeavors.

B) To further the primary purposes of this organization this corporation shall be empowered but not limited to do the following:

1. Own, lease and operate dormitories, dwelling units, theaters, residence halls, boarding units and similar facilities.
2. Do all those things expedient and necessary for the furtherance of the primary purposes of the organization.

ARTICLE II (Cont'd)

C. This corporation may not engage in, otherwise than an insubstantial part of its activities, any activity which is not in the furtherance of its exempt purposes.

~~ARTICLE V~~

~~The names of and places of residence, or business of each of the~~

~~ARTICLE VI~~

~~The terms of this corporation are perpetual.~~

ARTICLE V

The mode of procedure and the manner in which the business and affairs of this corporation shall be conducted are in accordance with the Statutes of the State of Michigan.

Neither interest nor dividends shall be paid in membership, capital of this corporation.

Only members in good standing shall be eligible to hold office as a director of this corporation.

Voluntary dissolution of said corporation shall require approval at a membership meeting of at least three fourths (3/4) of the members in good standing of said corporation, voting in person and not by proxy.

In the event of dissolution of this corporation:

A. No part of the assets of this corporation shall accrue to, or be distributed to or among its members.

B. The assets of this corporation shall be divided and distributed among organizations which are exempt within Section 501(c)3 of the internal revenue code of 1954 or exempt within the successor to Section 501(c)3, as in the judgment of a court of competent jurisdiction will best accomplish the purposes for which this corporation was organized.

This article not to be amended other than by a vote of two thirds (2/3) of the members in good standing of said corporation at a regular or special membership meeting. Said vote shall be in person, not by proxy.

- Theater Collective Guidelines -
Drafted April 2016: Updated September 2017

Introduction

The Trumbullplex Theater Collective is sister to the Trumbullplex Housing Collective, which consists of a combination of house and non-house members. The Theater Collective is responsible for booking and maintaining the theater space at 4208 Trumbull. Both Collectives are grassroots, anti-racist, LGBTQA positive, anti-capitalist, intersectional feminist organizations. We aim to uphold these values in the events that we organize.

The theater consists of a small zine library with a loft, a large stage space with a PA system, a projector booth equipped with a projector, a dance floor with a DJ booth, a single restroom, and a workroom/sidestage area that's connected to the house.

Overhead costs of the theater (such as property taxes, water, electricity, etc.) are paid for by the Trumbullplex Housing Collective. In return, the Theater Collective uses the modest funds collected at events to maintain and improve the theater space, including supplies such as toilet paper. On rare occasions, the Theater Collective also offers extra cash to the Housing Collective to cover larger-than-usual heating bills in the winter (the theater heater is expensive to run!).

Theater Meetings:

Theater meetings every other week on Wednesdays at 7:00 PM, but can be renegotiated. Meetings are usually an hour in length, but can be as short as an half hour or as long as two. Theater collective members meet as a group in the theater itself, or the attached "big house", to discuss upcoming events, requests, and other issues.

Meetings must have at least half of the membership in attendance to make major decisions. Decisions are made through consensus. Each member has the right to "block" decisions that absolutely go against their conscience. The collective should reach for consensus on how to proceed.

Organizing and Booking Events:

Events at Trumbullplex are booked in the following ways:

- via requests in the Trumbullplex email
- via word of mouth to collective members
- via ideas from collective members themselves

It is up to the individual theater collective members as to what events they would like to book, and how often. Members are encouraged to browse the event requests in the email account, or to brainstorm events of their own.

Once an event request or idea has been conceptualized, the information is brought to the attention of the collective by individual collective members through the Theater Meetings. Any questions, concerns, or special accommodations (unusual door price, charity event, etc.) are voiced at this time.

Examples of concerns might include: band reputation/content, age-restrictions, scheduling, etc. Any concerns should be discussed as a collective

If the collective comes to a decision NOT to book an event, or if an individual collective member blocks the event from occurring: notice that the event cannot move forward should be sent to participants professionally and diplomatically (for these instances, and for other events we simply aren't interested in booking, there is a list of other venues to recommend located in the email account).

If the collective agrees that the event should be booked: one member volunteers to “bottom line” (taking responsibility for) the event. The bottom-liner should also find a co-bottom-liner and note the following steps:

1. Respond to the event request! Communicate that you are available to book the event.
At this time, the general guidelines of our space should be shared and the event date/time negotiated.
Examples of guidelines include:
 - a. We are a grassroots anti-racist, LGBTQA positive, anti-capitalist, intersectional feminist booking collective of volunteers. Safety and inclusion of marginalized communities is of the utmost importance. It is up to all of our community members to create a welcoming environment. Content or behavior to the contrary will not be tolerated.
 - b. We do not rent out our space. Rather, we split door donations 60/40 (60% for the bands and 40% for Trumbullplex).
Special accommodations can be made for fundraiser benefits, or shows with multiple touring bands and other unique situations. Expectations should be discussed beforehand as a collective.
 - c. Our shows are always donation-based, with no one turned away for lack of funds.
We typically ask \$6-10 at the door.
 - d. Our space is BYOB, and cigarette smoking is not allowed indoors.
 - e. Our events are almost always all-ages. Age-restrictions are taken very seriously and should be discussed at length beforehand as a collective.
 - f. We try to end shows by 11 PM on weekdays and by midnight or 1 AM on weekends, out of respect for our neighbors.
 - g. Equipment can be loaded into theater during event, and should NOT be kept out in a vehicle even if the vehicle is locked. Detroit is an incredible city, but street smarts still apply.
2. Once a date and time for the event are decided upon, the show needs to go on the Trumbullplex Gmail calendar. Do NOT book two events for the same day without checking with the bottomliner of the first event. We also do NOT book more than 3 shows a week or more than 2 shows in a row without first clearing it with the rest of the theater collective AND the housing collective. Too many events can be stressful for the folks living in the house, particularly in the rowdier summer months.
3. Did the person requesting the show already have a performer lineup put together? If yes, great! If not, it will be up to the bottom-liner to reach out to other bands/performers to play the event. And be the change you wish to see in the world! We as a collective try to shy away from all-white all-male lineups. Make sure to reach out and include female, queer, and non-white artists! If you're at a loss, ask other collective members for suggestions or look through the “local yokels” section of the email account.
4. Talk to your performers about their tech needs for the event. Make sure we have the equipment needed to accommodate them, or that they're able to bring the things we're missing. Here's what we've currently got:
 - a. a mixer and PA with the capability for 4 mics or mic'd instruments
 - b. amp for keyboards (don't plug keyboards into PA)

- c. a DJ booth with capability for records or aux input
 - d. projector and various sized projector screens, with capability for media on USB. Sound wired through DJ booth.
5. Will your event need extra frills such as snacks or craft supplies? Bring up these needs at the next theater collective meeting. If the collective agrees, theater funds can be used to purchase supplies. Make sure to keep receipts, and record any money removed or added to the cash box in the included ledger book.
 6. Decide on a load-in time for the day of the event, and either plan to be there yourself to open the theater and greet the performers or ask another collective member to cover for you until you arrive.
 7. Do your performers need a place to stay that night on their tour, or have they made other arrangements? If they need lodging, speak to the Housing Collective about putting them up in one of our guest spaces or allowing them to camp out in the theater/zine library.

Make sure to clear this beforehand, DO NOT say yes without consent!

Using the Email:

The Trumbullplex Gmail account is our main source for show requests, housing requests, and other communications from the outside world. We get a LOT of emails and are not always able to respond to every single one, but we try to at least read them all and respond to the ones that sound appealing to individual collective members. It is the responsibility of every collective member to help sort through the email.

We generally don't deal with requests from booking agents, or people requesting a cash "guarantee". Before booking a band, try researching their web presence to make sure they're a good fit.

We use Gmail's label system to keep track of who is doing what. If you are communicating with a band via email, use the labels to mark that email thread with your name. This way, everyone will know who is taking care of which thread and who to contact if there is an unread reply.

VERY IMPORTANT: When you read an email from a band that sounds interesting, but you aren't interested in booking, mark the email as UNREAD and add the "does anyone want to do this?" label. If it's marked as read or unlabelled, other collective members will assume it is spam and it will never be looked at again.

When able, we try to send every rejected event request our form reject letter, which provides a list of other venues they can contact in the area. Check our sent folder for examples.

PS. Sign your name at the end of EVERY email you send using the Trumbullplex Gmail

Using the Group Text:

The Trumbullplex group text is used for calling meetings, as well as emergency issues between meetings. We also use it to send dank memes. Group text responsibly.

If it's a complicated or non-emergency issue, Please reserve it for the meeting.

Using the Calendar:

The theater collective uses the Google Calendar (attached to our Gmail) to track our activity and scheduling. All events should be added to the calendar including the name of the headlining act and the name of the bottomliner in the title.

A link to the facebook event page in the “details” section will make it easier to repost events to other calendars, our e-newsletter, and to the website.

Here are some scheduling tips:

- Do NOT doublebook a second Trumbullplex event for a date without checking with the other bottomliner. If there is already an event on the calendar for the date you want, ask your performers if there is another date that would also work. Also be mindful of zine library open hours, aerobics, band practice, house/theater meetings, and other regular time blocks on our calendar.
- We try not to have more than two shows in a row or more than three shows per week, out of respect for the housing collective. This rule can be bent, but please first get the permission of the theater collective AND the housing collective.
- Check around on the internet for other events in the city scheduling an event. Avoid scheduling an event, or competing for the same night as another big event that could be appealing to a similar audience

Promoting Events:

Please make sure a flyer is prepared; whether its by yourself, a performer, or any other artist or volunteer. Try to promote your event at least one month beforehand. An event page should be made through the Trumbullplex Facebook account (if you don't have a FB, ask another collective member to help you). Do NOT let bands create their own Facebook event pages, or else they won't show up on our list of upcoming FB events.

A flyer should include a list of performances, the date, door opening & performance time (generally 8pm), location (Trumbullplex! 4210 Trumbull!), and a note of suggested donation

Flyers should also be uploaded digitally to the Facebook Event Page. From there, whoever is making calendars or running the website and can make sure they get added to our lists of upcoming shows. Don't be afraid to create an FB page before finalizing the line-up or flyer. It's better to let people know to save the date and then update information at a later time, rather than uploading it all last minute.

Try printing and posting flyers around town. Some collective members have good or free printing hook-ups, but otherwise, request funding for printshop services if necessary.

The following is a list of usual spots to flyer around Detroit:

Cass Corridor:

Bronx Bar, Cass Café, Source Booksellers, Marcus Market, Sy Thai, Avalon Bakery, Great Lakes Coffee, Pi Sci

Corktown:

PJs Lager House, Brooklyn St. Local, Astro Coffee

East Side:

Paramita Sound, Red Hook, Detroit Vegan Soul

Southwest:

Mexican Fiesta Center, Honey Bee Grocery

Suburbs:

Natural Patch, Goldfish Tea, Java Hut

Staffing and Bottom Lining Events:

A few hours before the event, the bottomliner should arrive at the theater for any necessary cleaning. This might include: putting toilet paper in the bathroom, preparing the podium near the door, cleaning tables, sweeping the theater floor, removing trash and bottles, or organizing stage equipment, and etc.

Is it cold? Turn on the heaters! The switch for the first heater is located outside the zine library door (with the thermostat on the wall in the library). The switch for the second heater is hooked directly through the breakerbox near the bar, and labeled "heater."

Is it snowing? Shovel and salt the theater ramp and the driveway near our entrances

As bands begin to arrive, inform them to load their equipment either onto the back of the stage or in the side-stage area. Bands are welcome to load in through the front driveway or back alley . If you're in a crunch for space, feel free to use your personal judgment to stash equipment other spaces. We always make it fit!

As opening approaches, grab the cashbox from in the house and park yourself at the front door/podium to welcome guests. No one is turned away for lack of funds. We do not require hand stamps/armbands for people to come and go as they please. Feel free to stamp hands if you have a really cool stamp you're dying to break out.

During the event, the bottomliner is in charge of running the cashbox at the door, finding help to organize a sound setup for performers, and generally making sure everyone is having a good time. Learn how to use our sound equipment from another collective member, or ask another member to help you run sound that night!

If there are any dropped drinks/broken glass, there are brooms and mops located back near the bathroom door. Other cleaning supplies can be found in the theater bathroom cabinet.

We HIGHLY RECOMMEND that bottomliners have at least one co-bottomliner or dedicated friend to help them throughout the night.

For larger shows in the warmer months, it's a good idea to walk the block to to keep an eye out for trouble. Every once in a while, some jerk tags a neighbor's house or smashes bottles in the street. Alert any house/theater collective members around that night to any crappy behavior if you need back-up.

Snap some photos during you event and put them up on the Facebook account, or on our Instagram!

When new folks stop coming in toward the end of the night, generally during the final performance, the cash box can be tucked back in the house. Funds are dispersed to bands at the end of the night. Make sure every touring band that comes through our space has some money to continue their tour. Use your discretion in distributing the funds, but we generally give the biggest chunk to the touring band or headliner and smaller chunks (or no chunk) to local bands depending on the haul that night.

Expect the show to end up running ½ hour or more behind, and expect to be in the theater at least an hour after the show ends to gently push out the stragglers and close up shop.

At the end of the night, thank the bands for playing and make sure everyone makes it out of the theater okay. Keep an eye out for drunk drivers, and intervene if you feel comfortable. Shut off power to the sound equipment, shut off the heaters, and turn out the lights.

Clean up as much of the beer bottles and trash as you can, both inside the theater and out in the driveway, either that night or early in the morning.

Lock up the theater before you leave, and high five yourself for a job well done.

Post-Event Tasks

Didn't get all the cleaning done the night of your event? Get back there as soon as possible to finish cleaning up! Trash should be put in garbage bags and taken out. Bathroom should be wiped down and toilet paper replenished. Bottles should be rinsed and bagged for return at Forest Liquor. Floors should be swept (and mopped if necessary). Stage should be tidied, and workroom should have a clear walkway.

Theater Maintenance

A lot goes into maintaining the theater space, and we need all the help we can get! The following is a list of areas that should be kept up by Theater Collective members:

- Leaves/debris need to be swept off the roof regularly during summer/fall
- Driveway and "smoking area" outside theater doors should be kept clean
- Theater bathroom should be cleaned regularly and stocked with toilet paper
- Stage should be kept neat for upcoming events, as well as workroom/sidestage
- Altar in back corner should be maintained
- Back alley should be cleaned of debris
- Theater floors should be swept and mopped
- Zine library and loft should be kept neat and accessible
- Booths near entryway should be kept clear for visitors
- Back bar area should be accessible and clear of junk
- Coffee/tea/water station(s) should be regularly sanitized
- Garbage/recycling should be taken out Thursday nights
- Empty bottles should be RINSED and returned at Forest Liquor.

Zine Library

The zine library is a subset of the theater collective, consisting of a small room with a loft near the theater entrance. The extensive Trumbullplex zine collection, a combination of the original Idle Kids Info Shop collection and donations from various zinesters, is contained within this room. Community members are free to browse (but not take!!) our zines during theater events and during our zine library open hours, which are currently Thursdays 5-8 PM and Saturdays 11-2 PM. Zine library open hours are staffed by a small and consistent group of volunteer librarians.

We currently have two reading booths with lights, as well as dispensers for water, coffee, and tea. Supplies for the coffee/tea station are purchased as-needed with theater funds. Librarians are responsible for making these beverages available during library hours, and for cleaning up afterward.

We are also (as of April 2016) in the process of categorizing our zine collection in binders for better organization and storage. This is an ongoing project.

Selling Planners

Toward the end of the month, we generally contact both Slingshot and JustSeeds about carrying their planners for sale in our theater. These planners are very popular and usually sell out quickly. We typically sell them at the front podium during theater events and zine library open hours at a slight markup. The original order is paid for by theater funds. If any do not sell by March they can be sent back for a refund.