

Ankeny Community Theatre Board Meeting Minutes February 6, 2017

Members present: Troy Gould, Nicole Titus, Barb Wagner, Cheryl Clark, Adam Haselhuhn, Joel Anderson, Michael Garrison, Matthew Breaux, Scott Nielsen, Stacie Bendixen, Valerie Stratton

Members absent: Alfred Witte, Monte Engh

Treasurer's report

Monte absent. His report sent via email was reviewed and discussed. No changes were made. Stacie moved to accept the January 2017 treasurer's report, Barb seconded, motion passed.

January 2017 meeting minutes

Adam submitted minor corrections which will be made to report.

Troy moved to accept the January 2017 minutes with noted corrections, Matthew seconded, and motion passed.

Committee Reports: See end of minutes for full reports.

Building:

- Doors in women's bathroom would be nice to not go down to floor but not sure this can be done with type of doors we have
- Toilet running and discussion held regarding fixing this or replacing it with more handicapped friendly toilet (high riser)

Old Business:

Work days

Scott announced first work day will be on Sat., Feb 25th 8:00 AM: work room cleared first on agenda; Matthew will send out volunteer memo.

Telephone line

Re-discussed pros/cons of having a telephone number at ACT. Major points include that messages are left and are not answered in a timely manner since our theatre is volunteer based and not staffed full time to answer a phone. It will save \$61 a month. Will have Midwestix take any phone messages and forward to appropriate board member. Will need to make this announcement on our newsletter, website, Facebook. It was decided not to announce this at upcoming shows. Will also need Lynn to change the message on the phone.

Matthew moved to approve the discontinuation of ACT's land telephone line as of April 1, 2017; Michael seconded; the motion was passed.

Bank account

Troy, Joel, and Monte discuss these issues as an ad hoc committee. They recommended not changing banks at this time just due to the credit card issue. There would also be other difficulties with changing direct billing, etc. There would not be a financial advantage to change to a credit union. The current

debit card is good until 2020 with Cheryl's name on it. There has not been an issue in the past with other people using the card with Cheryl's name on it.

New Business:

Director Application Process

Nicole discussed the proposed application process. Candidates would turn their application forms in to the production committee. There would be requirements such as all directors would need to read the script before they return the application. May need committee to make some bullet points for guest directors. Need an experienced assistant director or board member to work with the guest director.

2017-2018 Season

Will be announced at Feb 12th *Fantasticks* production. One show per day will be announced on Facebook. Stacie will do an email blast.

Tech/Building Improvements

Matt Tuttle submitted a list of suggested improvements (see full list under committee reports). We reviewed each of his suggestions. Matt is also willing to do some of the work himself and even purchase some of the materials as a donation to the theater.

Other items also need improvement in the theatre and finances will determine which we can do.

Replacement of the theatre floor:

Not sure what type of floor we need and what would costs be to do it.

Barb will contact Harvey Olsthoorn with his experience.

Cheryl will contact AACT regarding their recommendations.

Scott will speak with James regarding his previous thoughts.

Will discuss this at next board meeting as this would be a priority to get accomplished.

Other replacement needs:

Awning

Curtain

DSM Hack

Stacie presented this nonprofit group in DSM. Each year the group does a charity "hackathon" to help other nonprofit organizations with their IT problems. They work for 48 hours straight.

They need an idea of what we would want them to do. They won't replicate what is available out there to buy.

Marketing committee ideas:

-on website, working on donor portal (we could do this ourselves but maybe they would do it better)

-audition form – not director friendly

-camp or acting class registration which can be done online but could they buy online instead of paying with check?

-could donors make a monthly credit donation? Doug Arterburn hasn't wanted the responsibility to keep credit card info. (Credit card fee is 2.9% plus 30 cents). May need to revisit this with PayPal, etc.

-could they create a ticketing system for us and bundle with registration? But this would be a problem with not having a phone like we can do with Midwestix – value is real people to deal with.

-Al is sick today; Stacie will check with him for ideas since he is IT

Other items:

Bank deposits

Discussion again regarding making nightly deposits after shows or waiting to do at end of shows or end of each week since cash amounts are less now with Midwestix online payment. Will make a decision at next board meeting when Monte is here as he is treasurer and would like his input.

Joel moved to adjourn, Scott seconded, and motion passed.

Next ACT Board Meeting: Mon., March 6th, 2017.

Committee Reports February 2017

Building Committee

- Green Room Door fixed
- Seat Nameplates installed
- *Women's handicap toilet is running. Needs work done on it.

Items from Matt Tuttle for Board Review

- Replace wall in front of spotlight with drywall. It's currently duct taped and separating from the wall.
- Run a snake (8 channels?). Reduces cables running to stage and easier to add a piano or additional microphones if needed.
- Add a restroom sign in the hallway, visible from the seating.
- Move back speakers, near booth, to the stage for monitors. The current placement doesn't make sense for the audience and we could use them more for musicals.
- Run LED work lights back to booth but also keep control behind stage. This would be helpful after plays so the booth can turn on work lights while the cast is greeting the audience.
- Add back light rigging. This should involve a structural engineer or someone who is familiar with rigging so we know everything is secure.
- Inset rope lighting in floor or wall. There should be a way to hide the cords nicely.
- Organize backstage and maybe build some more shelving. Label places for tools/lights/flats/etc...
- Make an inventory of all tech equipment we own. This doesn't modify the building so I'll assume it's fine to do this. :)

Data Management Committee

- Attended an open house for dsmHack to talk with organizers about ideas for what ACT might apply to have them do. (dsmHack puts on a Charity Hackathon where they do technology projects for nonprofits over a couple of days.) Can discuss ideas at the board meeting and ask for general

consensus to apply, then nail down what to apply for with the Data Management committee and other interested members.

- Populated an ACT policies/procedures compendium with decisions made back through 2015-2016 (from board meeting minutes). Need to continue back through 2014-15 minutes, then make a plan for putting in the rest of our current policies/procedures/guides. (Some committee function areas have something on paper but they need to be updated. Others will need to document their key information.)
- Added Ankeny Chamber of Commerce logo to website, with the other associations we're a member of.
- Continued to keep board meeting minutes up to date on website. (Still need January minutes.)

Education Committee

- Youth: Lynn will have 2 library workshops in Feb and 3 in March. Teen workshop will be Feb. 17. Summer camp registration will go live as soon as locations are confirmed.
- Adult: Adult Dialect classes begin Feb 25. Nineteen signed up so far. Can still register til Feb 18. I have set up Adult Acting classes (Tools and Techniques for Adult Actors) with Mike Hollister teaching for March 25, April 1, 8, 15 from 1-4 pm. Cost for series \$65 for non-members and \$40 for members. March 25 will be a seminar on acting basic and Mike is inviting any of ACT'S directors/assistant directors to attend this session at no charge. Next 3 weeks will be workshop - format, where actors work on developing characters using scripts.

Fundraising Committee

- No Report

Marketing Committee

- Met Feb. 5th to review show logo designs for new season
- Thank you to Nicole for all her work in designing for us!!!
- New season will be announced Feb. 12th prior to Fantasticks show. Will be rolled out 1 show/day that week on Facebook with descriptions about the shows.
- Will begin picking random winners from our database who have not attended a show recently as a winner and giving them 2 free tickets to attend.

Membership Committee

No Report – need to meet soon to begin ticket pricing discussions as well as prepare season ticket sales.

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Play Selection Committee

- Scripts for 2917-8 are purchased and ready for interested directors to read beginning at Feb Director's meeting.

Production Committee

- Began working on revising/updating the agreement with Goodwill to borrow items from stores.
- Had a Production Team meeting with the Delightful Quarantine team.
- Working on finalizing Director Applications.

- Will be having a Director's Meeting in February after the announcement of next season's shows.

Volunteer Committee

- Sending out box office and volunteer notifications sooner to recruit volunteers and allow them more time to get on their schedule.