

Ankeny Community Theatre Board Meeting Minutes March 6, 2017

Members Present: Troy Gould, Nicole Titus, Barb Wagner, Adam Haselhuhn, Michael Garrison, Matthew Breaux, Scott Nielsen, Stacie Bendixen, Valerie Stratton, Alfred Witte

Members Absent: Cheryl Clark, Joel Anderson

The meeting was called to order at 6:32 PM by Adam.

Treasurer's Report:

Monte presented his report. To note, we have made \$215 profit for dialect class. We will need the Bravo monies coming in to counteract our losses to date. Adam questioned the cost of "The God Committee" at \$1,390 if this is a mistake or real cost. Monte will follow up on this. Michael moved to accept the report, Matthew seconded, and the motion was passed.

February 2017 meeting minutes

Barb noted corrections to wording under the Treasurer's report. Stacie moved to accept the minutes, Michael seconded, and the motion was passed.

Committee Reports: See end of minutes for full reports

Building:

Scott arranged a work day this past weekend (see below). Monte added a few updates:

- blacktop added to drain rain away from the building
- handicapped parking spots will be painted this spring
- paper towel dispensers placed in each restroom

Barb reports there are still issues with the toilet in the women's restroom – part of the problem is the issue is intermittent making it harder to fix; Alfred will replace the flapper/handle and see if it helps.

Data Management:

Stacie updated the email list after *Fantasticks* and 27 were added! Stacie filled out the application for DSM Hack but we were not selected this year.

Education:

Adam reviewed notes from Cheryl submitted prior to the meeting.

Fundraising:

Stacie applied for \$5,000 grant from Wells Fargo for youth education/funding for summer camp which would also help fund our free programs at the library. She expects a decision in 60-90 days. Committee is also exploring grant funding with Iowa Arts Council and Mills Fleet and Farm.

Marketing:

Next meeting will be held on March 12th. Rolled out the new season on social media.

Membership:

Adam recommended this committee to meet soon to set prices and get ready for season ticket purchases.

Production:

Nicole reported they will be meeting this week and will be collecting applications for directors for upcoming season.

Volunteer:

Matthew reported that there are less volunteer positions filled ahead of time for the upcoming production "Delightful Quarantine" than times in the past. The same people are doing multiple spots over and over again, even with one less volunteer needed for each show. Matthew encouraged everyone to reach out to others to recruit more volunteers. He will be sending out email reminders.

Old Business:

Work day/Building:

Scott reported an update of late weekend's update:

- Old flats getting torn apart
- May have another workday this upcoming weekend
- Did not get riser rails tightened

Theater flooring:

- Scott consulted with James and until floor torn up, not sure what all it would take/cost
- Thomas said he would be interested if it were to be hired out; Scott will check with him regarding estimate of cost
- Barb did not hear back from Harvey Olsthoorn
- Discussed options of fixing squeaky areas versus replacing the floor due to finances
- Cheryl is checking on other options and will wait to make final decisions until we have her report

Seat leveling:

- Alfred discussed the monumental undertaking to level the seats
- Nicole, her finance and Monte are willing to help with it
- Alfred thinks it will take a long day to do just one row but could try one row first – would do the back row
- Getting comments from audience feedback that the chairs are uncomfortable

New Business:

Bank Deposit:

Re-visited our discussion from last meeting since Monte was here this time. Troy moved to accept a motion to make only weekly deposits on Sundays, Valerie seconded, and the motion passed.

It was decided that we do not purchase a safe and Nicole speak to the directors to keep the box office locked during rehearsals. Keep the deposit bags in the middle draw.

Midwestix Training Refresh:

Cheryl was to have a slide show but unable to attend tonight but Adam willing to show people tonight after the meeting if needed.

Survey Activity:

Everyone filled out the board member survey. We broke up into small groups to discuss why we are involved/interested in ACT. The overwhelming theme from the survey was that this theatre is like a family.

Reflection on how much time we individually commit. New board members asked for more instructions/details when first starting. Always can work on better communication especially with new committee chairs and their responsibilities.

Board Members – you are all appreciated and the theatre couldn't run without you!

Al moved to adjourn, Nicole seconded, and the motion passed.
Meeting adjourned at 8:02 PM.

Committee Reports March 2017

Building Committee

- Doug Moon and Scott worked from 8 - noon on Sat Feb 25 cleaning work room. We will be doing it again in the near future but don't have a date set yet.
- Scott spoke with James M. about the stage floor. Will discuss at the meeting.

Data Management Committee

- Added 27 to email list after Fantasticks.
- dsmHack application to have volunteers help with website improvements: We were not selected. But they said our application was strong and the only reason they couldn't take us was capacity constraints - they have 10 slots, and out of about 30 applicants, we were #11 or #12. We were encouraged to apply next year.

Education Committee

- Youth: 12 attended the teen workshop. 13 have ready signed up for summer camp. Applications are coming in for staff, might have an unpaid intern also.
- Adult: 16 are attending Dialect workshops. One signed up for Acting class to date.

Fundraising Committee

- Applied for \$5,000 grant from Wells Fargo for youth education programs (camp and library workshops). Expect to hear a decision by May or June at the latest.
- Exploring grant funding with Iowa Arts Council and Mills Farm and Fleet.

Marketing Committee

- Rolled out 17-18 Season and Logos on Facebook and website.
- Meeting 3/12

Membership Committee

- *No Report.*

Play Selection Committee

- Finalized 17-18 season details with publishers.

Production Committee

- We have a meeting with all directors interested in directing next season on Wednesday, March 8. If any of you know of anyone interested in Directing or Assistant Directing, please send Nicole contact info.

Volunteer Committee

- 94% of the volunteer spots for The Fantasticks show were filled. We would like to see a 100% fill rate for the remainder of the shows this season.
- We had 19 different volunteers across all volunteer positions. Several volunteers duplicated/triplicated their volunteer roles. It would be helpful to have more volunteers for future shows (potentially more board members sign up for at least one show to volunteer??).
- The Delightful Quarantine volunteer email has been sent to all 106 volunteers in MailChimp. If we are lacking in volunteers 3 weeks before the opening night, a reminder email will be drafted and sent.
- The reminder for Box Office sign up will go out to all board members on Monday March 6, 2017 if all spots have not been filled. This was sent out in advance to ensure we had people sign up early.
- The volunteer task list has been revised again to include the coffee making instructions [although opinions seem to vary on this :-)] and to exclude placing the sign at the street [per Adam's direction].
- A thank you email to all volunteers for The Fantasticks show will be drafted and emailed in March.