

Ankeny Community Theatre Board Meeting Minutes

April 3, 2017

Members Present: Troy Gould, Nicole Titus, Barb Wagner, Adam Haselhuhn, Matthew Breaux, Scott Nielsen, Valerie Stratton, Alfred Witte, Cheryl Clark, Joel Anderson, Monte Engh, Stacie Bendixen

Members Absent: Michael Garrison

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

Guest director interview: Susan and Charissa Hamel would like to be considered to be guest directors for The 25th Annual Putnam County Spelling Bee – the board must approve allowing them to apply, as they have not met the typical requirement of first assistant directing at ACT. The board interviewed them over the phone, reviewed their resumes, and discussed. Scott motioned to allow them to apply to be guest directors, Troy seconded, and motion was passed.

General Announcements:

Cloris Awards meeting: Adam and Stacie participated in a forum for theaters participating in the Cloris Awards to provide feedback and explore changes. There was interest from organizers in ACT's feedback that we would like a way to get feedback from the reviewers, to add value beyond competing to win awards.

Treasurer's Report:

Monte presented his report. Valerie corrected the tickets sold for Friday night. Error in marking 2 adults instead of 2 seniors. Joel/Monte will correct this. Still have Bravo money of \$6,000 to come in 2017. Valerie moved to accept the report, Joel seconded, and the motion was passed.

March 2017 meeting minutes

Stacie moved to accept the minutes, Scott seconded, and the motion was passed.

Committee Reports: See end of minutes for full reports

Building:

Nothing new added.

Data Management:

Stacie presented her report.

Education Committee:

Adam presented Lynn's portion for youth; Cheryl presented the adult portion. Summer camp registration is going the best it has ever gone per Lynn. Hardest thing is finding staff. Added another library workshop in July since February was a big hit (for teens). Will be adding 3 hour sessions this summer for directors.

Fundraising Committee:

Will apply again next year for a Wells Fargo grant. Joel reported that \$500 from his company will be coming again this year.

Marketing Committee:

Adam presented the report. TV interviews x 3 in one day arranged by Barb and it made a difference! In place of our former phone line, we'll have a Google Voice line that can be forwarded to someone's phone like Lynn's for summer camp. This number will only be given to parents, etc. for the purpose of immediate communication needs like sick kids, emergencies, pick-up arrangements.

Membership Committee:

Joel presented the report.

Production Committee:

Nicole attended the auditions for Middle of Yesterday. 5 days left to collect directors' applications.

Volunteer Committee:

Matthew presented the report. He is still encouraging board members to find persons interested in volunteering. Having only 2 volunteers at each performance instead of 3 is working fine.

Old Business:

Stage floor discussion:

Presented by Scott. Thomas Foster would charge \$25/hour and didn't think it would take too long although we are not sure how long it would be. If hired Thomas, would hire him for the tearing out. Cheryl has not found anyone professionally in Iowa that would even come out to look at a stage floor. Concern about what is under the floor and we might actually make it worse. Another concern is the cost that we may not be able to anticipate. Discussion of continuing to put screws in the floor to fix areas that creak. Scott motioned to table the replacement for 2 years; Matthew seconded; and the motion passed.

Studio shows ticket price approval:

\$10 for all seats for The God Committee and Doubt, and \$5 for all seats for Velveteen Rabbit. Members would be able to book tickets 2 weeks in advance of going on sale to the public. Velveteen Rabbit is on Martin Luther King's birthday so no school and would like schools to book large groups. Valerie motioned the above be approved, Nicole seconded, and the motion was passed.

Summer camp scholarships proposal:

Adam reported that need-based scholarships are available and they are not all used each year. Average scholarship is \$100. Have \$1,000 to use, but we don't usually get enough applications to use all of it. Stacie motioned to authorize up to \$1,000 for summer camp scholarships with recipients selected by the camp director based on applications, Joel seconded, and motion was passed.

ICTA board meeting use of theatre:

Cheryl reported that she is newly elected to the Iowa Community Theatre Association board that meets quarterly. The board meets at various theaters where the members belong (14). We were asked to host Saturday, May 13th noon- 4:00 PM. Matthew motioned to accept the proposal, Troy seconded, and the motion was passed.

Review insurance policy:

Matthew proposed having our insurance policy reviewed by an outside person and see if can get it cheaper. Questioned if someone falls and they choose not to get medical care, should we have them sign a form. Already have an accident form that Cheryl showed the board. Will also be placed in the volunteer binder. Also concern for peanut allergy with concessions. Matthew will have his friend at State Farm look at the policy and give a quote. Joel motioned to accept the proposal of having a packaged treat option upon request for patrons with peanut allergies and posting a sign, Nicole seconded, and the motion passed.

Peanut free concessions policy and signage:

See above

Treat keeping policies and ideas:

Barb brought this concern as leftover treats are being left for a long period of time. Matthew will edit the volunteer notes and send note to lead volunteers that any treats left on Sunday after the show are tossed.

HuHot signup May 22nd 5-8 PM:

Sign up for two shifts: 5-6:30 and 6:30-8:00. All board members who didn't work our last HuHot fundraiser are expected to work unless they have an unmovable conflict.

Ankeny Evening with the Arts signup May 12th:

Booth needing to be staffed 6:30-7:30/8:00 PM. Joel and possibly his wife can be there. Stacie will also attend.

Vacuum purchase:

Barb reports that we need a new vacuum. Need one for carpet only and a shop-vac for the stage area. Scott has a vacuum he will donate if still able to get bags and have it available for strike this coming Sunday.

Secretary of State's office registered agent:

It is currently Jerry Reid. Report is required every 2 years from non-profit organizations to update information. Stacie recommended transitioning the registered agent status to a new volunteer and volunteered to do this position. Barb moved that Stacie become the representative, Nicole seconded, and the motion was passed.

Liaison – ICTA and Ankeny Cultural Arts Board:

Doug Moon represents ACT on the Ankeny Cultural Arts board. Cheryl Clark is on the ICTA board. Matthew moved that they are authorized to represent ACT officially, Monte seconded, and motion was passed.

Al moved to adjourn, Matthew seconded, and the motion passed. Meeting adjourned at 8:40 PM.