

Ankeny Community Theatre Board Meeting Minutes June 5, 2017

Members Present: Troy Gould, Nicole Titus, Adam Haselhuhn, Michael Garrison, Matthew Breaux, Scott Nielsen, Stacie Bendixen, Alfred Witte, Cheryl Clark, Joel Anderson

Members Absent: Barb Wagner, Valerie Stratton

The meeting was called to order at 6:33 p.m. by Adam.

Youth Education Update

Youth drama camps start next week. Lynn Arterburn, Youth Education Director, provided an update on registration, which is strong. One camp (LOL Lab) will be canceled because not enough participants have registered. Staff positions are filled, though getting instructors has been a struggle this year, as several good ones weren't able to come back. The Harry Potter camps are popular and are being adapted to accommodate more participants and include a music component for those interested. We have awarded five scholarships, including two full \$100 scholarships to two English as a Second Language students. Lynn believes this is the first time we have had ESL students participate – we have three total this year. They were referred by a camp instructor who is an ESL teacher. It's a great expansion of the diversity of the youth we serve.

Recent free workshops at the public library have been successful. We are repeating the popular Eat and Act event for teens that we did earlier this year. The library is holding a Harry Potter night in August and has asked us to provide a drama component; Harry Potter fans on the board are working on this.

Treasurer's Report

Monte highlighted that we have \$660 designated for a new curtain from the "Raise the Curtain" fundraising campaign last year. There was discussion about moving forward with buying a curtain. The track works right now, so it's not strictly necessary – but the curtain itself is in bad shape. A new curtain would cost an estimated \$1,500, but we should also replace the short curtains in front of the lights – total would be about \$4,000. The fabric currently hanging in front of lights is flammable, so it's a safety issue. We need to update donors on this fundraising campaign. Next steps: Cheryl will get an updated quote for a full curtain set and track, should we choose to replace it all at once. We will be more proactive about raising additional funds for a curtain, and options to pay for it in the near term will be explored. We could purchase it and continue to fundraise to cover the cost.

We need to adjust how the royalties for next season are accounted for so that the financial statements present an accurate picture of our current position.

One of our two CDs comes due this month. Monte outlined options. Troy recommended renewing it for the shortest possible term, because interest rates continue to rise, so we don't want to be stuck for too long with a lower rate. An idea to take out money to pay for the new curtain now was discussed, but not decided on. The CD comes due on June 10, so Monte hopes to take care of it this week. Monte proposed renewing the CD at 25 months.

The topic of the long-term impact of losing money on each production at the rate we are now was raised. Another view is that we are making a lot of changes for next season that should affect revenue, so we need to see how it goes.

Michael motioned to accept the treasurer's report, and Matthew seconded. The motion passed, but one objection to renewing the CD for 25 months (instead of for 15 months) was noted.

May 2017 meeting minutes

Correction: Scott had discussed raising money to pay for royalties specifically for the added "God Committee" performance for the Iowa Donor Network. It currently reads like the money will be for the full royalties.

Other typographical corrections are needed.

Scott motioned to accept the May 2017 minutes as amended Monte seconded, motion passed.

Committee Reports: See end of minutes for full reports

Building: Al asked to confirm that almost all of the leftover paint for sets can be thrown away, as it's useless. Confirmed. There's a recycling facility in the area.

Data Management: Al now also has access to edit the website, so needs/requests/ideas can be emailed to both Al and Stacie.

Education: There are currently 6 people registered for the makeup class. We expect to at least break even on paying the instructor.

Fundraising: HuHot was a success! The next HuHot date is November 13, 2017 – all continuing board members should mark their calendar and hold the date. The fundraising committee will meet soon, and will discuss more restaurant/retail fundraiser options.

Marketing: Nothing additional.

Membership: Nothing additional.

Production: An assistant director application is posted on our website, on the volunteer page. Refer anyone who may be interested to Nicole.

Volunteer: Matthew will work on an insert for programs – a mini volunteer interest sheet – since people are less likely to remember to go to the concession stand for the full form when it's mentioned in the pre-show speech. The committee will begin work on the Darel Award, compiling nominees.

All board members are asked to provide a list of 5 people they know who are good candidates to volunteer, and their email addresses – e.g. people who come to shows or are involved in other ways, but haven't done ushering/concessions. Personal outreach may be more effective. We need more people in our pool so the same people don't get burned out from covering so many volunteer slots. Email names to Matthew.

Old Business

Two-year board term

Decision will be made at the July meeting.

Budget process

Committee chairs need to submit proposed budget amounts to Joel. He will re-send everyone this year's budget for reference.

New Business

2017-18 Directors

Because most of the members of the production committee applied to direct, an ad-hoc committee of the Production Chair, President and President-Elect made recommendations and the production committee approved. That slate is now brought to the board. Proposed:

The 25th Annual Putnam County Spelling Bee: Susan Hamel, with Charissa Hamel as music director

A Christmas Chaos: Scott Nielsen

Almost, Maine: Barb Wagner

A Few Good Men: Michael Hollister

Honk!: Cheryl Clark

Over the River and Through the Woods: Doug Moon

The God Committee: Michael Porche (previously approved)

The Velveteen Rabbit: Cheryl Clark

Doubt: Thatcher Williams

Questions and discussion: Were any applicants turned down? Yes; these were people who only applied for one show and were not chosen from among the applications for that show. How do we answer questions about why one person is direction two shows? It was the best fit based on the applications, interest, skills, and who applied for the shows.

We will strive to start this process earlier next year.

Joel moved to accept the slate of directors, Michael seconded, motion passed.

2017-18 Treasurer

Matthew Breaux is nominated to become treasurer in September 2017. He plans to serve for two years. He will start training with Monte immediately.

Stacie motioned to make Matthew treasurer-elect, Nicole seconded, motion passed.

Bylaws

Bylaws changes will be discussed at the next meeting. These were discussed at the last retreat. They are relatively minor and non-substantive, such as clarifications of current policy and allowing certain flexibilities. Let Adam know if you see anything else to propose changing. They need to be voted on by the membership at the annual meeting.

July meeting

The board meeting on July 10 has a lot of business, so plan to prepare ahead of time to make it efficient. We'll do a potluck – Cheryl will bring sandwich makings and everyone is invited to bring other items.

Box office worker bringing treats

It was proposed that the board member working in the box office always bring 3 dozen treats (half of the treats needed for each performance). There was discussion on whether this should be an expectation or optional/an idea. The reason for the proposal is it's a struggle to fill volunteer slots. There are also concerns about making it an expectation. This was not adopted as an expectation. In general, board members are asked to try to sign up for one volunteer slot (i.e. Lead Volunteer or treats) outside of their box office duty, and when asked to volunteer because a slot needs to be filled, to respond and to say yes when possible. Board members function as a "last resort" to fill slots when needed, and it shouldn't only be a few members doing it.

Assistant director for *Spelling Bee*

Susan and Charissa Hamel haven't directed here before, so we recommended that they have an established ACT volunteer as assistant director. They requested a male assistant director, just to balance out having all female creative staff so far (choreographer is also female). Refer potential people to Nicole. Auditions for *Spelling Bee* are proposed for late July, so there is urgency to line this up.

***God Committee* royalties**

If Michael Porche lines up an additional performance for *The God Committee* at the Iowa Donor Network, Scott will lead raising the funds to cover the royalties. He has interested people lined up.

Air conditioning issue

The air conditioning is dripping into the theater seating area. Al will look at it.

Al moved to adjourn, Scott seconded, and the motion passed.

Meeting adjourned at 7:52 p.m.

Note: Next meeting is July 10 (instead of being the first Monday of the month, due to 4th of July).

Committee Reports June 2017

Building Committee

- Monte fixed street sign after wind had popped them out.
- Scott installed and ordered some more nameplates for seats.
- Scott prepping for next storage unit cleaning day.
- Scott planning to purchase some shelving for camp supplies in storage.
- Al has been getting rid of old paint past its use, eliminated about 10 cans so far.

Data Management Committee

- Regular business as usual. Updating lists, sending emails etc. Nothing to report on.

Education Committee

- Youth: Summer Camp report listed in separate document sent with board materials.
- Adult: Makeup Class for Adults will be held June 10 and 17 from 1-4 pm. Charissa Hamel will be instructor. Class limited to 12, fee \$20. for members, \$35 for non-members.

Fundraising Committee

- HuHot was a success! We passed out tickets to 214 people during our 3 hour shift.
- Total raised was \$507.58
- Date for next HuHot is November 13, 2017
- Will pull committee together for a June/July meeting.

Marketing Committee

Middle of Yesterday

- TV/Media Scheduled: Mediacom Newsleaders, KCCI Noon, WOI Noon, Culture Buzz
- June 4th Talk Back/Q&A with Alzheimer's Association and PhD student from ISU
- Nicole making ballots
- Matthew provide information for a volunteer insert in programs if he wants one.

Unnecessary Farce

- Hotel Giveaway Package?
- Cheryl? Marriott – 9 shows, 9 rooms.

Season Tickets/Newsletter

- Email Blast by Stacie. Tickets available in July.
- Newsletter in July to all members and season ticket holders (hard copy)
- Front page story Barb write for Unnecessary Farce
- Darel Awards nominees in Newsletter. Need nominee names by August 7th. Board must vote on the finalists at July meeting. Volunteer committee leads this. Ask Matthew to coordinate.
- Membership Committee working on rollout

Camp

- Nicole ask Cheryl to write up what kids can audition for and what kids can come to see to handout at Camp.

Summerfest

- Yes, let's register. Logistics at next meeting. Cheryl looked into registering, so if she could take the lead, that would be great.

Budget

- Show Advertising - \$4,500
- Radio Ads - \$3,500
- General Theatre - \$3,500
- TOTAL: \$11,500

Membership Committee

No report

Play Selection Committee

- Meeting Saturday, June 10th.

Production Committee

- Finalized directors for board approval for 2017-2018 season.

- Working on recruiting assistant directors to apply.

Volunteer Committee

- All volunteer spots are fulfilled for The Middle of Yesterday.
- Volunteer notes/sign-in have been updated in the binder.
- There are peanut free options at the concession stand now (Thanks Scott!!)
- Adam made a sign for the peanut/gluten free treats.