

Ankeny Community Theatre Board Meeting Minutes August 7, 2017

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

Members Absent: Joel Anderson

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

Cloris Awards Nominations and Awards Ceremony

Announcement of nominations is at the Social Club this Thur., 8/10. August 27th at 6:30 PM is the awards ceremony at Hoyt Sherman. A song from The Fantasticks will be performed at the awards ceremony.

Treasurer's Report:

Monte presented his report. Valerie moved to accept the report, Scott seconded, and the motion was passed.

June Meeting Minutes:

Minutes were reviewed. No corrections needed. Stacie moved to accept the minutes, Nicole seconded, and the motion was passed.

Camp Report:

Lynn Arterburn was present to review the summer camp reports including the evaluation feedback. 135 spots filled and 125 students; 10 took more than one class. Overall, down from last year although we had two more camps last year. Only had to cancel one camp (better than last year).

Harry Potter evolved throughout the summer. But overall, the kids loved it! Parents felt it was professional and well-prepared! Most felt it should be done again next year. It is expensive to do, however. 10+ kids couldn't be fit into the class.

Some issues came up with special needs kids. Discussion on how we can handle this in future. Lynn will check with other playhouses to see how they handle kids with special needs.

Gave away 4 scholarships (1 full, 3 partial) – valued at \$350 (the board had allocated at \$1,000). One child with a full scholarship didn't show.

Lynn did not purchase the keyboard this year as not sure if having a musical component. She would like to carry over the money allocated for next year.

Next weekend is a Harry Potter event at the library and have 39 kids signed up. We received a nice thank you note from the library for team work with them.

Further discussion regarding comments about wishing there was more of a theatre focus in some of the classes.

Further discussion about handling special needs kids for future camps including training of the instructors – would add expense also.

Overall, kids had fun and it is an inexpensive way to entertain your children.

Next year's committee will discuss further the goals of the camps and expectations of instructors.

Committee Reports: See end of minutes for full reports

Building Committee:

The lighted sign pops out of the frame. May need to add a bracket to hold it in. Issues with sump pump was noted and was fixed.

Data Management:

Stacie reported online donations with Donor Box has seen ~\$800 so far. Once again, this builds a donor list base for future use. Cheryl reports it is very easy to use as a donor.

Education Committee:

Cheryl reports that we have 10 assistant directors coming for tech workshop on 8/26th in the morning. Directors is in the afternoon.

Fundraising Committee:

Promoting memberships and donations on Facebook. Next meeting in later August or Sept.

Marketing Committee:

All materials up and running for memberships and season tickets. Meeting will be coming up for Spelling Bee and The God Committee.

Membership committee:

For the annual meeting, will have small presentation from Velveteen Rabbit and Spelling Bee – Joel is organizing this.

Meal will begin at 6:30 and business meeting at 7:15 PM. Stacie reviewed the menu/supplies. Board members agreed to help supply side dishes. Need additional tables and chairs. Joel will do a Google doc for food signup.

Discussed give-away gift certificates. Barb will ask Deb to offer a certificate for a painting. Scott got Uptown Food and Beverage Company. He will also be asking The Other Place. Stacie will ask HuHot for a gift card. Nicole will check with Flix Brewhouse.

Play Selection Committee:

Cheryl reported it is narrowed to 17 plays.

Production Committee:

Nicole reported that last month, had one more assistant director application. We have 2017 covered. Will need to look for 2018.

Volunteer Committee:

Still a few remaining volunteer spots for this upcoming show. Hoping to have board members fill this in. Matthew is including a code of conduct with the volunteer confirmation.

Old Business:**Curtain Update:**

Cheryl brought 2 quotes and samples for curtain replacement (not the track).

Option A - \$2,430. Option B - \$2010.00

Currently have \$600 in that fund.

Border quote was \$910 – we don't really need this.

Center curtain quote is \$1,960.00

Concern with velour type of material may collect sawdust, dust, etc. Cheryl can check into different fabric such as satin. If replace, would definitely need to do a fund raiser! These new curtains will be much lighter so will be easier on the track. For the material that covers the lights, Cheryl could buy the material and make the coverings. Material would be \$237. Cheryl has offered to donate them.

New Business:

Dolores Van Oort:

Adam provided the information for her services. Discussion held regarding a memorial donation from the board. Monies came from board members individually and will order a bouquet and rest as a donation to Iowa Lutheran Auxiliary.

Re-Key the Building:

Al presented quotes to rekey each door and duplicate keys for \$35 each door. Would need ~25 keys. Matthew motioned to proceed with rekeying the building; Nicole seconded it; the motion passed.

Membership Drive:

Adam wanted to reinforce that as board members, we need to do our best in encouraging people to become members especially now with online link. \$20 is the minimal amount to become a member.

Storage Room Cleaning:

Scott has worked on this, but it needs to involve more people. Next focus is to get rid of more doors and protect the ones we have. He will work with James to post more dates for work days. He has bought more shelving that needs to be put up. He will try to be at each set strike to show people where things should be stored.

Other items:

Adam brought up reserving seats for large groups coming to a performance so they can sit together. Midwestix will make a comment in the tickets that they are a part of a group to alert us.

Adam will add Lynn's position for next year to September's board meeting; especially for her future replacement.

Al motioned to adjourn; Matthew seconded it; meeting was adjourned at 8:32 PM.

Committee Reports September 2017

Building Committee - Monte

- No Report

Data Management Committee - Stacie

- We changed the look of the website! How it is organized and all the functionality are the same - there's just a new, more modern look. There's a note on the homepage that says: "We have updated our website! The look has changed, but everything is in the same place." If you discover

hear feedback about any problems, let AI know. We're also interested in any feedback about readability. The theme is easy to change, if we find it necessary.

- As of Sept. 5, we've gotten 12 donations through our newly implemented DonorBox, and taken 6 payments for tech workshops.
- Added 28 contacts to our email list after "Unnecessary Farce."

Education Committee - Cheryl

- **Youth:** Library Attendance from Oct. 2016 - Aug. 2017 was 270 participants for 27 workshops. 48 kids attended the Harry Potter Library Night on August 18. Nicole Temeyer (camp staff) and Lynn taught one of the four rotations during the evening (potions that were used during our camp) and then led a group of 8 youth from the Harry Potter Writer's Club in a skit for the entire group during the last 1/2 hour of the event.
- Set up workshops yesterday at the library - 3 each month for October, November and December. Groups are ages 4-6, Grades 1-2 and Grades 3-5. Have been asked to work up a couple workshops for teens as well with maybe one in December and then another Eat and Act (highly popular) after the first of the year.
- **Adult:** 9 attended the ACT Tech workshops. Feedback has been positive.

Fundraising Committee - Adam

- No Report

Marketing Committee - Adam

- No Report

Membership Committee - Joel

- No Report - will discuss at board meeting.

Play Selection Committee - Cheryl

- Season lineup finalized and will be presented to board at meeting.

Production Committee - Nicole

- No Report.

Volunteer Committee - Matthew

- No Report