

Ankeny Community Theatre Board Meeting Summary September 11, 2017

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

Members Absent: Michael Garrison, Al Witte, Matthew Breaux

The meeting was called to order at 6:38 PM by Adam.

Treasurer's Report:

Monte presented his report.

Valerie moved to accept the report, Nicole seconded, and the motion was passed.

August Meeting Minutes:

Minutes were reviewed. Barb noted Fantasticks was misspelled.

Nicole moved to accept the minutes with this change, Barb seconded, and the motion was passed.

Committee Reports: See end of minutes for full reports

Building Committee:

Women's restroom light went out during last show series. Extra bulbs were ordered.

Data Management:

Al updated our ACT website. A small subcommittee chose a new "look". Let Al know if you have any corrections or feedback from others.

Education Committee:

Cheryl reported that the tech workshop in the morning had 6 attendees who want to work in the booth. Director workshop in the afternoon had 9 attendees.

Lynn updated the number of participants/workshops at the public library. The library wants to continue this relationship next year. Lynn has already set up workshops through Dec. 2017.

Fundraising Committee:

Adam is working on the Bravo grant.

Stacie was able to obtain \$1,000 from Wells Fargo for her volunteer participation.

Marketing Committee:

No additional comments.

Membership Committee:

No additional comments.

Play Selection Committee:

See new business below.

Production Committee:

Nicole is working on having a co-chair on the committee this year. This person would then hopefully accept the chair for the following year.

Nicole will be having a production meeting with The God Committee. Scott will also attend as he will be directing the Christmas play at the same time.

Volunteer Committee:

No additional comments.

Old Business:

Curtain update:

Cheryl is working with a gal regarding the material for curtains and she was out on vacation for 3 weeks. She is hoping to have alternative choices for the next meeting.

New Business:

Annual meeting update/Financial presentation plan:

Joel updated that Hy-Vee is providing meat and buns, but not the condiments. Barb will bring those.

They are providing 85 hamburgers. Scott is still providing pulled pork.

Cheryl will be decorating before the meeting with college sports teams.

Board members should be here by 6:00 unless they need to be here earlier.

Adam reviewed the meeting agenda schedule in detail.

Valerie will print the minutes from last annual meeting minutes, bylaws and the agenda.

Monte will print off the financials (not the budget).

Discussion of what to do during the meeting to honor Delores Van Oort. Doug Moon would like to present a brief bio about her.

Membership Drive:

Monte presented that we are down in membership dues compared to last year from this time.

Joel will man the box office to handle membership payments the night of the annual meeting.

We are also down from the number of season tickets sold thus far.

Youth education director for 2017-2018:

Lynn Arterburn is the current director and is willing to do this for the next year or so. She is currently paid \$4,000.

Scott motioned that we renew her contract for the 2017-2018 year with an increase of her pay to \$4,250, Troy seconded, and the motion passed.

She will also work with the board for the succession plan for someone to assume her position when she decides to "retire."

2018-2019 Season Selection:

Cheryl presented the play selection committee's choice for the 2018-2019 season for the mainstage series and the studio series. After discussion, Joel motioned to return this list to the play selection committee to make recommendations for certain specified changes, along with recommendation of assigning which productions to which months to improve attendance; Nicole seconded; and the motion passed.

Storage Room Cleaning Sept. 30th:

Scott will be here by 8:00 AM that day. Board members are asked to come help any time before noon.

Refrigerator donation:

Scott's family is getting a new refrigerator and will be donating their old refrigerator.

Joel motioned that we accept their refrigerator at a value of \$250 for his tax purposes; Valerie seconded; and the motion passed.

Supporting local artists (continue with paintings):

Feedback from Debi Garner's sale of paintings was good. Other local artists may be interested.

Stacie motioned that we continue to support local artists and selling their art at shows; Barb seconded; and the motion passed.

Other items:

Walk-ins: Valerie experienced difficulty at a sell-out show with how to sell to the walk-ins, how many to sell, where to have them wait, and selling over 90 and the computer unable to take those extras due to duplicates already listed. This will be discussed, especially with the membership committee, at the annual board retreat.

Centennial High School partnership: Scott recommended ACT to reach out to the Centennial drama teacher, Leslie Stratton, to see if they are interested in partnering with ACT for a combined show at their theatre. Would allow us to expose teenagers to community theatre and allow us to perform on an updated, large theatre stage. Valerie will ask Leslie if they would be interested.

Isles funeral home: Scott proposed approaching Isles about sponsoring a production at ACT, after noticing that they sponsored the Cloris Awards and are interested in supporting theater. He will make the ask.

Meeting & Other Dates:

September 18th Annual Meeting

September 24th Board Retreat

Monte motioned to adjourn; Joel seconded it; the motion passed and the meeting was adjourned at 8:33 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