

## **Ankeny Community Theatre Board Meeting Summary October 2, 2017**

**Members Present:** Troy Gould, Nicole Titus, Adam Haselhuhn, Scott Nielsen, Stacie Bendixen, Valerie Stratton, Al Witte, Susan Casber, Tammy Sposeto, Becky Plager, Whitney Welp

**Members Absent:** Matthew Breaux, James Machamer

The meeting was called to order at 6:34 PM by Stacie at the Kirkendall Public Library.

**Elect 2017-2018 Treasurer and Secretary:**

Stacie made a motion to nominate Matthew Breaux for treasurer, Scott seconded, and motion was passed.

Stacie made a motion to nominate Valerie Stratton for secretary, Nicole seconded, and motion was passed.

**Treasurer's Report:**

Matthew was sick today and unable to provide the treasurer's report. The report will be sent out and approval will be voted on by email.

**Midwestix Review:**

Adam presented a review of managing the online Midwestix box office site.

**Sept. and Special Meeting Minutes:**

Minutes from Sept. meeting were reviewed.

Correction to be made:

Under Education Committee report, the first sentence should read "Cheryl reported that the tech workshop had 6 attendees in the morning session who want to work in the booth."

Whitney moved to accept the Sept. meeting minutes with the change noted, Susan seconded, and the motion was passed.

Special meeting minutes from the board retreat were reviewed.

Whitney moved to accept the special meeting minutes, Al seconded, and the motion was passed.

**Committee Reports:**

**Building & Operations:**

Scott – chairperson

This past Sat., organization day of the storage areas took place.

Main action plan – ongoing discussion of the adjustment of the theatre chairs when James is present.

Scott purchased a set of moving straps and dollies to move heavy furniture.

**Data Management:**

No additional comments.

**Education:**

- Susan updated the board that Anne Claes and Deb Rasko joined the committee.
- Waiting for return call from Leslie Stratton regarding her interest.

- They have contacted Michael Hollister about two different adult acting classes to explore his interest in teaching.

#### **Fundraising:**

- Adam filled out the paperwork for the Wells Fargo \$1,000 grant for Stacie's volunteer award.
- He also submitted the Bravo grant paperwork for \$12,600.
- He is putting together a grant calendar when grants are due, when we should start applying, etc.
- Hu-Hot night is Nov. 13<sup>th</sup> (Mon.) – MARK YOUR CALENDARS NOW. He will split it up into shifts and email out a sign-up sheet.
- They are working on a send out letter to local businesses.

#### **Marketing:**

- Tammy scheduled a marketing meeting Oct 7<sup>th</sup> over lunch hour – bring a sack lunch, Tammy is providing dessert (see email).
- Main actions: newsletter, creating a timeline for each show, poster strategies, making a list of businesses and their level of support, working with fundraising committee regarding the business letter, giving choices of types of fundraising, data analysis, policy “bible” contents.
- Barb Wagner stayed on the committee and has arranged media appearances this week for Spelling Bee exposure.

#### **Membership & Sales:**

- Stacie reported that the membership committee is still trying to reach out to previous members who have not rejoined this year. If they are not rejoining, are we asking them why?
- Adam is working on how to add walk-ins to Midwestix site when the computer is over 90.
- They are also working on how to manage walk-ins such as giving them numbers, etc.

#### **Play selection:**

See below.

#### **Production:**

- Nicole reported that she has scheduled a team production meeting with Scott for his upcoming show.
- She is scheduling a committee meeting in the near future.
- She wants to have a directors meeting for the beginning of the season.
- Her biggest priority is not having enough assistant directors' applications and she may have to assign assistant directors. Currently, there is only one show that doesn't have an assistant director at this time. Those directors may need to recruit an assistant director for themselves but would still need to fill out an application. Almost, Maine with Barb Wagner needs an assistant. Becky Plager is interested.

#### **Volunteer:**

- Whitney met with Matthew last week to transition as chairperson.
- Comp tickets are given for each volunteer who comes to clean. These are in Whitney's drawer.
- New cleaning checklist.

#### **Finance:**

No new comments.

## **Old Business:**

### **Approve 2017-2018 committees:**

The bylaws state that the board approve the committee structure at the start of each board year. Al motioned to accept the committees as listed above; Nicole seconded; and the motion passed.

### **2018-2019 season play selection – revised proposal:**

Troy presented the revised proposed season. After discussion, Valerie motioned to accept this list; Nicole seconded; and motion passed. The season is confidential until it's announced in February 2018.

## **New Business:**

### **Iowa Donor Network benefit with “The God Committee”:**

When the show was selected, there was an informal agreement on what ACT is able to do to support the Iowa Donor Network. Are we interested in making a financial donation or other things we can do? We will invite IDN to have a representative at each performance to answer questions or to sign-up. Should we have a pre-show or after show talk? Should we donate our concession money?

Options discussed:

For the Middle of Yesterday, we set out donation boxes, but only \$72 total for all shows.

Typical concession monies is \$60-\$70 per performance. For studio series, the concessions will be pre-show since there is not an intermission. There will be no treats for Velveteen Rabbit.

We'll ask director Michael Porche to be there to actively invite donations.

Scott motioned that 50% of all cash donations at “The God Committee” performances (i.e. concessions revenue) go to Iowa Donor Network; Troy seconded; and the motion passed.

### **Website redesign feedback:**

Al has received some feedback that certain elements of the new website design are hard to read. Board members are requested to review the site and give more feedback to Al.

Al motioned for the meeting to be adjourned; Susan seconded it; and motion passed.

Meeting was adjourned at 8:04 PM.

## **Meetings & Other Dates:**

**Next board meeting: Mon., Nov 6<sup>th</sup>**

**Next Hu-Hot fundraiser: Mon., Nov 13<sup>th</sup>**

### **Board meetings for 2017-2018 season:**

Mon., Dec 4<sup>th</sup>

**Tues., Jan 9<sup>th</sup> – note date change**

Mon., Feb 5<sup>th</sup>

Mon., Mar 5<sup>th</sup>

Mon., Apr 2<sup>nd</sup>

Mon., May 7<sup>th</sup>

Mon., June 4<sup>th</sup>

**Mon., July 9<sup>th</sup> – note date change**

Mon., Aug 6<sup>th</sup>

Mon., Sep 10<sup>th</sup>