

Ankeny Community Theatre Board Meeting Summary February 11, 2018

Members Present: Troy Gould, Nicole Titus, Adam Haselhuhn, Matthew Breaux, Scott Nielsen, Stacie Bendixen, Susan Casber, Al Witte, , Whitney Welp, James Machamer

Members Absent: Becky Plager, Tammy Sposeto, Valerie Stratton

Stacie called the meeting to order at 6:37 pm.

Treasurer's Report:

Community State Bank accounts will be closed out soon as the transition to Veridian is pretty much complete. Some more money will be moved to the saving account versus the checking account. Discussion was held on community contributions, gift certificates, and start-up money for box office operations and how this is indicated on the statement. Troy moved to approve the treasurer's report, Susan seconded, motion passed.

January Meeting Minutes:

James moved to approve the January minutes and Scott seconded, motion passed.

Committee Reports: See end of minutes for full reports. Additional discussion:

Building & Operations: Barb texted Scott that there was a leak in the wall of theatre. Scott removed all the snow from that area of the building. Scott has pictures for reference later. Discussion was held on how to prevent this problem in the future and if/when Frank should be told. Scott will let Frank know.

Data Management: No additional discussion.

Education: Lynn has to switch camp dates because of staffing. Lynn has continued to talk to the churches about scheduling and the registration date of camps. March 3rd open house plans will be finalized this Saturday. Susan will talk to Doug Arterburn about putting the open house information on the ACT website.

Finance: New donors would need to put money in an Endow Iowa fund, not ACT. We are not ready to make that happen at this point. The Community Foundation Endowment will now start with \$40,000.

Fundraising: The Endowment information will be added to the website. Legacy donations can be put in the Endowment. Prairie Meadows grant is due on 02/16/18. Adam wrote a feature for the newsletter. Adam met with Lynn/Doug Arterburn to prepare the mailing to businesses in the area. Tammy/Lynn will discuss the process for mailing.

Marketing: The newsletter is electronic for the second time. A print version will be sent to members without e-mail addresses. Barb was also wondering about promoting "Almost Maine" Throwback Thursday, Adam will start promoting on Facebook in the upcoming week.

Membership and Sales: Nothing additional.

Play Selection: January 6th-first script tease, February 25th-next script tease.

Production: Director applications are due in a week. Meeting with the Director selection committee will be scheduled soon after that. Tickets for *Doubt* will be available this week. Michael Hollister's production team for *A Few Good Men* already had a meeting.

Volunteers: A lead volunteer position is still available on February 18th.

Old Business:

Local artist displays/for sale:

Last September the board voting to continue supporting local artists by having them display artwork for sale and provide their contact information. Nicole's art is displayed around the theater and is for sale. If any board members know of anybody who would want to sell their artwork at the theater, there is that opportunity. We will put information in the newsletter.

New Business:

Camera purchase:

Adam has a proposal for a camera purchase, will go through the marketing committee first. We do need a camera for promotions. Adam/Tammy will reach out to local photographers. Discussion was held on next steps as far as seeking volunteer photographers versus buying a camera. Adam will discuss with the Marketing committee.

Building supplies account:

Ankeny Hardware/Menards: We have a commercial account at Ankeny Hardware, but they don't have the bigger building materials we need, so set builders have to put purchases at other stores on their personal credit cards and get reimbursed. Menards offers a tax exempt credit card/account for nonprofits. Matthew reported that the same items have cost more at Ankeny Hardware versus Menards. James suggested a Visa preloaded debit card instead, with which directors and set builders could buy items within their budget. Discussion was held on how to carry this out. Matthew will discuss this further with Veridan this week.

Consider special student pricing for select *Honk!*:

We are doing matinees on all the Saturdays and Sundays for *Honk* to attract kids/families. We had success with *Velveteen Rabbit* in selling out almost all the shows, and it seems that the \$5 tickets helped. Cheryl proposed that we consider doing a further discounted price for students/children for the matinees. This is a musical so normal tickets are adults \$18, seniors \$15, students \$12. Discount for kids 12 and under? Just the matinees or all performances? Right now it is \$12 for students, discussion was held for proposal for \$6 or \$8 for children 12 and under. Stacie motioned that tickets for all performances of *Honk!* for children 12 and under will be \$8. James seconded and motion passed. Throwback Thursday pricing for *Honk*: drop the all the prices: \$8 for children and \$10 for all adult prices. Stacie motioned and Matthew seconded and motion passed.

Jerry Reid memorial contributions:

We are waiting a bit longer to get a good sense of the total in memorial contributions for Jerry Reid, then will send thank-you notes and discuss how to use the funds. Matthew will compile the list of names

so far and send to Stacie. Susan will continue to talk to Jo about what she would like to support. Discussion was held on other ideas for a memorial. We will be tabled until we have more information.

Curtain:

We ended up with double the fabric we needed by mistake, so we were able to replace the main and middle curtains. Cheryl hung them and will also make a slip to protect the curtains. We will likely have to replace the mid-curtain rail at some point in the future, because it is homemade. Al will ask Cheryl to get a quote for a mid-curtain rail. Nicole motioned that ACT will reimburse Cheryl for making slips for the curtains, Matthew seconded, motion passed.

Seats/risers:

James met with a contractor (Kevin). James and this contractor will work on the seats one row at a time. They will widen the space between the chairs with more room behind the seats. They will gather feedback and continue down towards the stage. Kevin is willing to volunteer his services at least for the initial row as a test. James will move forward with this plan.

Matthew's resignation:

Matthew is resigning from the board due to time constraints of his job and increased travel. He will continue through the March meeting. The executive committee will work on options for filling the vacant seat; please provide any suggestions of people who may be a good fit.

Board members assisting with cleaning the theater/strike:

Scott will draft a proposal for a policy for everyone on the board helping with cleaning. We will likely do an attendance policy for cleaning just like for the board meetings. Discussion was held on how we should carry this plan out. More board members will also be part of the strike process. Adam/Nicole will assist with strike for "Almost, Maine."

James motioned to adjourn, Matthew seconded, meeting was adjourned at 8:33 pm.

Meeting & Other Dates:

Board meetings for 2017-2018 season:

Mon., Mar 5th

Mon., Apr 2nd

Mon., May 7th

Mon., June 4th

Mon., July 9th – note date change

Mon., Aug 6th

Mon., Sep 10th

Mid-year mini-retreat: **Sunday, March 11**, 1-4 p.m.

ACT Committee Reports & Materials
February 2018

Building & Operations

- Work continues in the storage room.
- Al has checked into getting an account at Menards.
- James has some info regarding seat repair.
- Al met with Cheryl regarding the curtains.

Data Management

- Donorbox updated their accepted payments and now accepts Google Wallet directly from their site. This option automatically shows up as a button a donor can click, showing above the normal form to enter credit card information. We may need to answer questions about this if it confuses anyone.

Education

ACT Education Committee Meeting Minutes January 15, 2018

The meeting was held 01/15/18 at 3pm in the green room at ACT.

Attending: Lynn Arterburn, Whitney Welp, Anne Claes, Andrea Lupo

Absent: Leslie Stratton (work), Courtney Vercauteren (working), Debbie Rasko

Youth Education Update:

Lynn reported that there were 91 children attending the library workshops from October-December. Future library workshops are scheduled for January 25th, January 29th, January 31st, February 23rd, and March 13th. The February 23rd workshop is for grades 6-12. Participants are fed and do skits and improvisation, resulting in a performance for family that evening.

Camp plans approved by the board were discussed. We discussed a code of conduct contract that could be signed and presented to camp personnel at their orientation. Susan will check with the board members to get their opinions on this action. On 01/21/18, Susan held a discussion with Stacie and it was decided that Lynn will copy and paste parts of the code of conduct and it will be included in the staff handbook and reviewed during the staff orientation. This will be approved by the members of the education committee and will not need board approval. Lynn has been notified and will work on this to hopefully bring to our next committee meeting.

Adult/Teen Education Update:

Whitney reported that classes are set up and Susan is taking care of getting publicity information to the appropriate marketing board members.

We discussed some ideas that Michael Hollister proposed to Susan regarding some future classes. The suggestions were Script writing and Acting classes that would be ongoing classes throughout the year. It was decided by the committee that we needed some kind of outline from Michael to clarify the ideas.

Susan spoke to Michael 01/21/18 and requested an outline of classes that she could take back to the committee.

Other ideas discussed for fundraising were an Improv night, Reader's Theatre, Game Night, and Karaoke night.

Open House-March 3rd

Open House is scheduled for March 3rd from 1-3pm. The target population for invitations will be the past camp registrants plus an email blast. Susan contacted Cheryl Clark via email on 01/22/18 to see if she wanted her cast to perform a scene from Velveteen Rabbit plus provide a panel of cast members for people to ask questions. We also may do a "fake" audition for Honk. A power point reflecting the theatre and a tour plus treats will also be included.

Courtney and Leslie.....would your students want to perform anything?

The next committee meeting is scheduled for February 17th at 11:00am at Panera's in Johnston.

Info being distributed about upcoming events:

ACT Open House for Children/Teens

March 3, 2018

1:30pm - 3:30pm

Ankeny Community Theatre

Free Admission

Come and join us with your child for an open house to learn more about the theatre!

Listen to a brief history about ACT

Watch actors perform

Have the opportunity to ask questions with actors

Learn about upcoming auditions and summer drama camps

Tour the theatre

Enjoy some treats

Parents must accompany children under 16 years old.

Watch for more information on our website or your email to RSVP!

Hope to see you there!

Light...Sound....Action Teen/Adult Education Class

March 10, 2018

1pm - 4pm

Ankeny Community Theatre

Tired of memorizing lines or don't want to be on stage? Running tech may be the perfect opportunity for you!

This class will cover the basics of how we do lighting and sound at ACT. You'll get hands-on experience with the light and sound board and learn how to plan tech for a show. No prior experience is required. Advance registration and payment are required. Registration fees are \$10 for members and \$15 for nonmembers. Please go to <http://www.ankenycitytheatre.com/adults.html> to register.

Finance

We moved forward with getting our Community Foundation of Greater Des Moines endowment set up. While the board had voted to start both a regular endowment with \$37,500 and an Endow Iowa fund with \$5,000, we learned that organizations don't use their own money to start an Endow Iowa fund – instead they need to recruit new donations to start the fund so those donors get the tax benefit. (Otherwise it would be ACT getting the tax benefit, which we don't need.) We decided to put Endow Iowa on hold for now and discuss whether and how we'll pursue recruiting donors to contribute to starting a fund. Since we're only doing the one fund for now, we rounded up the amount we put in the regular fund to \$40,000. The check has been sent to the Community Foundation to set it up.

The bulk of our funds have been transferred from Community State Bank to Veridian Credit Union. Matthew is managing the transition to ensure all auto-pay transactions are met.

Fundraising

- Prairie Meadows grant due 2/16
- Wrote article about planned giving for newsletter
- Finalized community foundation account
- Meeting with Lynn to get the fundraising mailing to local businesses finalized

Marketing

Marketing Meeting

January 15, 2018, 6PM Main Street Café

In attendance: Bekah, Lynn, Nicole, Stacie, Adam, Tammy

Bekah presented logos:

Committee Feedback:

- "Schulz" instead of "Schultz"
- Kiss Me Kate: Have Michael Hollister take a look at Kiss Me Kate and make suggestions – no lips
- Passing Notes: make the girl look more feminine, more of an 80's theme.
- Elevator People: put a background maybe?

Newsletter:

Barb: Promo for Almost Maine

Adam: Article on Giving

Al and/or Matthew: Board Spotlight

Stacie: Image of New Season

Nicole: Volunteer Call

Facebook: Jerry Memoriam

Susan: Education

Deadline for submission: January 26

Due on February 1. (If people miss the deadline, we only have 2/3 2/4 or 2/6 available)

Goal for publish: Oct, Jan, April (March), July

This class of board members: Whitney, Tammy, James, Susan, Becky replaced Michael Garrison, Last year's class that missed spotlight: Al & Matthew

Email Schedule:

Tammy has uploaded the schedule of emails to google drive so that everyone can have access. Only Tammy or Stacie can change the schedule because it also has to reflect our intent on Mailchimp.

A report said that best time is Tuesday and Thursday at 10AM

Almost Maine (2/9 to 2/16)

Program deadline tomorrow for Ovations

Postcards due next week (Nicole will handle)

Posters

- Lots of feedback that it's a lot of effort for very little results
- Lynn is going to print out the short list (30-35 businesses that expect posters) and ask the cast to each take responsibility for 2-3 posters. Printing twice as many so they can take personal locations.

Postcards will be dropped at bookstores for inserting in bags

Emails scheduled for 1/26 | 2/2 | 2/8 | 2/15

A Few Good Men (4/6 to 4/15)

Auditions are 2/11 – 2/12

Email will go out for auditions 2/5

Marketing Email

Discussion regarding marketing@ankencommunitytheatre.com Decided not at this time.

Membership & Sales

We will bring a proposal to the board to do a reduced price of some kind for student tickets for *Honk!* to attract families, in light of how well we did selling out *Velveteen Rabbit* with \$5 tickets.

Play Selection

Saturday Jan 6 we had our first Script Tease where we read the script that was the most popular of our first group of a dozen or so scripts. The reading was very enjoyable and really helped to give the group a true feel of how the script sounded out loud. We will definitely do more of these and even have the next one on the calendar.

Our script grading and reviews continue. (It has been very helpful in helping remove scripts which show poor ratings early on to make our final decisions easier when it comes that time here in 6 months or so.) We are now into the 2nd "group" of scripts which consists of 11 new scripts (a couple of which were ones we looked at in years past but tabled for one reason or another.)

We had another excellent discussion with the available committee members on Monday night January 29 where we discussed in detail the scripts the members had read from our second group of scripts. One script in particular has gotten incredible grades and reviews so far bringing us to 3 scripts so far that

the group is very united on how much they like. Amazing start considering we are only a couple months into our reading. We are going to focus heavily on comedies the next few months as the scripts that have the group excited so far are mainly dramas.

Troy and Cheryl

Production

- The newly revised Code of Conduct is posted on our website, on the Audition page.
- Will again have guests from Candeo (adults with intellectual disabilities and mental illness who live in the community) for *Almost Maine* preview night.

Prospective Directors meeting, Saturday, Jan 13:

2018-2019 Season Introduction Director Meeting

01/13/2018

- ❖ Introductions by all in attendance
 - Each clarified if familiar with the new application process
- ❖ Director Selection Process
 1. Nicole reviewed the new director application
 - a. Can complete on-line and email
 - b. Can print and scan and email back to Nicole
 - c. Applications are due by February 19
 - d. Please check out the script for show you are wanting to direct- application asks for your vision of the show
 - e. New question on the application – Do you have an assistant director in mind
 - f. A committee of 5 or so will review applications –consisting of individuals not wanting to direct as well as someone from the play selection committee
 2. Script Check Out Process
 - a. List of shows for 2018-2019 season was passed out
 - b. Cheryl has some with her you may take home today
 - c. Email Cheryl and there is a drop box to pick up new ones or can make other arrangements with Cheryl
 - d. Drop box code is *123456#
 3. Review of Main Stage vs Studio Series shows
 - a. Stage sharing for rehearsals will be worked out amongst directors
 - b. Alternate rehearsal areas are welcome
 - DMACC
 - Library
 - Garages
 - Homes
 4. Directing Logistics
 - a. Script changes must be approved by publisher – if you can't direct the script as is then don't plan on directing that show in case you can't get approval for changes
 - b. Each show will have the following: Director, Assistant Director, Stage Manager and Producer
 - c. A list of Assistant Directors will be sent out after the class next weekend

- d. Reviewed details regarding the Production team meetings prior to each shows auditions
5. All items discussed here will be sent via email this afternoon

Doubt Production Meeting, Saturday, January 27: Present, Thatcher Williams (director), Michael Garrison (assistant), Tammy, Lynn, Nicole. Not present, Doug Moon (Producer). Discussed set and props. They will be using a table, chair, bench, and lectern. They will need a door and stained glass and foliage gobo. Thatcher is pretty sure he can find what he needs at ACT. He is on the lookout for a transistor radio, if anyone knows where to find one. He is needing 2 nun costumes and 1 Father costume. He will have concessions before his show, and he is planning a Preview Night on the Wednesday before his show. He is communicating with Michael Hollister (director of next show) about scheduling. He still needs a lights and sound person. He is wondering when tickets will be available to buy online?? We discussed marketing and deadlines with Tammy and Lynn. We are thinking that instead of hanging separate posters for Doubt and A Few Good Men, we will design an over-sized poster for a few good men, and have Doubt at the bottom of it as a "Coming Soon" thing.

Held *A Few Good Men* Production Team Meeting on Saturday, February 3.

Volunteer

Volunteer Orientation was on 01/21/18 and it very well. We gained 4 new volunteers! We are continuing to ask for volunteers for Almost Maine and we are currently at 74%, which is wonderful!

Volunteer Committee Meeting-01/10/2018

Members in attendance: Whitney Welp, Susan Casber, Becky Plager, & Valerie Stratton

- 1) Reviewed agenda for the Volunteer Orientation meeting on 1/21/18
 - a. Committee members to arrive at 1:00 pm
 - b. Will do a brief role play rehearsal for meeting
 - c. Whitney will purchase refreshments- can use drinks already at the theatre per Stacie Bendixen
 - d. Valerie brought up the fact her husband and daughter did not get email about orientation – Whitney to check list to be sure they are on it.
- 2) Meeting Agenda
 - a. Committee members to do brief introduction of themselves
 - b. Whitney will present a short powerpoint about ACT and its history
- 3) Packets/Handouts
 - a. Committee will review handouts in the packet given to enrollees upon arrival
 - b. Tour of theatre

Action Items

Becky- Type up minutes and send to members, bring computer and projector to Orientation
Susan – Bring movie screen

Whitney – Purchase and bring refreshments