

Ankeny Community Theatre Board Meeting Minutes April 2, 2018

Members Present: Adam Haselhuhn, Scott Nielsen, Stacie Bendixen, Becky Plager, Susan Casber, Tammy Sposeto, Whitney Welp, James Machamer, Valerie Stratton

Members Absent: Al Witte, Nicole Titus

The meeting was held at Café Diem and was called to order at 6:32 PM by Stacie.

General announcement:

Stacie was chosen as the Central Iowa Volunteer of the Year at Wells Fargo. She was awarded \$1,000 to donate to a non-profit organization. She is donating the full amount to ACT! Congratulations Stacie!

Treasurer's Report:

Reviewed the bank statement as we transition to our new accountant/bookkeeper, Tammy Bogenrief. James moved to accept the report, Scott seconded, and the motion was passed.

March Meeting Minutes:

Minutes were reviewed. No corrections needed.

James moved to accept the minutes, Valerie seconded, and the motion was passed.

Committee Reports: See end of minutes for full reports.

Building & Operations: no additional

James will make a call to check on a new door behind the theatre seats as it is slamming quickly with potential harm to hands/fingers.

Data Management:

No additional information.

Education:

Al has had to postpone his class for set building due to his schedule.

Michael Hollister will be doing an acting/auditioning class July 21 & 28th.

Susan stressed again that we are still in need of camp staff if you know of anyone.

Finance:

Stacie is serving as interim finance chair. Discussion if we needed a contract for Tammy Bogenrief and decision was we did not need a formal contract.

Fundraising:

Adam has been in contact with HuHot as they changed their policy for fundraising to limit it to once a year. They assigned us July 8th but Adam has requested a fall date instead.

Marketing:

Tammy presented that they discussed purchasing a new high quality camera but did not seem cost effective. Professional photographer will be doing the cast photos and scene shots for Honk. They

volunteer this service in exchange for advertisement. Board members may submit additional names that marketing can email to offer this opportunity. They must be able to commit to both dates of photo shoots.

Ankeny Evening with the Arts is May 11th. We need two volunteers to staff ACT's booth. Tammy Sposeto has volunteered for one spot. Need to arrive at 6:30 PM and man the table until 7:30. You would then be welcome to stay for the community chorus concert. Lynn will bring a display board, brochures, camp brochure, ½ sheet with season shows, volunteer forms, and photo album. Please let Stacie know if you are able to do this.

Membership & Sales:

Discussion held regarding the memorial for Jerry Reid (total of \$1,390 donated by individuals).

Ideas – safe, sound system, tool box.

Want it to be something ACT can take if we move locations in the future.

Stacie will check with Matt Tuttle to see what tech equipment we may need, as Jerry was very involved with backstage. Susan will reach back out to Jo Reid to see if she has further thoughts regarding memorial for Jerry at the next annual meeting.

Play Selection:

No additional information.

Production:

Stacie presented slate of directors for the upcoming season, selected by the director selection committee:

Frankenstein – Michael Hollister

Charlie Brown – Barb Wagner

Happily Ever After – TBD

Kiss Me Kate – Charissa Hamel

Anne Frank – Cheryl Clark

Midsummer Night's Dream – Cary Shapiro

Passing Notes – Doug Moon

Elevator Family – Scott Nielsen

Proof – Michael Porche

Valerie moved to accept this slate of directors, Susan seconded, and the motion was passed. The production co-chairs are still working through options for Happily Ever After.

Volunteers:

Whitney updated the volunteer list for "A Few Good Men" and finalized a few volunteer spots.

Old Business:

Appointing new board member:

Stacie motioned to appoint Doug Moon to fill one of the vacant terms lasting through September 2019, and to elect Doug Moon as treasurer. Scott seconded it, and the motion passed.

Valerie agreed to extend her 2 year term to a third year to fill one position.

New Business:

2019 holiday show idea:

Scott presented an idea for a holiday musical show for 2019 that he would like to put forward for the Play Selection Committee to consider. A friend of his from The Loft Theatre in Omaha has written a musical that is family friendly. No copyright. Scott would also like to apply to be the director or at least be involved in the production of the show should this be selected. He will have the script forwarded to the play selection committee.

Coffee:

Scott suggested we change to a Keurig for the concessions stand. Whitney has one she is willing to donate.

Whitney motioned for the meeting to be adjourned; Tammy seconded it; and motion passed. Meeting was adjourned at 7:45 PM.

Meeting & Other Dates:

Board meetings for 2017-2018 season:

Mon., May 7th

Mon., June 4th – **note meeting place will be Café Diem**

Mon., July 9th – note date change

Mon., Aug 6th

Mon., Sep 10th

Committee Reports

April 2, 2018

Building & Operations

All tightened all the internals of the door that was not working. However, we probably need to replace the “arm” to prevent it from slamming. We may want one of these for the entrance as well.

Pop and water has been purchased for the concessions area.

April is Bring Out the Good Month at Allstate Insurance Company and Scott has received permission to conduct a work day on Friday April 27th. The hours will be from 8:00 to 4:30. Anyone is welcome to come put in as little or as much time as possible that day. We know this isn't ideal for everyone, but Allstate is basically paying Scott to come work at the theater so that's pretty cool.

Data Management

Nothing to report.

Education

The Education committee considered the Open House March 3rd as their March meeting. Our next meeting is scheduled for April 14th at Panera's on Merle Hay at 11am. We will be discussing upcoming teen/adult workshops and camp plus making decisions about upcoming programming.

Participant surveys for the most recent adult education classes were sent out.

Camp

Registration

- As of noon on Saturday (March 31st), 67 spots filled; 52 youth registered; just slightly behind last year's numbers at this time, but we are a week late getting started with registrations this year.
- First time in years that we have participants signed up in all our camps. Fewest number in a camp is 3. Three camps are already a go. Four more only need 1 more in each to be a go.
- Only 1 application for Harry Potter internship so far. Need 8 per day. Sent info to high schools and middle schools. Will begin to promote more on Facebook and send article to paper.

Staff

- 1st week - short 2 assistants (Hogwarts)
- 2nd week - short 1 lead (AM Live on Stage), 1 assistant (Acting Out)
- 3rd week - short one ½ day lead, one ½ day assistant (both for Scooby Doo)
- Will begin searching via Facebook and at colleges / if anyone knows anyone who might be interested in teaching, please have them email me at camp@ankenycitycommunitytheatre.com

Library

March Workshops

- held 3 on Tuesday of spring break/ 41 total attendance

April Workshops

- April 2 - Grades 3-5
- April 4 - Ages 4-6
- April 5 - Grades 1-2

May Workshops

- will hold 3 during the month

Finance

Stacie will nominate Doug Moon for board approval to fill one of our vacant board seats and become treasurer.

Tammy Bogenrief is up and running as our accountant. She said she doesn't have a standard contract, and if we wanted one we would need to draw it up; her other clients don't utilize contracts with her. She is actively managing our books now, with some permanent processes to be solidified once our new treasurer is in place. She will continually evaluate how much time our work takes and she may decide to bill us a flat monthly rate instead of an hourly rate.

During this transition, the treasurer's report this month will just be our balance sheets/bank statement, as the QuickBooks reconciling for March won't be done yet.

We transferred the bulk of our cash reserves from our checking to our savings account at Veridian.

Heads up: We plan to implement a process for more streamlined reimbursement requests and documentation of spending on ACT debit cards. Expenses will be submitted and reimbursements paid just once a month using a standard form, instead of on a rolling basis. Details to come after our new treasurer is in place.

Fundraising

No report

Marketing

Report pending

Membership & Sales

Jerry Reid memorial donations total \$1,390. Receipt/thank-you letters have been sent to donors, and we will provide a list of donors to Jo Reid.

Play Selection

As I have mentioned previously, we have been piecemealing the scripts this year working in "groups" of 10-13 scripts in each group so as to keep our tasks less daunting (40-60 scripts to read all at once like we did last summer.) We are currently well into reading of group 3. In group 3 we are focusing heavily on one certain genre that we haven't had as much success with so far this script reading season (in order to try to balance things out.) A few of us met the other day at Panera to discuss many of the group 3 scripts. It was a productive meeting. Script grades for group 3 are due on April 16 with our group 3 scriptease scheduled for Saturday April 21.

Our script grading and reviews both continue.

Troy and Cheryl

Production

The Production Co-chairs (and the Director Selection Committee) met to discuss the applications for directors next season. Most shows have been assigned and directors contacted. We had a couple shows that didn't receive any applications. We spent most of the month contacting backups and trying to sort those shows out. We have one more show to finalize before we announce an official list.

Volunteer

The volunteer committee has sent out two requests for volunteers for "A Few Good Men" and "Doubt" since our last meeting. We are making progress!