

Ankeny Community Theatre Board Meeting Minutes May 7, 2018

Members Present: Scott Nielsen, Stacie Bendixen, Becky Plager, Susan Casber, Tammy Sposeto, Whitney Welp, James Machamer, Nicole Titus, Doug Moon, Valerie Stratton

Members Absent: Adam Haselhuhn, Al Witte

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

Treasurer's Report:

Reviewed the treasurer's report presented by Doug. Tammy Bogenrief (accountant) is working to finalize April's numbers.

Discussed issue with The Copy Shop and Ankeny Hardware where they apparently did not have our debit card and bills had been accumulating. Should be worked out now.

Future plan will likely be our hardware business will be at Menards for larger selection and have a business account.

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

April Meeting Minutes:

Minutes were reviewed. No corrections needed.

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

Committee Reports: See end of minutes for full reports.

Building & Operations:

Bid from Liberty Doors to get doors fixed will be about \$705.

Scott found a copy of the lease last signed in 2003. Frank (landlord) would not be responsible for fixing the doors.

Scott has finished organizing the store room – many, many hours – thank you!!

He reported there are so many throw pillows that he will go through them and pitch old ones that don't match anything.

Becky donated 3 large fake rocks and Scott will put them by the fake bushes.

Stacie worked on the theater locking-up list and will be posted on the bulletin board in the green room and in the box office. Plan to give to the directors for each play.

James will need unskilled labor help for fixing the back row theater seats in mid-July to end of August.

Data Management:

Becky reported that all the surveys for the assistant directors, directors, cast have been sent out and she will compile those results.

Education:

Susan reported they will be meeting May 14th to discuss further the YMCA tour and Theater Experience on June 26th.

Finance:

Stacie will distribute the old insurance policies for the general liability package, directors and officers, and volunteer accident. Paperwork is being filed for updating the policies. When received, she will distribute the new policies also.

Fundraising:

Reminder for HuHot October 15th 5-8 PM to put on your calendars!

Marketing:

Tammy discussed the importance of the director/assistant director/producer and cast in marketing their show in addition to what the marketing committee of the board can produce.

Membership & Sales:

No additional information.

Play Selection:

No additional information.

Production:

Nicole was out of town most of last month so no written report.

Volunteers:

No additional information.

Old Business:

Approve remaining 2018-2019 director selection:

Happily Ever After: John Butz has offered to be the director. Nicole will reach out to confirm. She will also check with John Claes to be the assistant director.

The board supports final decision by the production committee on confirming John Butz to direct Happily Ever After.

New Business:

Expense report/reimbursement process and form:

Reviewed by Doug. See attached.

Deadline is 20th of each month to be reimbursed that month. Needs a receipt period. He prefers it to be filled out electronically and emailed to Doug. Will be given out to each director for their show. One check per person per form. Multiple receipts can be on one form but each person needs to fill out their own.

Volunteer guest policy:

Whitney will send out reminder to volunteers that each volunteer spot is only good for ONE ticket. They may not bring a guest for free.

Other:

James reported at Prairie Trail there will be an outdoor area for events like live music, theater productions, etc. They are eager to work with us. There are also options for future site of the theater although unsure if our finances would permit.

May be able to do A Midsummer Night's Dream outdoors as director Cary Shapiro envisioned!

Susan brought up consideration of inviting businesses for a breakfast this summer and then for the annual meeting to help get sponsors, fundraising, donations, etc.

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

Meeting was adjourned at 8:13 PM.

Meeting & Other Dates:

Board meetings for 2017-2018 season:

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

Mon., July 9th – note date change; note: Valerie will be out of town and will need a substitute secretary

Mon., Aug 6th

Mon., Sep 10th

Committee Reports

May 7, 2018

Building & Operations

James completed getting the drywall up.

We are working with Liberty Doors to get the doors fixed. We will hopefully have an update to give at the board meeting.

We are also trying to locate a copy of our lease agreement. Again, we will hopefully have an update on this at the meeting.

The backrow seating has not been fixed yet. We (and by we I mean James) may take this on and help will be needed to get the work done.

James has information regarding possible facilities that are available.

Storage area organization is nearly complete. Here is a list to give everyone an idea of the method to Scott's madness. If you or a director is looking for an item for a show:

1. Suitcases and briefcases are in/on the chest against the south wall straight back from the garage door entrance.
2. Books and small "tube" tv on credenza against south wall (straight back as well).
3. Rocking/upholstered chairs, wheelchair, walker, barber chair, standup lamps, and old-fashioned Zenith radio are all in the southeast corner.
4. Old TV and record player in a case are under the desktop with the rolling carts on it against the west wall.
5. Props are mainly all on shelving against south wall, these should also be gone through in the future to dispose of unneeded props.
6. The black shelving contains items for Summer Camp that Lynn oversees, please do not remove any items on these shelves without checking in with Lynn.

7. An overabundance of pillows located in a lot of tubs. I would like the board to help me decide what to keep and what to throw (pun intended).

Theater locking-up checklist that will be posted:

1. Lock doors:
 - a. Front exterior door (the one we don't have keys for so we have to lock the deadbolt from inside)
 - b. Interior door from entry hallway into ACT's space
 - c. Box office door
 - d. Interior Emergency Exit door in side hallway leading backstage (door opens into common hallway that other tenants have access to)
 - e. Back door into auditorium
 - f. Green room door
2. Set both thermostats to temperatures for when the space isn't occupied (turn heat down to **65** when it's cold out, turn AC up to **75** when it's warm out):
 - a. Thermostat located in auditorium behind risers
 - b. Thermostat located in back hallway on wall between bathrooms
3. Turn off lights:
 - a. Box office
 - b. Foyer area in front of box office
 - c. Booth
 - d. Work room
 - e. Stage
 - f. House
 - g. Back hallway
 - h. Bathrooms
 - i. Dressing rooms
 - j. Dressing room hallway
 - k. Green room
4. Put any full trash bags in dumpster in back alley

Data Management

No report

Education

ACT Education Committee Meeting 04/14/2018

Attending: Susan Casber, Lynn Arterburn, Whitney Welp, Anne Claes

Youth Education-Update from Lynn

Camp Report

Camps

As of 5/4/18, 91 youth have registered filling 115 spots. Pretty close to where we were at this point last year.

All camps except one have reached minimum numbers in order for them to be held. 4 camps are filled: Once Upon a Stage (Gr. 2-3), Dr. Seuss (Gr. 2-3), In the Spotlight (Gr. 6-10), Pirates on the High Seas (Gr. K-1). Seuss and Once Upon a Stage have waiting lists. Pirates will probably have waiting list soon since it just closed and is in July.

4 others are almost full needing only 2-3 more to fill; a first for this many camps to be filled or almost filled this early. Normally 1-2 camps don't even have registrations in them or only 1-2 at this point in time.

Hogwarts Academy Internships/Prefects - didn't get the responses we hoped for so still short on number of volunteers to make this work. Extended the deadline in hopes to get a few more. Will continue to push through Facebook. Have hung a few posters specifically geared to Hogwarts Camp. Ankeny school drama instructors were notified of the opportunity to share with their students.

Hogwarts Academy Preparation: Team had four meetings since October to work on preparations – latest was on May 1. Team included Sarah Devick, Andrea Lupo, Nicole Temeyer and Lynn Arterburn. Has been a very beneficial endeavor. Will be holding a final meeting in May that will include all Hogwarts staff and interns to brief them on the lesson plans and procedures for the week.

Press Citizen - has published two camp articles. One for the Hogwarts internships and the other a general announcement of our camps. Am sending one to the paper for just our Hogwarts camps in order to get more participants.

Staff

All positions have been filled except for two assistant positions (Hogwarts and Live on Stage). Those have been offered to people and just waiting to hear their response. If no, I have four others who have sent in applications that I can contact.

Will be holding a staff meeting for all contractors in May to go through procedures, training, and other areas of concern.

Library Workshops Report

April: DM Register surprised us and sat in on the entire class of The Hungry Caterpillar. Ran a nice spread on their site as well as printing 6 pictures in the Ankeny Press Citizen. 13 kids attended that day. Miss Nelson is Missing (Gr. 3-5) was cancelled due to low number signed up. Gave those signed up the opportunity to move to Dr. Seuss workshop for Gr. 1-2. Had 9 kids participate.

May: Pirates on the High Seas for ages 4-6: 15 attended. Workshops scheduled on May 7 and 9 for other groups.

These are the last workshops for this school year. Will begin again sometime in the fall.

New Since Meeting

May 24 - Westwood Elementary's Leader in Me program where the 7 Habits of Happy Kids is implemented throughout the school year. Sharpen the Saw Day is when students get the opportunity to nourish their mind, body, spirit and heart. I will be leading sessions all afternoon engaging 3rd graders in a mind activity where they can experience what it takes to be an actor.

June 26 - YMCA Tour and Theater Experience at ACT / 10:00-12:00. 50-60 kids and ages K-6th grade. More details to come after Education Committee has their May meeting. Will need help with this event.

Adult Education

The set design class scheduled for May 12th to be taught by Al Witte has been cancelled. Al is to contact Susan and Whitney if he can reschedule.

Other class ideas were discussed such as lighting design and make-up plus after school classes to be started in the fall.

Next meeting date to be decided later.

Finance

- Working through processes with Accountant (Tammy)
- Ankeny Hardware –
 - Account PIF - \$522.60 representing expenses of 3+ months as of 4/1/18
 - There is not a debit card available for payment at Ankeny Hardware
 - No guarantee Ankeny Hardware will provide “On Account”
- The Copy Shop
 - Account paid to date - \$698.34 representing expenses back to 8/31/2017
 - Tammy working to breakdown to appropriate shows
 - Account has been transferred from Matthew’s debit card to Doug’s
- Ankeny Sanitation
 - Account has been transferred from Matthew’s debit card to Doug’s
- MidAmerican Energy
 - Account has been transferred from Matthew’s debit card to Checking Account
 - On-line account has been setup
 - We should consider paperless statements
- Mediacom
 - Account has been transferred from Matthew’s debit card to Checking Account
- Expense Report / Expense-Debit Reports will be presented as a separate agenda item

Paperwork to renew our 3 insurance policies (general liability package, Directors and Officers, and Volunteer Accident) has been completed.

Fundraising

Hu Hot night will be October 15, 2018 from 5-8pm. Hold your calendars now.

Marketing

Discussed Doubt, increasing marketing efforts. Added additional emails that went out each day of show. We will be participating in evening with the arts on May 11. CWIowa Live has changed policies. Publicity on this show will be more difficult to arrange. We have asked Barb to prebook as many appearances as she can to fill the next season.

Friendly Reminder: please carefully speak to our No Video policy when in conversation with casts and crews. We need to make sure to remind our shows during production meetings as well. (Marketing rep will bring it up at each production meeting.)

Membership & Sales

Honk tickets are on sale and the prices have been corrected to reflect the decision we made about reducing tickets prices for children under 12, and special lower prices for Throwback Thursday.

Stacie will organize a committee meeting soon to begin planning the annual meeting and membership/season ticket campaign and discuss ticket prices for next year.

Play Selection

Saturday, April 21 we did our third official script tease of the current selection season. As with the other two, we had very strong participation by the group and the script was very well received. We handed out scripts for group 4 and we’ll be quickly going through those in order to get our 4th script tease in

before summer. Group 4 has a good mix of genres in it (after we used group 3 to focus on one genre that had been a bit under represented so far.) Script grades for group 4 are due in later May with our group 4 scriptease scheduled for Memorial day weekend.

Two other things to note as well. The first is that we are going to start doing some “mini script tease” reads as well. Because there is often 2-3 very high rated scripts in a group and we only read the top rated one, some very possible candidates for our season are not getting read aloud. So we are going to sprinkle in some mini-reads for whomever can make it to read other highly reviewed scripts by the group. We have a couple in mind already for this. Also, because the script reading committee process has been fine tuned and organized a bit more recently, Cheryl and I feel that we should have a really solid group of 10-20 frontrunners for the season AFTER the one we are working on selecting now to start us off on the right foot day one in the fall of 2018 after we finalize and present the season we are working on now. A couple years ago, we’d just start from scratch each year. Having these carryover possibles works much better and gives us a great headstart in future years.

Our script grading and reviews both continue.

Troy and Cheryl

Production

No report

Volunteer

- We filled the volunteer spots for A Few Good Men
- We filled the volunteer spots for Doubt
- Started to recruit for Honk