



## Ankeny Community Theatre

### Board Meeting

12/11/2019 - 6:00PM

#### **MEMBERS PRESENT:**

Susan Casber, Tamra Mullen, John Claes, Matt Tuttle, Allyson Martens, Robert Uy, Joe Kirwen, Ali Kirwen, Cheryl Clark, Whitney Welp

#### **MEMBERS ABSENT:**

Tammy Sposeto, Brad Church

The meeting was called to order at 6:02 PM by Susan Casber.

### **General announcements**

No announcements

### **September Meeting Minutes**

Tamra moved to accept the minutes; Robert seconded; motion passed. Cheryl abstained.

### **Treasurer's Report**

Cheryl motioned to approve. John seconded.

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### **Committee Reports** see attachments for full report details

#### **Building & Operations:**

No additional information.

#### **Data Management:**

Contact Ali if anyone has ticket issues or need a refund.

#### **Education:**

We need to promote the upcoming tap class. We need more people to sign up or reschedule for a different time.

Props class does not have a date yet.

## **Finance:**

No additional information.

## **Fundraising:**

We received \$10,000 from Bravo. Giving Tuesday brought in \$1,380.

We need a way to allow people to order an entire table of 10 for the dinner theater. The script is finalized for the show.

John would like \$25 for the script. Cheryl made a motion, Allyson seconded. Approved.

## **Marketing:**

Emails that we send are proofed by 2 people. The marketing committee is adding additional people to proof the email to reduce errors. The director should also be included on the email test.

The marketing committee should include the Datebook when publicizing audition dates. They will be discussing other places to publicize this information.

The dinner theater needs to get on the promotion schedule.

## **Membership & Sales:**

No additional information.

## **Play Selection:**

No additional information.

## **Production:**

Production chairs will start director's bible including information that directors need for their production.

## **Volunteers:**

No additional information.

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## **Old Business**

### **Strategic Plan Review:**

Vision statement as revised was approved.

Mission statement as revised was approved.

Goals were approved as stated.

Objective 3 - should we focus on getting more people from Ankeny involved?

Goal 1 objectives were discussed and approved as written.

May need wording on why someone should be a member of ACT. Discuss the benefits of membership with our patrons.

Camp will have its last year in 2020. It conflicts with Objective 2 of Goal 2.

The draft as a whole was discussed and needs minor revisions.

Put goals and objectives up on the website.

### **Dinner Theatre Fundraiser:**

Audio options for the facility? Ali will look into lav microphones. Rent speakers from Rieman music?

### **ACT Purpose Driven Shopping Site:**

No additional information.

### **ComedySportz Improv:**

Need to check if we need volunteers.

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## **New Business**

### **ICTA Convention 2020:**

Registration is up on the website. ACT will reimburse \$75 for board members to attend.

### **Giving Tuesday:**

Happened on Dec 3. We got 12 new members. We will be sending out thank you's to those who donated.

We should have donations schedule quarterly.

### **Theater Rental for Piano Recital:**

Passion Studios would like to rent the stage for two days in September (19/20). It conflicts with tech week so we need to request that they reschedule or we will not be able to do it.

Building committee will come up with an estimate on how much we charge for renting the space and what kind of liability we have.

## **Email Responsibility:**

Someone on the board should be regularly checking the [info@ankenycitycommunitytheatre.com](mailto:info@ankenycitycommunitytheatre.com) inbox. Have the executives (past president and president) checking it to have a consistent voice from ACT.

## **Cleaning Crew:**

Have had some issues with the cleaning crew leaving doors unlocked and left trash in the work room. They come 6 times per year before every show begins. We will continue with the current cleaning crew but are looking at alternate options.

## **Ticket Policy:**

Need to include ticket refund policy on Midwestix. We will not allow refunds.

## **Awning Condition:**

This was part of last year's Giving Tuesday fund. Can we use that to fix the awning in front?

Ali made a motion to adjourn; Allyson seconded.

## **Upcoming board meetings:**

Regular Board Meeting - Wed., Jan. 8<sup>th</sup>, 6:00 PM