



## Ankeny Community Theatre

### Board Meeting

2/15/2020 - 2:00PM

#### **MEMBERS PRESENT:**

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

#### **MEMBERS ABSENT:**

Brad Church, Tammy Sposeto

The meeting was called to order at 2:04 PM by Susan Casber.

### **General announcements**

#### **January Meeting Minutes**

Cheryl motions, Tamie seconds. Motion passes.

#### **Treasurer's Report**

John motions, Whitney seconds. Motion passes.

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

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

Building committee needs to figure out duties and make an outline of what to do.

The furnace needed repairs before Law & Order. We need better duct work before upgrading the system. John has information that he will send to everyone one what would need upgrading based on discussion with repair man.

#### **Data Management:**

No additional information.

#### **Education:**

The tap and costume class have been cancelled. Education needs to schedule a time for the props class. It was suggested to review what classes we're providing and send survey to patrons on what they want to learn. We may need a better way of getting word out to everyone. Education committee will discuss next steps.

## **Finance:**

Doug is officially removed from all financial related tasks. Joe will be managing finance going forward. Expense reports get reviewed monthly and reimbursements made at that time.

Joe, Cheryl, and Susan have Veridian debit cards for ACT.

## **Fundraising:**

Prairie Meadows grant needs specific costs that we may incur. John will submit within the next two weeks.

## **Marketing:**

We are looking for a new graphic designer. We offered payment to past designers to create logos and graphics for the upcoming season.

Ali made a motion to approve the price of a veteran or active military ticket at the price of a child ticket (\$12) for A Piece of My Heart. Allison seconded. Motion passes.

The suggestion was made to recognize veterans at the show.

## **Membership & Sales:**

No additional information.

## **Play Selection:**

Season announcement will be shared Feb 16 and posted throughout the week on Facebook.

## **Production:**

“Piece of My Heart” had requested music licensing for several popular songs. Production requested a cost estimate from a licensing company and they required \$130 for processing and stated each song would be \$30-120 per song, per performance. The suggestion was made to the directors to find royalty free music or remove the music from the performance. Production will be sharing music licensing information with all directors when they apply for the next season.

## **Volunteers:**

No additional information.

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## **Old Business**

## **Dinner Theatre Fundraiser:**

In the 2019 show we made \$10,000 from ticket sales and we agreed to cover all expenses and split 70/30. We did not cover The Cellar's expenses last year. To remedy that, we sent The Cellar an extra \$3,000 this year to cover expenses for last years play. It has been fixed for this year and we will be sending them the correct split.

We will need to renegotiate the contract for the next year and it needs to be more specific in our contract. The discussion was made to not continue working with The Cellar and pursue doing a dinner theatre at another location with our own volunteers.

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

John submitted the contract and the site is live. It will need to be placed on the website to direct people to the shopping site.

## **ComedySportz Improv:**

Collected around \$125 in concessions. Attendance was around 20.

## **Strategic Plan Review:**

Put on hold until next month.

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## **New Business**

### **Production Proposal:**

Matt made a motion that stage manager could apply for director position with approval by production committee. Joe seconded. All opposed.

### **WAGS tour and discussion:**

Discussion is to exit on Aug 31st into a new building (previous owned by WAGS). We need a draft from an architecture firm. We have an opportunity to increase seating. We need to determine how we will be able to pay for this in future years as our current ticket sales will only cover us for the first 2-3 years.

Before signing a contract we need information from plumbing (bathroom), architecture firm, and construction.

Allison made a motion to create a new building subcommittee to cover the details of the move. Tamie seconded. Motion passed. The subcommittee will consist of Tamie, Susan, John, Cheryl, and Joe.

## **Camp proposal:**

Camp will be held July 6-12. Instructors have already been assigned to classes. Can we find a relatively inexpensive musical/show that we could incorporate into the camp? We discussed charging for concessions at the performance instead of tickets. Camp may be using lighting for their performance which will be enough time ahead of the current show and will work with that director.

Susan made a motion to approve the camp schedule and \$500 for camp scholarships (partial payment for camp). Robert seconded. Motion passes.

## **Bluetooth Speakers**

Cheryl purchased bluetooth speakers for ACT.

Whitney made a motion to adjourn. Joe seconded. Motion passed.

## **Upcoming board meetings:**

Regular Board Meeting - Wed., Mar. 4<sup>th</sup>, 6:00 PM