



## Ankeny Community Theatre

### Board Meeting

1/8/2020 - 6:00PM

#### **MEMBERS PRESENT:**

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

#### **MEMBERS ABSENT:**

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

### **General announcements**

Susan found the door unlocked when arriving at 5:30. Bring up with building committee.

Paper copies can go through Lynn. We can have her make multiple copies for production forms.

### **September Meeting Minutes**

Brad moved to accept the minutes; Whitney seconded; motion passed. Tamie abstained.

### **Treasurer's Report**

Report was not available at the time of the meeting. It will be sent out later this month. Joe will be fully taking over duties from Doug Moon by February 1st.

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

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

John has been purchasing urinal cakes. Should these be handled through the building committee? No decision was made.

#### **Data Management:**

No additional information.

#### **Education:**

Education needs to include Whitney when setting up a class to get donor box set up.

**Finance:**

Joel Anderson is managing our tax forms for the year.

**Fundraising:**

Bravo grant check is in the mail.

**Marketing:**

No additional information.

**Membership & Sales:**

No additional information.

**Play Selection:**

No additional information.

**Production:**

Scheduling a directors meeting for February 1st.

Provide digital copy of forms for actors when they are cast to fill and bring to read through. There must be a paper copy provided.

**Volunteers:**

Box Office volunteers need to be filled out for Don't Dress for Dinner.

We are in need of volunteers for Law & Order. Whitney will check with the director to see if parents are willing to volunteer.

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**Old Business****Dinner Theatre Fundraiser:**

Audition forms should go to Matt when the show is over. Rehearsal pictures should be sent to marketing.

We need someone from ACT to manage Midwestix.

**ComedySportz Improv:**

Matt offered to teach someone how to run sound for the event.

## **Strategic Plan Review:**

We need to share the strategic plan goals with each committee member. John will draft a cover email to send to our newsletter. We will put the same version on the website. Include mission and vision in the playbill as well.

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## **New Business**

### **Rehearsal Space:**

We need rehearsal space outside of the theatre when shows have overlapping schedules. Perkins conference room has been used but didn't have enough space. Resurrection Lutheran may be available to provide space. We should provide some compensation when utilizing their space.

Can we build a database of possible locations for availability?

### **New Building:**

Cheryl will notify Robert about a space near the old theater. Tamie would also like to be involved in the process.

Ali made a motion to adjourn; Whitney seconded.

### **Upcoming board meetings:**

Regular Board Meeting - Wed., Feb. 12<sup>th</sup>, 6:00 PM