



Ankeny Community Theatre

Board Meeting

6/8/2021 - 6:30PM

MEMBERS PRESENT:

Jim Leeper, Brad Church, Scott Hamilton, Ali Kirwen, Joe Kirwen, Lisa Gould, Cheryl Clark, Matt Tuttle, Susan Casber, Lauren Mills, Anna Sunstrom, John Claes, Robert Uy

MEMBERS ABSENT:

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

General announcements

No announcements.

Last Month's Minutes

May board meeting minutes were reviewed. Brad made a motion to accept and Ali seconded. Motion passed.

Treasurer's Report

Treasurer's report was given by Joe. He highlighted that the Bravo grant was deposited and that the website annual fee was paid. Jim made a motion to accept the report and Anna seconded. Motion passed.

Committee Reports see attachments for full report details

Opportunity was given to ask committee chairs questions, since there were no committee reports. Jim asked about the variety show cancellation and keeping the website up-to-date with meeting minutes.

Old Business

Work day:

Main tasks will be painting the black walls, trimming the bushes outside, and cleaning off makeup/hair shelf in Green Room.

Reopening Ad Hoc Committee:

Ali shared info on ticketing and the committee's recommendation that we stay with Midwestix. Advantages are that they know our needs, we have a good relationship with them and they have been very responsive/communicative, and they are a local company. Jim made a motion to stay with Midwestix and John seconded; motion passed. Lauren reported on programs and the committee's recommendation that we go with Taylored Expressions. This company had, by far, the most reasonable options: 350 copies per show, 2 sheets of paper per program (total of 8 pages when folded in half horizontally), color on front and back with black/white inside for about \$200. We discussed why we are not going with Standing Ouations for this season and explained that at this point, the decision to print our own programs is only for this season. Brad motioned to accept. Robert seconded. Motion passed.

New Business

Summer Theater:

The Perfect Rendevous (by John Claes) was intended to be a performance for our dinner theater. That is currently up in the air at the moment. John suggested it would be good to have a soft open of the theater and perform the play one weekend in August. Tickets will sell for \$10 a seat and we might do an outdoor reception in the alley via the theater overhead door following the show.

We need to make sure we have insurance before opening. We also need to resume paying full rent as we have had a reduced bill during COVID.

Joe motioned to accept. Anna seconded. Motion passed.

2020-2021 Season:

Getting directors has been difficult with the upcoming season. The suggestion is to shuffle the season around due to lack of director interest.

We may need to have the next show in the program instead of the entire season.

Brad made a motion to add Piece of My Heart in October and move Aura to April. Lauren seconded. Motion passed.

Annual Meeting:

September 19 or 20 is the proposed day for the meeting. The membership committee will select the time and let everyone know. It will be at the theater. We want to have an option to attend virtually for those that don't feel comfortable attending.

Joe motioned to adjourn, Matt seconded. Motion passed.

Upcoming board meetings:

Regular Board Meeting – Tues., July. 13th, 6:30 PM

Covid Procedures:

Brad made a motion to adopt the following protocols for ACT reopening in August. Lauren seconded the motion. After additional discussion, the motion passed with 10 "yes" votes.

For the August & October show:

FOR REHEARSAL:

Main goal: making sure no actors get sick before the performances

COVID-safety protocol: mask use guidelines will be decided amongst the cast and crew

Justification/reasoning behind protocol:

*masks would be tricky to rehearse with, considering the importance of enunciation/volume/facial expressions

*while we can't ask cast members to be vaccinated (or IF they are vaccinated), we can ask if they are comfortable rehearsing in a setting without masks/face shields

*most of those who want a vaccine have been able to get it, those who do not want the vaccine have made that choice about their own health, and those who can't get it for personal health reasons could express concerns with the group of cast/crew and they could hopefully figure something that works for them

AUDITIONS FOR OCTOBER SHOW:

Main goal: making sure ACT is doing what we can to contain the "spread" and that the actor/s chosen don't get sick before rehearsals start

COVID-safety protocol:

masks strongly encouraged by participants while NOT on stage and by crew/volunteer when social distancing isn't possible

Justification/ reasoning behind protocol:

We CANNOT ask if someone is vaccinated, so to increase people's comfort level in coming to our space for an audition, we want to fall on the side of a higher degree of safety and require masks at auditions

FOR PERFORMANCES:

Main goal: making sure no cast/crew/volunteers get sick through the run AND making sure ACT is doing what we can to contain the "spread"

COVID-safety protocol for cast/crew/show-support volunteers: no masks/shields on actors while on stage; crew/show-support volunteers will be masked while in public areas (example: light/sound tech will wear mask if among patrons at intermission but NOT require to wear masks in the light/sound booth)

COVID-safety protocol for patrons: strongly encouraged while in the building. Patrons could request small group, 1-3 chairs, of folding chairs to be located a distance away from the built-in seats. These are available only on a limited basis and will be first-come-first-served, as we do for disability seating

Justification/reasoning behind protocol:

*most of those who want a vaccine have been able to get it, those who do not want the vaccine have made that choice about their own health, and those who can't get it for personal health reasons can wear masks and request distanced seating (if none is available, they can request tickets to a different performance or not attend)

NOTE:

Eating/drinking: For August show, no food will be served until AFTER the performance. Masks volunteer will set out drinks for patrons to take/drink. Additional drink and food will be served after the August show, outside with the overhead door open for more social distancing.