



Ankeny Community Theatre

Board Meeting

3/4/2020 - 6:00PM

MEMBERS PRESENT:

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

MEMBERS ABSENT:

The meeting was called to order at 6:06 PM by Susan Casber.

General announcements

No announcements.

February Meeting Minutes

Brad motions, Tamie seconds. Motion passes.

Treasurer's Report

Cheryl motions, Brad seconds. Motion passes.

Committee Reports see attachments for full report details

Building & Operations:

No additional information.

Data Management:

No additional information.

Education:

No additional information.

Finance:

No additional information.

Fundraising:

Fundraising has a meeting scheduled for the Bravo grant on March 19th. Purpose driven shopping details have been sent over to our webmaster and marketing committee. We will mention the site in our pre-show speech before performances.

Marketing:

No additional information.

Membership & Sales:

No additional information.

Play Selection:

No additional information.

Production:

14 directors have expressed an interest in directing the next season.

Volunteers:

No additional information.

Old Business

Strategic Plan Review:

Write up committee expectations/responsibilities by May's board meeting. Cheryl will create a template for the committees to fill out. ICTA has a spreadsheet that defines board member responsibilities that we may want to replicate for ACT. Tammy will work on this.

Graphic Designer:

Tammy discussed the proposal for paying a graphic designer. The compensation is to help offset cost of software and the tight deadlines they have to deal with.

The total will be \$1050 for the graphic designer as a one time fee. Ali made a motion to approve the proposal, Whitney seconded. Motion passes.

We will need to provide a W9 to the designer as soon as they accept the contract. Tammy will send the contract to Nicole Titus.

New Business

Building Day:

We need to organize the theatre space. Building committee will discuss a time for us to do this. We may be able to donate items to a local artist.

New Location:

We heard back from Frank about the new space. It will be a 7 year lease that increases in cost each year. We would have to start full rent August 1st. The committee discussed this and decided it was not something we want to do. We want to stick with the September 1st date so that we can finish out our current season in the current building.

It was discussed that finances would be tight. There is anxiety surrounding the cost. Story has black box seats that can be moved around in the space. Joe sent out graphs of what we've made over the last few shows. Fundraising covers our building costs but the shows mostly cover their own costs.

We can add an inspection in our contract to make sure that the new building is up to code. Joe made a motion to proceed with the building, Brad seconded. Motion passes.

For June/July we would only pay the CAM (common area maintenance) and utilities. We will need to have membership drives, grants, and other fundraising pushes. We can start moving things over June 1st.

Tammy suggested making talking points that we can share when marketing the details of the new building to make sure our voice is consistent.

We will be negotiating with Frank on details.

Email account Access:

Data management should have owner access to our emails. Ali suggested we have a "reporting secretary" who keeps up with our emails and presents them to the board. We would like to be checking and responding to info@ankenycitycommunitytheatre.com and be the owner.

Matt suggested to make a policy/procedure document for moving accounts between owners when board members change. Something that prevents lock out of accounts. We should have a policy document for keys to the building as well. We will discuss at the building committee.

Spring/Summer Retreat:

Tabled until we know what is happening with the move.

Stage Guidelines:

Audition dates should be set at beginning of the season. This will help with marketing. We should add that productions should not be able to have more than 6 rehearsals in a week. Robert made a motion to approve, Tamie seconded. Motion passes.

Musical proposal for play selection:

Cheryl is suggesting that we should have 2 musicals per season. We are not losing money on musicals. The last show of Happily Ever After was snowed out. Robert suggested having well-known musicals which is something the committee takes into account.

John made a motion. Ali seconded. Tammy abstains. Motion passes.

Script/Director selection for Festival 2021:

Tammy would like to see applications and auditions for the festival. These people are to represent ACT. Actors should have to be in a show within the last 2 years. Cedar Rapids sponsors a festival to determine who goes on to state.

A director needs to apply and have been a director at ACT. A script will be selected by an adhoc committee, directors can suggest scripts but they have to be cut down to 1 hour. We need to have a script and director selected by September 1st.

An application will be drafted by Cheryl to give to production committee so that a director can be selected. A portion of the play selection committee will select.

Tickets for Wizard of Oz:

We are going to open up tickets for the Wizard of Oz early. There is the potential for adding 4 shows during the performance.

Professional Photographers:

We offered to provide advertising to photographers if they provide services during read-through, etc. We do not allow them to put watermarks on the images. We add that certain photos be attributed to the photographer. Watermarks on the photos could be causing them to not show up in the media.

Marketing doesn't care if we have professional photography. Wizard of Oz has decided to take care of their own headshots. Marketing will have a contract made up to make sure we have clarity around the terms.

Concessions:

Have a box for concessions to pull it out drinks all out at once.

Allyson made a motion to adjourn. Tammy seconded. Motion passed.

COVID-19 Season Changes:

Susan & Cheryl proposed a change to the current season based on the situation with COVID-19.

Move A Piece of My Heart to the current Wizard Oz spot (Preview June 4, show closes June 14). Frank, director, is on board.

Move Wizard of Oz to current Marjorie Prime spot (Preview Aug 6, show closes Aug 16). Production Committee will need to appoint a new director as Adam is unable to direct in Aug---we have several options available.

Cancel Marjorie Prime for this season. (We could add it to 2020-2021 as second adult studio (in our new space, we will have space to do studios in a separate space from the full shows) OR we could put it in the 2021-2022 season Play Selection is currently working on.) Ali and Joe, directors, are okay with this change and willing to direct when rescheduled.

Move the Show Camp that is planned for at ACT on July 6-10 will be MOVED to June 22-26. (This will open up all of July for set build for Wizard of Oz). Fran, the director of this camp, is on board with this change.

The motion was made by Susan and seconded by Cheryl. Yes votes received from Ali, Joe, Brad, Allyson, John, Matt, Whitney, Cheryl, and Susan.

Upcoming board meetings:

Regular Board Meeting – Wed., Apr. 1st, 6:00 PM