

# Ankeny Community Theatre Board Meeting Minutes

## November 6, 2017

**Members Present:** Troy Gould, Nicole Titus, Adam Haselhuhn, Stacie Bendixen, Al Witte, Susan Casber, Tammy Sposeto, Becky Plager, Whitney Welp, Matthew Breaux, James Machamer

**Members Absent:** Scott Nielsen, Valerie Stratton

The meeting was called to order at 6:34 PM by Stacie at the Ankeny Community Theatre.

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

Matthew reported we need to increase our donations to keep on track with monetary report. James motioned and Troy seconded, September's Treasurer's Report was approved as stated. Matthew also answered questions regarding the treasurer's report, further discussion will be held at the finance committee meeting tomorrow. James motioned and Troy seconded, October's Treasurer's Report was approved as stated.

### **October Meeting Minutes:**

Minutes from Oct. meeting were reviewed.

Al moved to accept the October meeting minutes, Nicole seconded, and the motion was passed.

### **Committee Reports:**

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

- After set for 25th Annual Spelling Bee, had to throw a lot of paint pans and brushes away because they were left in the sink, have to tell the Directors about that because we want to save all we can
- The cold water in the mop closet and in the green room is not working
- Vacuum is missing, may have been thrown away. Discussion was held on where to buy a new vacuum and how much to spend. James will do more research.
- Ankeny Hardware stores paint information, recommend to continue to utilize this store.
- Scott bought more shelving for the storage area for Lynn to utilize.
- Fire extinguishers were checked and are up to code.

#### **Data Management:**

No additional comments.

#### **Education:**

- All of the adult classes have been set and confirmed with the teachers.
  - Melissa Moore-The Role of the Stage Manager, Assistant Director, and Producer (Jan 27th)
  - Matt Tuttle-Sound and Lights (March 10th)
  - Al Witte-Set Construction (May 12th)
  - Michael Hollister-The Audition Process (July 21 and 28)

- Open house will occur March 3rd in the afternoon, for parents and children. Will work with marketing on promoting.

**Finance:**

- Will be meeting tomorrow to discuss the budget and reporting to board members.

**Fundraising:**

- Adam reported who had signed up to work for the HuHot Fundraising dinner and requested personal social media fundraising.
- Submitted Bravo Grant asking for more than \$12,000.

**Marketing:**

- Tammy will continue to work on community calendar.
- Young Professionals night for Spelling Bee, only sold one ticket at that price. Will continue to target this age group for ticket sales.
- Had first electronic newsletter this month.

**Membership & Sales:**

- Stacie needs some volunteers to write handwritten thank-you notes to our members.

**Play selection:**

- Year-long procedure versus 4-months procedure, reading scripts for the 2019-2020. A few scripts will be done a few months at a time.

**Production:**

- Directors/Production committee meeting will be in a couple weeks.
- Assistant Director's assignments are almost complete.

**Volunteer:**

- Will need money for the Volunteer Committee meeting which is occurring on January 21st at 1:30. Matthew will send Whitney the information for budget for the Volunteer Committee.

**Old Business:**

**New Curtains:**

- Cheryl presented options for the new curtains and borders. All options are flame retardant. Cheryl offered to make the border for less than what the company would make a border for.
- Matthew reported concern with doing a curtain "push," because of the current decrease in membership. Cheryl also discussed replacing the mid-stage/opening to stage curtains. Discussion was held on increasing money for the curtain and how to hang the curtains.
- Motion to buy curtain recommended by Cheryl, buy fabric matching fabric for Cheryl to make border, and buy matching fabric to replace the brown curtain dividing backstage from the green room hallway. Motion was made by Matthew, Nicole seconded, motion was passed.

**Membership Drive Update:**

- 96 members, \$120 average donation, \$100 most common donation
- 11,535-Total we have taken in so far this year
- Discussed options to increase members and notification of members to re-donate (including possible recurring donations)

### **Half of God Committee concession donations will go to Iowa Donor Network**

- Total: \$260.43 obtained from donations. Half would be \$130.21.
- Susan motioned to donate \$200 to the Iowa Donor Network, Matthew seconded, motion passed.
- Presentation of check-Press Release

### **New Business**

#### **Proposal to offer beer/wine for a suggested donation at Thursday performance for Main Stage and every performance for the adult studio shows:**

- Discussion was held on liabilities, management of alcohol, and insurance policy for this option.
- Not ready to vote on this option yet. Membership and Sales committee will research liability.

#### **Throwback Thursday Pricing**

- Reduction of \$2-\$3 for all tickets, previous pricing before last increase. For plays, \$8 students, \$10 seniors, \$12 adults. For musicals, \$10 students, \$12 seniors, \$15 adults.
- Discussion was held on punch tickets pricing
- Option for Throwback Thursday Pricing: Troy motioned to accept the proposal and Nicole seconded, motion passed with 1 abstention.

#### **Singing group presentation every night before presentation of “Christmas Chaos”**

- In exchange for 3 tickets to the play
- Discussion was held.
- Susan will further discuss this with Barb Wagner
- Scott will have final decision as he is the Director

#### **New location for theatre**

- Adam gave background about previous discussions with the Albaugh development group that’s developing The District area around Jethro’s.
- There is a movie theater that is closing that may be a good location for the theatre. Adam talked to owner of the theater and he has worked with community theatres before. We could lease a portion of the theater and do the renovations (would be a million or more) or we could buy the whole theatre (which would be several million.) The owner of the theater would need something from us to indicate we are serious. Discussion was held on keeping the current theatre (with major updates needed) versus changing locations (which would also be a lot of money). Other options were also discussed including; a rehearsal space.
- We decided we would not be able to buy the entire building.
- Stacie, Adam, and James will further discuss this option. Susan motioned and Matthew seconded, motion passed.

Susan motioned for the meeting to be adjourned; Nicole seconded it; and motion passed.  
Meeting was adjourned at 8:38 PM.

### **Meetings & Other Dates:**

**Next board meeting: Mon., Dec 11<sup>th</sup>**

**Next Hu-Hot fundraiser: Mon., Nov 13<sup>th</sup>**

**Board meetings for 2017-2018 season:**

Tues., Jan 9<sup>th</sup>  
Mon., Feb 5<sup>th</sup>  
Mon., Mar 5<sup>th</sup>  
Mon., Apr 2<sup>nd</sup>  
Mon., May 7<sup>th</sup>  
Mon., June 4<sup>th</sup>  
Mon., July 9<sup>th</sup>  
Mon., Aug 6<sup>th</sup>  
Mon., Sep 10<sup>th</sup>