

Ankeny Community Theatre Board Meeting Minutes January 9, 2018

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

Members Absent: None

The meeting was called to order at 6:35 PM by Stacie.

Prospective guest director interview: John Butz

John's resume was reviewed by board prior to the meeting.

Nicole introduced John.

John gave a general introduction of his background and discussion of his desire to direct at ACT.

General questions from the board were entertained and also answered his questions for the board.

Discussion held regarding acceptance of John's application to be a director. Directors for each show for the upcoming season will be decided at a later date; this decision just allows John to apply even though he has not assistant directed at ACT before.

Stacie motioned to accept John's application to be a guest director; James seconded the motion; motion was passed, noting there were two nays and one abstention.

2018 Camp Proposal:

See attached descriptions and budget presented by Lynn Arterburn.

List of youth summer camp classes and schedule was reviewed.

Discussed the tentative budget and scholarships.

Fees for camp were suggested to be \$175 for full day and \$100 for half days (no increase) and \$100 for the Hogwarts Academy Prefects.

Suggestion to allocate \$500 for scholarships.

Stacie proposed a motion to approve the class schedule, budget, fees, and scholarships as noted above;

Tammy seconded; and motion was approved.

Treasurer's Report:

Matthew presented his report.

James moved to accept the report, Scott seconded, and the motion was passed.

December Meeting Minutes:

Minutes were reviewed. No corrections needed.

James moved to accept the minutes, Nicole seconded, and the motion was passed.

Committee Reports: See end of minutes for full reports.

Due to time constraints, no additional discussions held.

Old Business:

Community Foundation endowment proposal:

Stacie reviewed the key points as reflected in the finance committee report attached.

Scott motioned to accept the proposal; Nicole seconded; motion passed.

New Business:

Theater seats proposal:

Scott, James and Al met and reviewed options.

1. Board to meet at the theatre for two full days to get the seats/risers adjusted.
2. Hire the job done. James would contact several different people to get quotes of various options of the project.

The board would like to proceed with getting quotes.

Prairie Meadows grant project:

Adam presented this information. Grant application is due Feb 16th. The monies would be valid from July 2018-July 2019.

Building and education committee did provide options for funding we could apply for. Some options:

- Set construction tools and secure place to store them ~\$2000
- Exterior renovations ~\$2500 for new awning and \$500 for fencing around air conditioning
- Spray insulation replacement ~\$15,000-\$20,000
- Camp monies for the summer of 2019
- Projector and screen for presentations
- New concession area
- North wall needs drywall/insulation

Suggestion to submit a “building improvements” proposal which would include several projects in one. Quotes would be needed for each project – insulation, concession stand, awning/fencing. James would proceed with obtaining quotes.

Stacie motioned to proceed with obtaining quotes for the “building improvements”; Troy seconded; and motion approved.

Stacie motioned to move the next portion of the board meeting into executive session at 8:22 PM; Whitney seconded; and motion passed. Discussion held.

Stacie motioned to move back out of executive session at 8:35 PM; Tammy seconded; and the motion passed.

Proposed Code of Conduct revision:

Whitney motioned to adopt the code of conduct revision (see attached); Scott seconded; and motion passed.

“A Christmas Chaos” positive participant feedback:

Scott shared two letters he received from parents of children that were in the show telling about their very positive experience for their kids and their appreciation for ACT.

Jerry Reid:

Jerry has been diagnosed with terminal cancer and is in home hospice.

Scott will purchase a plant with ACT funds and a few ACT board members will take to their home. Susan will speak with Jo and Jerry regarding their wishes for a memorial after his passing.

Discussion will be held at next board meeting regarding suggestions.

Other items:

Stacie and Whitney announced that Whitney and her husband will be moving to Cedar Falls in a few months due to her husband's new job, but Whitney will continue in her board position for at least the rest of this program year. We will evaluate then whether it's working for Whitney to remain on the board for the remaining two years of her term.

Ankeny Area Chamber of Commerce dinner Feb. 1st:

Nicole motioned for the board to spend \$150 to send two people from the board for representation and information gathering; Susan seconded; and the motion passed. James will be one attendee.

Treasurer discussion:

Matthew expressed interest in transitioning treasurer duties to someone else next year or sharing the load with someone.

Al motioned for the meeting to be adjourned; Nicole seconded it; and motion passed.
Meeting was adjourned at 8:50 PM.

Meeting & Other Dates:

Board meetings for 2017-2018 season:

Mon., Feb 5th

Mon., Mar 5th

Mon., Apr 2nd

Mon., May 7th

Mon., June 4th

Mon., July 9th – note date change

Mon., Aug 6th

Mon., Sep 10th

ACT Committee Reports & Materials
January 9, 2018

Building & Operations

- Scott worked with Doug Moon & volunteers from Wells Fargo on Dec. 18th. We got a lot of work done in the work room and some in the storage area.
- We met on Sunday Dec 31st and discussed seating at the theater. We will present our thoughts under new business.

Data Management

A total of 6 emails have been successfully updated or added to the list, *ACT Contacts*, on the account Ankeny Community Theatre.

Education

- The committee is scheduled to meet January 15th at 3pm following the matinee of Velveteen Rabbit. Meeting December 29th was cancelled due to the weather and driving conditions.
- The January 20th workshop is taking registrations. Contact has been made for future workshops to the instructors to develop their information for the website. Ankeny high school drama teachers were sent the notice to encourage their students to attend classes if interested.
- Plans are still to hold an open house on March 3rd to provide information about the theatre and tours of the facility which can include children and parents in the audience. Hopefully, some of the local high school drama students can put on a few skits. More information to follow after our meeting on the 15th. This will also be a way to promote the summer camps.
- Library workshops are scheduled for:
 - Jan. 25 ages 4-6
 - Jan. 29 grades 2-3
 - Jan. 31 grades 4-5

Notes from Lynn Arterburn about camp proposal (session descriptions are below, and budget is attached):

I have attached the 2018 camp descriptions and budget for next week's meeting. Items in red are pending. Hogwarts Week - I am still waiting to hear back from my committee for approval of the descriptions and if we plan to take only 4 prefects so wording may change some with the camp descriptions for that week but not enough that board would need to see before it goes to print or on website. However, once I do have the final one, I can send it to the board so everyone has it for a reference.

I need to know from the board if they want to keep the same registration fees as last year. 1/2 days were raised to the current \$100 in 2012 and full days were raised to the current \$175 in 2014. Comes out to be \$6.67/ hour for 1/2 day and \$5/hour for full days so full day kids get a better deal than 1/2 day kids. Susan asked me earlier today if we ever do a discount for more than one child attending from a family. We never have. We have given members a \$10 discount years ago but only 1 person took advantage of it all the years it was offered so we dropped it. We have a had a few ask but when told no, they still sign their kids up. Some years we barely break even so cutting down on registration money coming in could potentially put us in the hole some years. Also, we are still cheaper than the Playhouse and I believe CAP summer camps which has drawn some people to our camps as stated on some evaluations. The Playhouse does not give discounts. I'm not sure about CAP.

Budget - I assumed that the staff salaries would remain the same as they have been for years: \$10/hour for assistants and \$20/hour for lead instructors. I think that still makes us one of the higher paying staffing. That pay only includes the hours that they are actually working with youth (9:00-12:00, 1:00 - 4:00 or 9:00 - 4:00). We also give them each \$10/ week for coming in early or staying late to set up and take down. The revenue is estimated using last year's registration fees.

Finance

Finance Committee meeting 12/18/17

Community Foundation of Greater Des Moines endowment proposal for board:

- **Regular endowment fund: \$37,500**
(Can pull money out at any time – has a “divorce clause”)

- **Endow Iowa fund: \$5,000**
(Can't pull money out. Reason to have an Endow Iowa fund is that donors get a substantial tax benefit, so we can market that as a beneficial option for some. It also puts us on the list of organizations with Endow Iowa funds that the Community Foundation shops around to major donors looking for where to contribute.)
- This means a total of \$500 in fees per year (\$250 for each fund)
- Investment portfolio choice: Long-Term Growth: 100% of funds (Most aggressive - biggest risk, biggest reward; designed for being in there very long-term. This portfolio has the largest amount in it by far, so the most organizations have their money here.)
 - Note: You can change the investment mix once a year, or upon a significant change in fundraising goal or timeline for depletion of the fund.

Veridian Credit Union accounts proposal:

- Penalty for pulling out both CDs in order to funds in Community Foundation endowments: less than \$500. We should earn that back through endowment earnings in less than a year.
- **Put in a new Veridian SAVINGS account OR money market account** (Matthew will find out what the restrictions are to decide which is best): **\$10,076.63**
- To pay for immediate needs, we will have about \$40,000 at Veridian as liquid (cash) reserves, between our checking and savings/money market. A guideline is to have enough cash reserves to cover 6 months of expenses; about \$15,000 would cover 6 months' rent and utilities, so we're meeting that guide.

Question we need to ask Community Foundation:

- For yearly disbursement, can we get both 5% out of regular endowment AND 5% out of Endow Iowa fund? Or only the regular endowment?

Fundraising

ACT Fundraising Meeting

January 3, 2018

Present: Adam, Stacie, Matthew, Susan, John Claes

- Business Fundraising Letter
 - Adam talk to Lynn about best process for mailing.
 - Pricing, assembly, envelopes, paper etc.
 - Scan to edit to put address and info into excel. Adam ask Lynn/Doug A.
 - "Dear Ankeny Business Owner" or personalize
 - Add: Hosting a fundraiser for ACT to list of options
 - Response mechanism needed - John had drawn one up.
 - Mid-February be done with it.
 - Acquisition direct mail generally has a response rate of 1-2%
- "Eat & Raise" opportunities
 - HuHot - 10% of sales that night and we bus tables, plus tips
 - Adam reach out to HuHot about a May date.
 - Wich Wich

- Donations are paid on a tiered systems as follows- net sales up to \$1499= 10% donation, up to \$1999= 15% donation, and anything \$2000 or higher is a 20% donation. **James to look more into Wich Wich.**
 - Panda Express - 20% of sales that night
 - Orange Leaf - 20% of sales that night **(YES) Matthew set up. August**
 - Chilis - 15% from guest checks with vouchers
 - Chipotle - 50% of sales from the ad.
 - Barnes and Noble
 - Kohls volunteers gets use \$500 - John Claes looking into setting up. Will talk to Scott Nielsen and Stacie about needs and setting up a day.
- Grants
 - Prairie Meadows Grant
 - Due February 16
 - Ask board for priorities of projects proposed by building committee and education committee.
- Community Foundation
 - Provided committee with an update on board proposal to move funds to community foundation.
- Other?
 - Foundations research that John provided.
 - Robert and Rebecca Shaw Foundation
 - Charlotte and Wiliam Hinson Charitable Foundation Trust

Marketing

We did not meet in December. We had production meetings, scheduled a few extra emails, and participated in logo creation for season.

Membership & Sales

- We sent a year-end fundraising email, using similar language other nonprofits used to encourage people to give in 2017 before tax law changes. One additional gift came in.
- Throwback Thursday pricing has been set up for main-season shows in Midwestix.

Play Selection

Saturday Jan 6 is our Script Tease where we will be reading a script that has been very popular with the committee members in the early first couple months of the new script reading season.

In order to get some more objective analysis, we've implemented a grading system for scripts (a bit more precise than the "yes" or "no" we had last season.) This will really help in weeding out scripts the group doesn't care about and telling us which scripts we need to give very careful consideration to.

We are mostly through the first group of 9 scripts with some potential great ones already.

We start the next group of 12 scripts as of this weekend.

Production

See below for proposed revised Code of Conduct, which board will vote to adopt at 1/9/18 meeting.

Volunteer

- 1) Continued preparation for the Volunteer Orientation meeting
 - Assisted in email to be sent out to all volunteers
 - Provided information to Adam for creation of Facebook event
 - Received previously utilized PowerPoint from Lorraine Huls and worked on updating the PowerPoint
 - Replied to RSVPs from volunteers
 - Prior to the board meeting, the volunteer committee will meet to review the PowerPoint and establish an itinerary for the Orientation
- 2) Filling the volunteer spots for The Velveteen Rabbit
 - There are still several spots to be filled, particularly for the Monday performance. Will send out Email reminding volunteers of this upcoming performance.
 - A box office spot still needs to be filled. Sent an email to the board members requesting a volunteer
- 3) Thanking our volunteers
 - Following The Velveteen Rabbit, all volunteers will be sent a follow-up email thanking them for Volunteering for the show. They will also be sent a link to sign up to volunteer for the upcoming show.

Ankeny Community Theatre

2018 Youth Summer Drama Camps

Adventures in Theater

June

Learn the basics of preparing and performing a show or improve the skills you already have.
This week is perfect for beginners or those who would like to improve their acting skills.

Live on Stage

Grades K-1 9:00 - 12:00 Production Camp

Registration Fees: \$100

Create costumes, props, and a set while rehearsing a play that you will perform on Friday for your family. Several theater games will be used to teach basic acting skills. An excellent introductory class for those new to acting as well as a good refresher workshop for those who attended camp last year.

Once Upon a Stage

Grades 2-3 9:00 - 12:00 Production Camp

Registration Fees: \$100 OR \$175 if you register for morning and afternoon sessions.

Enjoy creating sets, costumes, and props while dramatizing a story to perform for family on Friday. Several theater games and activities will teach basic acting skills to enhance the Friday performance. An excellent introductory class for those new to acting as well as a good refresher camp for those who have attended in the past. **Want to stay all day? You may also sign up for the afternoon creative drama camp: The Wacky World of Dr. Seuss.**

The Wacky World of Dr. Seuss

Grades 2-3 1:00 - 4:00 Creative Drama Camp

Registration Fees: \$100 OR \$175 if you register for morning and afternoon sessions.

Who doesn't love Dr. Seuss! Join us on this crazy journey as we explore the wild and wacky characters of Theodor Seuss Geisel. You might even create some wacky characters of your own! Participate in role-play, voice and movement theater games, and make crafts for props, which will help promote your acting skills for the story of the day. **There is no performance with this camp.** This is a great way for you to explore the world of theater without the pressure of performing to an audience. **Want to stay all day? You may also sign up for the morning production camp: Once Upon a Stage.**

Acting Out

Grades 4-5 9:00 - 4:00 Production Camp

Registration Fees: \$175

This camp provides all the fun and excitement of putting on a great play. From auditioning and rehearsing to preparing for a final show, students will have a fun time working together and developing their acting skills. Get ready for an action-packed, fast-paced adventure as you memorize lines, learn stage blocking, and go through rehearsals just like the professionals. You will be amazed at what the group will accomplish when it all comes together. This camp is perfect for a beginner or a veteran on the stage.

In the Spotlight

Grades 6-10 9:00 - 4:00 Production Camp

Registration Fees: \$175

This camp provides all the fun and excitement of putting on a great play. From auditioning and rehearsing to preparing for a final show, students will have a fun time working together and developing their acting skills. Get ready for an action-packed, fast-paced adventure as you memorize lines, learn stage blocking, and go through rehearsals just like the professionals. You will be amazed at what the group will accomplish when it all comes together. This camp is perfect for a beginner or a veteran on the stage.

Adventures in Magic

June

Join us for this magical adventure as we experience what it is like to live at Hogwarts.

Hogwarts Academy

Grades 3-8 (will register according to following groups to help create equal number of each age range: Gr. 3-4, Gr. 5-6, Gr. 7-8)

9:00 – 4:00

Registration Fees: \$175

Through imagination and acting, the group will travel beyond the pages of the Harry Potter books to create our own ACT Jr. Hogwarts Academy. On Monday morning, experience the sorting process into your houses. House groups will be comprised of all grade levels. From

there, you will step into a magical world where wizards and witches learn spells to protect the world evil. Participate in defense against the dark arts and potions classes. Compete in a Quiditch tournament. Have fun working together with your house to earn points in attempt to win the coveted Hogwarts House Cup on Friday. During the week, you will also develop your acting skills through theater games, improv, and other activities. This is not a repeat of last year's camp although a few of the activities will be same. There will not be a specific play performed on Friday afternoon; however, campers, acting as their created Hogwarts character, will highlight activities that they participated in during the week for their families during the final hour of the day.

Hogwarts Academy Prefects

Gr. 9-10

9:00 - 4:00

Registration Fees: \$?

Just as the Prefects in the Harry Potter books, Prefects will be assigned an individual house and will serve as that house's guide and role model during the week. You will assist the house instructors in various activities throughout the day as needed; however, you will still participate in the daily activities of the camp and receive all the benefits that the other campers are receiving. You must apply to be selected to participate in this opportunity as there are only 4 positions available. Please go to <http://www.ankenycitycommunitytheatre.com/summer-camp.html> to fill out the application form. If selected, we will ask you to send in your registration fee. For more information in regards to this opportunity, please contact camp director, Lynn Arterburn, at camp@ankenycitycommunitytheatre.com.

Hogwarts Academy Internships

Grades 9-12

9:00 - 12:00 or 1:00 - 4:00

Registration Fees: None

Are you a teen who loves Harry Potter, acting, and working with youth? Are you a high school student who needs volunteer hours for your silver cord? We are offering the opportunity for you to participate in our Hogwarts Academy Camp as teen interns. Interns will be responsible for preparing for and cleaning up the day's activities as well as helping to lead those activities to small groups. You will create our own Hogwarts character and portray that character throughout the time you are working with youth. Morning and afternoon shifts will be available. An orientation meeting will be held at the end of May or beginning of June. You cannot sign up for this on our camp registration site. To apply, please go to <http://www.ankenycitycommunitytheatre.com/summer-camp.html> to fill out the application form. For more information in regards to this opportunity, please contact camp director, Lynn Arterburn, at camp@ankenycitycommunitytheatre.com.

Adventures of the Imagination

July

Let your imagination take you to places that you have only dreamed of or read about.

Pirates on the High Seas

Grades K-1

9:00 - 12:00

Production Camp

Registration Fees: \$100

Ahoy, me mateys! Where will we sail on our high seas adventure? Maybe we'll journey to Mermaid Island or travel to the Caribbean or visit Captain Braid Beard and Jeremy Jacobs! Learn how to talk like a pirate, sing sea chanteys, and search for hidden treasure. Create

costumes, props, and a set while rehearsing a story that you will perform on Friday for your family. Theater games and activities will teach basic acting skills to enhance their Friday performance. An excellent introductory class for those new to acting as well as a good refresher camp for those who have attended in the past.

Scooby Doo's Mystery Machine Adventures

Grades 2-3 9:00 - 12:00 Production Camp

Registration Fees: \$100 OR \$175 if you register for morning and afternoon sessions.

“Ruh-roh!” Scooby Doo and the gang need your help during this mystery-filled week of adventure! Campers will create their own adventure for Scooby and the gang. Jump in the Mystery Machine and see what adventures are in store for the group! Share your adventures in a short play for family on Friday. Several theater games will be used to teach basic acting skills to enhance their Friday performance. An excellent introductory class for those new to acting as well as a good refresher camp for those who have attended in the past. **Want to stay all day? You may also sign up for the afternoon creative drama camp: A Pirate's Life for Me.**

A Pirate's Life for Me

Grades 2-3 1:00 - 4:00 Creative Drama Camp

Registration Fees: \$100 OR \$175 if you register for morning and afternoon sessions.

Learn the finer points of being a pirate: how to say “scurvy dog,” sing sea chanteys, and create your own great sea tales! Be involved in role-play using reader theaters based on popular pirate stories and participate in voice and movement theater games that will help improve your acting skills. Make props each day to use to tell the day's story. **There is no performance with this camp.** This is a great way for you to explore the world of theater. **Want to stay all day? You may also sign up for the morning production camp: Scooby Doo's Mystery Machine Adventures.**

Superhero Spectacular

Grades 4-5 9:00 - 4:00 Production Camp

Registration Fees: \$175

Campers will don their capes and masks to become their favorite superheroes or villains. Characters like Wonder Woman or Batman may star in an action packed play created by campers. Who knows - maybe even a few new superheroes or villains might even appear on stage! Through this creative process, the campers will touch on all aspects of theater including playwriting, acting, set and prop design, and more. Family members will be wowed as these Caped Campers perform for them on Friday afternoon. A perfect camp for both beginners and those who have attended camp in the past.

FanFiction Takes the Stage

Grades 6-10 9:00 - 4:00 Production Camp

Registration Fees: \$175

Enjoy transforming some of your favorite FanFiction characters from books, TV shows, or YouTube videos into your own specially created scenes. You will learn the mechanics of playwriting including plot structure, character development, and writing dialogue as you work towards creating your own plays. Perform your scenes for family on Friday afternoon. You will also develop and cultivate your acting skills during the week through various theater games and activities. A perfect camp for both beginners and those who have attended camp in the past.

Proposed revision



Code of Conduct

Ankeny Community Theatre is a nonprofit, community-based volunteer organization dedicated to providing live entertainment to the community. In addition, ACT provides a venue for those seeking both onstage and offstage opportunities. Participation in the organization's functions is a privilege and subject to the observance of the organization's rules and procedures.

Following are guiding principles for conduct expected from all ACT participants. While we cannot address every issue or provide answers to every dilemma, they can define the spirit in which we intend to do business and should guide us in our daily conduct.

ACT is committed to maintaining an inclusive environment where everyone feels welcome and safe regardless of their age, race or ethnicity, gender identity or expression, sexual orientation, physical or mental ability, or other characteristics that make our participants and patrons unique. We expect all our participants and patrons to conduct themselves in ways that support this commitment, and to treat everyone with respect.

Do the Right Thing

Several key questions can help identify situations that may be unethical, inappropriate or illegal. Ask yourself:

- Does what I am doing comply with the Ankeny Community Theatre guiding principles and Code of Conduct?
- Would I feel comfortable saying or doing this in front of any individual regardless of age, gender, sexual orientation, race or ethnicity?
- How would it look if it made the headlines?
- Could my actions cause harm either physically or emotionally to someone else?
- Could my actions harm the production I'm involved in or Ankeny Community Theatre's reputation?
- Could my actions cause a financial risk and/or legal risk to Ankeny Community Theatre?
- Is this the right thing to do?

The activities outlined below are ***strictly prohibited***.

- Actual or threatened violence, bullying, or harassment (verbal, physical or online/digital) of any patron or other participant connected to Ankeny Community Theatre.
- Sexual or gender-based harassment of any kind. This includes unwelcome advances, verbal or nonverbal conduct, and non-consensual touching.

- The use of abusive or offensive language toward or in the proximity of any patron or other participant connected to Ankeny Community Theatre. This includes language, references and jokes that are sexual or racial in nature.
- Possession of dangerous, unauthorized, or illegal materials such as explosives, firearms, weapons, drugs, or other similar items on Ankeny Community Theatre's property.
- Conduct endangering the life, safety, health, or well-being of any patron or other participant connected to Ankeny Community Theatre. This may include interaction beyond the theater property, and will be handled at the discretion of the director or Board.
- Any conduct on or beyond the Ankeny Community Theatre property that could damage one's ability to fulfill one's obligation to the theater. This includes coming to theater functions under the influence of alcohol or drugs.
- Failure to follow any policy, procedure or expectation as set by the Ankeny Community Theatre Board of Directors and/or the director of the show you are participating in. This includes behaving with disrespect toward production leaders or failing to meet commitments.

Any participant who violates this code is subject to discipline, up to and including removal from an existing production they are participating in and/or probation or barring from future involvement related to Ankeny Community Theatre.

Each of us is responsible for knowing and adhering to the values and standards set forth in this code and for raising questions if we are uncertain about the expectations at Ankeny Community Theatre. If you are concerned whether the standards are being met or are aware of violations of the code, please contact one or all of the names listed on the information sheet provided to you.

All participants in each production must sign and date this form before starting work on the production. (Includes actors, directors, assistant directors, stage managers, technical operators, stagehands, and any other members of the production team.)

I have read and I understand the Ankeny Community Theatre Code of Conduct. I agree to abide by the rules described above and understand that I may be removed as a contributor from the show I am participating in, and that, at the discretion of the show director and/or Board, I could be subject to probation and/or barring from future involvement related to Ankeny Community Theatre if I violate any of these rules.

Printed Full Name: _____

Signature: _____ Date: _____

Parent/Guardian Signature (if participant under 18): _____ Date: _____

Director or Board Member Signature: _____ Date: _____