

Ankeny Community Theatre Board Meeting Minutes

March 5, 2018

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

Members Absent: Susan Casber, Al Witte

Stacie called the meeting to order at 6:59 p.m.

General Announcements: This is Matthew's last board meeting; however, he will attend the mid-year retreat. Troy Gould has resigned from the board as well. His resignation letter was attached to the meeting materials sent to board members. Becky is now co-chair of the production committee with Nicole.

Treasurer's Report: Matthew summarized the report, noting that we are in a good position now but to maintain it we need to see continued strong revenue of ticket sales and donations. Valerie motioned to accept the Treasurer's report and Nicole seconded, motion passed.

February Meeting Minutes: James motioned to accept the meeting minutes, Scott seconded, motion passed.

Committee Reports: See end of minutes for full reports. Additional discussion:

Building & Operations: Nothing additional.

Data Management: The surveys have gone out to each of this year's play's cast/crew. Positive results so far. Becky will continue to share information. Feedback will be summarized and given to the Director or the Board.

Education: The open house was a success! The registration for camp is open and 16 people have already registered for camps this summer. Adult Education class will be this coming Saturday. 4 people have registered so far.

Finance: Nothing additional; see later agenda item.

Fundraising: Nothing additional.

Marketing: We entered a contest to win some pro-bono marketing services, which would not include the costs of any paid advertising, etc. the consultants might recommend; the board should be prepared to consider investing in those recommendations if we win.

Membership and Sales: Nothing additional.

Play Selection: Nothing additional.

Production: The director selection committee will be on this Sunday at 12:00. Cheryl will reach out to directors and see if anyone else would like to apply.

Volunteers: Nothing additional.

Old Business:

Board participation in cleaning and strike:

Discussion on proposal drafted by Scott for policy on minimum board participation in pre-show cleaning and strike (see committee report below). After discussion that arrived at consensus, Stacie motioned to adopt the following policy: All board members except the past-president are required to participate in at least two pre-show cleaning sessions per 9-show season (the people doing a cleaning can arrange times that work for them; doesn't have to all be at the same time) and at least one strike per season; there should be at least 5 people for each cleaning, and we will continue to recruit general volunteers for it; the number of board members needed at each strike will be determined on a show-by-show basis, as needs differ. Whitney seconded; motion passed. We will continue to work through the "how" of implementing this policy.

Theater seats update:

James's contact has been unavailable so work has not started yet, but the plan is still to do one test row of resetting the seats so they're level and we will evaluate from there.

Filling board vacancies:

We now have two vacancies. Suggestions for potential new board members have been noted and saved; we probably want to reserve many of the ideas to recruit for full terms this fall, so may ask someone with experience on the board who could step in with little learning time.

New Business:

Accounting services:

Discussion regarding the proposal from the finance committee to hire a professional accountant as our bookkeeper (see committee report below for details). Doing the books correctly is a huge burden for a volunteer. This provides a level of accuracy and accountability. Matthew will stay on the finance committee and be a liaison. A contract will be signed at a later date. Valerie motioned to accept proposal to hire Tammy's Accounting Services (Tammy Bogenrief) and Nicole seconded. Motion passed.

Jerry Reid memorial contributions:

\$1,365 has been donated in honor of Jerry Reid. Discussion was held what to do as a memorial. Tools and a mobile locker, and updating the concession stand were discussed. We will table until Susan talks more to Jo Reid.

Mini-retreat location and agenda:

The retreat will be at the Iowa State University Extension office in Urbandale. Stacie briefly presented the agenda for the mini-retreat.

Potential lumber donation:

Scott knows someone who wants to donate some excess 2x4 boards to the theatre if he's awarded a bid he's going for. We agreed we'd like to accept them. He'll be provided an in-kind donation receipt. In the future, contact the Fundraising chair and President when in-kind donation receipts are needed.

Nicole motioned to adjourn the meeting and Matthew seconded. Meeting was adjourned at 8:22 p.m.

Meeting & Other Dates:

Board meetings for 2017-2018 season:

Mon., Apr 2nd

Mon., May 7th

Mon., June 4th

Mon., July 9th – note date change

Mon., Aug 6th

Mon., Sep 10th

Mid-year mini-retreat: **Sunday, March 11**, 1-4 p.m.

ACT Committee Reports March 5, 2018

Building & Operations

James will speak about the project of getting the seats worked on. Scott called and left Frank a message about the water that came in during the melting. He did not hear back from him so he will be sending a letter to be sure it's documented. There was also the plumbing issue we had where we had to have the line snaked.

Scott proposes the following policies for board member participation in cleaning and strike:

Cleaning

- All board members are required to attend at least **six** cleaning sessions per season.
- All board members are expected to attend all preshow cleaning sessions or arrange to do their part at another time.
- Preshow cleaning will occur on either the Sunday or Wednesday prior to the opening weekend of each show. The day will depend on the rehearsal schedule and weather forecast (rain or snow will result in sweeping and mopping possibly needing to be done on Wednesday to keep the floor looking good).
- Alternate plans can be made for a board member to complete part of the cleaning tasks if they would like to help, but are simply unable to attend on the designated day.
- This is based on a season with six main stage shows and three studio series shows. If the amount of shows per season changes in the future the attendance requirements will be reassessed at that time.

Strike

- All board members are encouraged to attend every show's strike. This not only helps ensure the strike happens in a timely and orderly manner, but it also shows all who were involved with the show that we as a board appreciate the time and effort that gave us.
- All board members are required to assist with at least **three** strikes per season. Each strike will have four members of the board, who are not associated with the show. This will provide two people for the storage area, one person for the work room, and one person for the dressing rooms/green room.
- This is based on a season with six main stage shows and three studio series shows. If the amount of shows per season changes in the future the attendance requirements will be reassessed at that time.

Because the Past President will have already fulfilled these requirements during their regular 3-year term on the board, they will be exempt from these requirements in their past-president year.

Data Management

Nothing to report.

Education

ACT Education Committee Minutes 02/17/2018

The meeting was held at Panera Bread in Johnston at 11:00am.

Attending: Susan Casber, Lynn Arterburn, Anne Claes, Andrea Lupo

Absent: Debbie Rasko, Whitney Welp, Leslie Stratton, Courtney Vercauteren

Youth Education

1. Lynn presented us with the code of conduct (see attachment) which will be included in the drama camp personnel handbook and will also be explained and discussed at their orientation.
2. An article in the March City View publication was submitted in response to John Busbee's questions regarding drama youth education programs and opportunities in the Des Moines and surrounding areas. Watch for ACT in the March issue. Lynn Arterburn answered the questions. (see attachment)

3. A total of 25 children attended the free library workshops during the month of January. See attachment for upcoming workshops.
4. Discussion was held regarding possibly writing a letter to administrators in the Ankeny School District to promote upcoming workshops and classes. It was suggested to put together a letter, follow-up with a phone call, and possible face-to-face meeting with them. Susan will follow-up on this item.
5. Peggy George has approached Lynn about wanting to teach possible workshops. She is especially interested in make-up classes and creative drama classes. It was discussed that these might be possible to have as after school activities at the theatre.
6. Anne brought up the idea of having a prop making craft class for children after school at the theatre. This will be discussed in the future.
7. Open House is scheduled for March 3rd from 1:30-3:30 pm. See attachment for agenda. Lynn will check to make sure we have an RSVP site for people to register and make sure it is marketed via email, facebook, and the website. Lynn and Whitney believe they have access to see how many people are signed up. Susan will check with Stacie about using the water and soda pop for this event. Anne and hopefully Kathy Polson will be providing treats. Anne will ask Kathy about making her famous cake balls!
8. Committee members were encouraged to like and share events on their facebook sites.

Adult Education

1. The Tech workshop is scheduled for March 10th and is on the website and facebook for registration and publicity. Lynn and Whitney believe they have access to see how many people are signed up.
2. Future workshops are on the calendar and will be focused on as the dates get closer.

Also here are the exact library dates for the rest of the school year:

Feb. 23 Teen Eat and ACT / 5:00-7:30

March 13

Gr. 3-5 9:30-10:30

Gr. 1-2 10:45-11:45

Ages 4-6 1-2

April 2 Gr. 3-5 / 3:30-5:00

April 4 Ages 4-6 / 3:30-4:30

April 5 Gr.1-2 / 3:30-5:00

May 2 Ages 4-6 / 3:30-4:30

May 7 Gr. 1-2 / Time TBD

May 9 Gr. 3-5 / Time TBD

Finance

We propose hiring an accountant to be our bookkeeper, with the following split of duties with the volunteer treasurer: The accountant will do our monthly QuickBooks entry and reconciling, from which financial reports are pulled, produce checks, and will do our annual 1099s for contractors (youth education director and camp staff); the volunteer treasurer will process reimbursement requests, sign and distribute checks, manage bank accounts, work with the accountant to provide what is needed to do our books and be the liaison to the board, and make the financial reports at board meetings.

We propose hiring Tammy Bogenrief (Tammy's Accounting Services), an independent accountant in Ankeny recommended by Joel Anderson. She has 29 years of experience and currently has 35 business clients ranging in size. Her normal in-town rate is \$45/hour, but she offered to help us at a discount of \$40/hour because we're a nonprofit and she lives close to the theater so deliveries and meetings will be convenient. (Joel advises that \$40-\$50 per hour is a typical rate for a quality accountant.) She estimates that once she understands how we work and we get into a routine, it will only take her about half an hour per month to do our books (6 hours per year).

Adding in time for travel, meetings, and annual tax work, we'd estimate perhaps 10-15 hours per year, costing \$400-\$600 per year. We can expect to need more of her time at the beginning, so the first year's cost will probably be higher – it's hard to estimate until she gets started.

Even if the cost ends up being higher because more time is required, like into the \$1,000+ range, we think this cost is doable for ACT and well worth the investment. Having an independent third party keeping our books enhances our credibility and accountability, and looks better to potential grant-makers and sponsors. It has also become evident that doing our bookkeeping the right way is a very large burden to put on a volunteer treasurer who's not a professional accountant. We feel this will strengthen ACT now and for the future.

Fundraising

The Prairie Meadows grant was submitted with a final request amount of \$16,898 for building improvements. It appears that we'll probably hear back about it in July.

HuHot has changed its fundraising program. It is now called HuCares (instead of Helping Hands). Adam had to complete an application and submit our 501(c)3 certificate to them. They can only do 1 per month on the first Wednesday of each month. (Only 12 total a year). Applications are approved by the district manager. This means we'll likely only be eligible to do 1 fundraiser a year instead of 2 like we had started to do. The local manager noted they love when we work because we draw big crowds so she would email her district manager a note of support for our application.

Marketing

Committee has not met yet this month. We are entering a contest from a local marketing agency, Lessing-Flynn, to win some pro-bono marketing services.

Membership & Sales

Lynn continues to keep our membership listing in playbills updated. We've had a few new membership donations come in since the last update.

Tickets for A Few Good Men and Doubt are on sale now. Adam continues to work with Midwestix to assist patrons who need to exchange tickets, etc.

Play Selection

Sunday Feb 25 we had our second script tease of the season. The script was very high rated by everyone in the group and we all agreed that reading it out loud was very beneficial. We have been piecemealing the scripts this year working in "groups" of 10-13 scripts in each group so as to keep our tasks less daunting (40-60 scripts to read all at once like we did last summer.) We finished and closed out group two in late February. We have definitely had some very high rated/ranked scripts by the committee both in group one and group two giving us a very strong start to the script reading season. We have eliminated some scripts that the group didn't like but are leaving even the ones with decent ratings in the potential mix as we want a good amount of options in each category at the end of the season when we really actually select the final season recommendation.

We have scheduled both the next informal script discussion and the next script tease for 6 or so weeks out. Our script grading and reviews continue. (It has been very helpful in helping remove scripts which show poor ratings early on to make our final decisions easier when it comes that time here in 6 months or so.) We are now into the 3rd group of scripts which consists of 13 new scripts (one of which was one we looked at last year but tabled for one reason or another.) Group 3 will specifically focus on one genre which we haven't had as much success with through group one and two. We want to keep a balance between genres when possible.

Production

See attached for a summary of aggregated survey responses from cast members in 25th Annual Putnam County Spelling Bee, The God Committee, and A Christmas Chaos.

Volunteer

Recruiting volunteers for a Few Good Men and Doubt.

Appendix

Camp Code of Conduct

Ankeny Community Theatre Code of Conduct

ACT has established a Code of Conduct for its volunteers and show participants. Camp staff is also expected to adhere to the code. Following are guiding principles for conduct expected from anyone who represents Ankeny Community Theatre. While not every issue or answers to every dilemma can be addressed, these policies 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 camp staff unique. We expect all our participants and camp staff 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 camp I am involved with 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 camp participant, camp staff member, or any other person you may come in contact with during camp.
- 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 camp participant, camp staff member, or any other person you may come in contact with during camp. 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 the property of the facilities we use for the camps or at ACT.
- Conduct endangering the life, safety, health, or well-being of camp participant, camp staff member, or any other person you may come in contact with during camp This may include interaction beyond the theater or facility property, and will be handled at the discretion of the Camp director or Board.
- Any conduct at or beyond the Ankeny Community Theatre camp that could damage one's ability to fulfill one's obligation to the theater. This includes coming to camp 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. This includes behaving with disrespect toward the Camp Director or failing to meet commitments.

Any participant who violates this code is subject to discipline, up to and including removal from the camp or 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 the Camp Director.