

Ankeny Community Theatre Board Meeting Minutes November 7, 2018

Members Present: James Machamer, Valerie Stratton, Stacie Bendixen, Tammy Sposeto, Tamra Mullen, John Claes, Ali Kirwen, Whitney Welp, Doug Moon, Becky Plager, Cheryl Clark

Members Absent: Matt Tuttle, Susan Casber

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

General announcements:

Thank you card received from Ken Reams for receiving a Favorite Actor award.

Thank you note from David Kinsley from Elwell corporation for visiting with them re: potential future ACT sites.

Grand View University is asking for theatre tickets as donations to support their United Way campaign on Dec 6th - James will pass along for Lynn to handle donating these.

September Meeting Minutes:

Minutes were reviewed by the board and approved at the September annual retreat. No changes were needed. James motioned to accept the minutes; Tammy seconded; motion was approved.

Treasurer's Report:

Doug presented his report. No changes required. Cheryl motioned to accept the report; Whitney seconded; motion was approved.

Committee Reports: See below for full reports.

Building & Operations:

James had no additions to Scott's report. He did point out that there will be some manpower needed for upcoming theatre projects and will inform of us of dates. He discussed planned design of the new concessions area.

Data Management:

Ali had no additional report.

Education:

The Halloween party went so well that they feel we should offer this again next year. Susan reviewed the upcoming classes as noted in the report.

If we are having adult education class and if we do not have an instructor who is familiar with ACT, should we have a board member here? Yes.

Finance:

Doug had no additional information.

Fundraising:

John brought up the thought of a business sponsoring a show. He will plan to write a proposal on how to recognize their sponsorship. Previous discussion was a season sponsor and also individual show

sponsors. May be useful to revisit this more formally. John will also check to see if HuHot will allow us to do the fundraising twice a year as it had been reported they had changed their policy to once a year.

Marketing:

Tammy had no new information.

Membership & Sales:

Stacie reports there are 17 people who were members last year who have not renewed this year. After Tonic Sol-Fa, she will focus on reaching out to these people. Whitney will be helping with her.

Our profit for the Tonic Sol-Fa will be at least \$781.00.

Play Selection:

Cheryl reports that all the royalties are secured for the next season except for one, which is not available until February 6. We cannot announce this show before we secure the royalties (last year we announced in January so may not be able to announce full season until February).

We will be getting a refund from Honk!

Passing Notes was a 2 hour show and was a long one without an intermission. Consideration can be made for an intermission even if it is studio series.

Discussed why ACT decided to do studio series for the new board members.

Production:

Becky discussed the option of pre-recorded show opening announcements but felt it should remain a real person but to keep it succinct. Stacie is working on the main talking points to include. She left out information that audience members can read in the playbill such as director, producer, etc.

Becky reports that Charissa needs a large enough space available to do some "Kiss Me Kate" rehearsals in last 2 weeks of Jan and through Feb 17th. Discussion of sites outside of ACT?

Volunteers:

If a board member needs more training for the box office, let Whitney know.

She has had a volunteer bail for 5 different shows now, including one time one hour before the show. This volunteer has not even been to our theatre yet. She will be taking her off the volunteer emailing list. If she signs up again, will need to have a discussion with her.

Old Business:

Halloween party recap:

Susan not here to recap. Please see above remarks.

Doug asked if we should do an Easter egg hunt type party.

Tonic Sol-Fa planning:

Stacie reviewed who is doing what and reviewed what they may need.

***Still need one more strong person to help unload the equipment Saturday at noon. If anyone knows of someone, let Stacie know ASAP.

Would like the stage floor painted black by Friday (in front of the mid curtain).

Main Street Café has donated a sandwich tray. We will buy a fruit tray from Main Street Café; also needs flavored water and snacks.

New Business:

Facebook/Instagram: Tammy updated that Greg Romans has taken this over from Adam. Need to build your audience with Instagram and this will take time before it can be judged if it is worthwhile to do.

White Oak winery event: Tammy reported that we need to get going on this. The owner's main concern is getting a contract in place. She will update him on the scripts we are considering. He had asked for a one-act shorter, funny/outside-the-box/edgier type of play. Looking at Jan or Feb dates.

Play Selection Committee agreement: Lengthy discussion regarding the newly implemented play selection committee agreement for new members. We discussed multiple pros/cons including input/insight from the co-chairs, board members and fellow ACT members with their concerns. James will discuss our meeting highlights with the co-chairs and stakeholders to develop a summary of the discussions for the board to review and potentially email vote on a motion to keep the committee moving.

Tamra motioned to adjourn; Ali seconded; and the motion was passed. Meeting was adjourned at 9:17 PM.

Upcoming board meetings:

Wed., Dec 5th 6:30 PM – **NOTE: will be held at KIRKENDALL PUBLIC LIBRARY**

Wed., Jan 2nd 6:30 PM

Wed., Feb 6th 6:30 PM - **NOTE: will be held at Café Diem**

Wed., Mar 6th 6:30 PM

Wed, Apr 3rd 6:30 PM – **NOTE: will be held at Café Diem**

Wed., May 1st 6:30 PM

ACT Committee Reports November 7, 2018

Building & Operations

The sink in the green room has been fixed (during Frankenstein it was discovered that it was leaking).

Door knob to one of the stalls in the women's restroom has been put back on.

Screws were tightened on the black table by the box office as it was very wobbly.

Scheduling will be forthcoming for the following three things:

1. general work day at the theater
2. reconfigure the concessions area
3. fix the seating in the auditorium

Data Management

Ali will send ticket-sales updates to the board leading up to and during each production run.

Education

ACT Education Committee Meeting 09/27/18

Meeting was held at 4pm at Panera Bread in Johnston.

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

Adult Education-Update from Susan

1. Musical Audition workshop re-scheduled for 12/30/18 from 1-4pm. Taught by lead instructor Charissa Hamel. **Registration is open and advertising is ongoing.**
2. Halloween Make-up Class workshop held 10/20/18 from noon-3pm. Taught by Peggy Goldman. **Update: 4 people attended.**
3. Costume workshop scheduled for November 17th and December 1st from 9am-noon both days has been **postponed until a later date to be determined.** Taught by Cheryl Clark. Marketing materials have been developed and will be submitted once the dates have been selected.
4. Juggling workshop is scheduled for January 12th and January 26th from 9am-noon. Taught by Cole Reiman. Marketing materials have been submitted and advertised at the costume party. **Website and facebook advertising pending.**
5. Michael Hollister is looking at dates for the Shakespeare Dialect class. **Dates to be determined.**
6. Robert Uy has agreed to teach a Beginner Tap Dance class. **Dates are pending.**

Youth Education-Update from Lynn and Susan

1. Agenda for the Halloween Costume Party was developed and assignments made by Susan to committee members and volunteers. Update: Party was successful. We collected \$44.00 from concessions and free will donations. 16 adults and 18 children attended. THANKS to all who volunteered!! This also counts as our October committee meeting.
2. Lynn will send me further updates regarding library workshops. – SEE BELOW
3. The churches have been in contact with Lynn regarding reservations for camp.

CONCERNS to discuss

1. Having a committee member or board member attend educational classes as a proctor or participant in case of special needs or an emergency.
2. Possibility of an evaluation feedback form for classes. This data might be valuable to instructors and our grant writers. **Ali or Becky...can we make this happen?**

October Library Workshop Attendance

Trick Arrr Treat (Ages 4-6) – 11
Trick Arrr Treat (Gr. 1-2) – 7
Mickey's Haunted House (Gr. 3-5) – 9
Teen Halloween Eat and Act (Gr. 6-12) – 10

November Library Workshops

Turkey Trouble Ages 4-6 11-12-18 3:30-4:30

Using movement, vocal work, and creative drama techniques, students will stretch their imaginations and take ownership of their words and actions to recreate this popular holiday story. Thanksgiving drama games will also be played. Limit 15

Turkey Trouble Gr. 1-2 11-15-18 3:30-5:00

Learn basic acting skills as you join others to recreate Wendi Silvano's popular Thanksgiving story. During the last 15 minutes of class, your parents may watch the group present the story. Limit 9.

Eat More Veggies Gr. 3-5 11-5-18 3:30-5:00

Learn basic acting skills or refine the ones you have as you join others to recreate a Thanksgiving story from a script. During the last 15 minutes of class, your parents may watch the group present the story. Limit 13.

Finance

See attached Financial Report

Fundraising

Hu Hot - \$500+ raised that night and give thanks to everyone for their help. We can talk about a strategic date in April for the next one.

I submitted a grant to Wells Fargo for \$5000 for operating expenses. Next up is the Allstate grant (from Scott Nielsen) and a grant submission to Casey's. I'd like the Board's feel for approaching a specific show sponsor. It's something that was done years ago (with very little success). If the Board would approve, the FR committee could convene to brainstorm on a proposal to submit to the Board.

I have next dates set for the "point of entry" events at LSI for anyone who'd like to come: Friday, November 30 (Noon to 1 p.m.) and Thursday, December 6 (8 to 9 a.m.). Again, it may give us an idea of an ACT application to inspire membership or donations.

Marketing

Cheryl represented ACT at the Des Moines Women's Club Arts luncheon and shared information about ACT's 18-19 season. Other theaters presenting were DMYAT, Iowa Stage, Tallgrass, DM Playhouse, and CAP.

Membership & Sales

- Lynn compared last year's member list to the list of members for this year so far. There are 17 donors who were members last year and have not yet donated this year. Stacie will reach out to them.
- We plan to start recognizing in our playbills the companies from which we receive corporate recognition gifts, either matches of employees' donations to ACT or recognition of employees' volunteer efforts. For example, the Playhouse groups them together and lists the company names and associated individual names, but not the dollar amounts.

Tonic Sol-fa

- Both shows are sold out!
- Main Street Café is donating dinner for the group – a sandwich tray valued at about \$40.
- We need to buy drinks and snacks for the group.
- Still need one or two strong people to help with equipment load-in at noon on Saturday, Nov. 10

Play Selection

Five new committee members are busy reading the 17 scripts, highly-voted ones from last year's committee work that didn't make it into the 19-20 season. Co-chairs are perusing scripts from our 'recommended' list for inclusion in the Sets to be read beginning in January by total committee. We plan to read 3 or 4 sets, @ 7-8 week intervals with Script-Tease read-alouds at the end of each set.

Production

Production meetings for Elevator Family and Happily Ever After held. Need to add Pre show announcements and rehearsal space for Kiss Me Kate to the agenda.

Volunteer

- 1) Replied to volunteer e-mails
- 2) Sent out call for volunteer e-mails for "Frankenstein"
- 3) Sent out call for volunteer e-mails for "Passing Notes"
- 4) Contacted the ACT board to request filling of empty volunteer spots.
- 5) Sent out reminder e-mails to all "Frankenstein" and "Passing Notes" volunteers.
- 6) Contacted committee members to determine date/time of volunteer committee meeting to begin planning volunteer orientation and volunteer appreciation night.

Miscellaneous

Cheryl attended the end-of-the-season review of Cloris Awards, representing ACT, on Sept 27. Seven of 14 theaters were represented. They asked for input on what we thought worked well concerning the awards process and the events (Nomination Announcement Party and Cloris Awards Ceremony). Second part was our response to "I wonder ...". Concerns were voiced about how nominations and winners are determined, how can smaller-budget theaters 'compete' with large-budget theaters, could they add a recognition or award category for stage manager/behind-the-scenes work, should they limit nominations to one per individual per season. All comments and questions were recorded (anonymously) and the judges will consider input.