

Ankeny Community Theatre Board Meeting Minutes

January 2, 2019

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

Members Absent: none

The meeting was called to order at 6:32 PM by James.

December Meeting Minutes:

No changes noted. Susan moved to accept the minutes; Tamra seconded; motion passed.

Treasurer's Report:

No report available (bookkeeper has not completed November work).

Committee Reports: see attachments for full report details.

Building & Operations:

No additional information.

Data Management:

No additional information.

Education:

No one is signed up for the juggling class despite lowering the age limit and the cost. Cutoff for this first class is Jan. 5th. Will keep the 2nd class open for later in Jan.

Michael Hollister's Shakespeare class info has been posted.

Musical audition class was a success. 6 new people to ACT came to the class.

Finance:

Doug met with Joel Anderson just before Christmas and Joel will put together the 1099s for the camp staff and will take care of taxes for 2018.

Heads up that the electricity bill was up \$200 last month. The furnace wasn't working well which has since been fixed and there has been a good deal going on at the theatre. Will keep an eye on it.

Fundraising:

Dinner theatre production at The Cellar at White Oak will be limited to 200 people.

Cheryl reported that we need to add playwright's name to any marketing material.

Marketing:

No additional information.

Membership & Sales:

No additional information.

Play Selection:

No additional information.

Production:

James has been working on trying to find additional rehearsal space outside of ACT for Kiss Me Kate. Waiting to hear from Ankeny Performing Arts which has a dance studio with mirrored wall. Board approved James proceeding with this if there is a nominal fee.

Volunteers:

Spots for box office still open for Elevator Family. Whitney will send out signup sheet again.

Old Business:

Elwell meeting:

James met with them again. They have a space they want us to see. An email will go out when date/time is figured out to tour the area. The rent amount needed to cover just their costs is \$3,500 per month. This is about 8000 sq feet. It is at the north end of the strip mall on East 1st and Ankeny Blvd. We would need to make changes with addition of doors, etc.

Liquor license:

James found out that we need a Class A license in order to offer wine and beer for a free-will donation. He would present at city council for approval.

It is approximately \$75 for one special event versus \$300 for year-long license. Board members are to email James with any questions in the next 2 weeks that they feel would affect their decision on this. Further discussion for next month's board meeting.

2019 AACT Festival:

INFORMATION IS STILL CONFIDENTIAL. Cheryl is working on finding out if we can cut the play from 90 minutes to 60 minutes for director Michael Hollister in order to fit within contest rules. Also needs permission to use music clips. Mar 29th at 2:00 PM is the competition time; with rehearsal at 9-10:15 AM. Back-up plan would be to just do the play for the time allotted and just not be able to do the ending.

New Business:

Proposed ticket price increase:

Stacie presented the Membership & Sales Committee's proposal to raise the prices for the plays for 2019-2020 season after raising the prices for musicals only this year. We did not raise prices when we adopted Midwestix and just absorbed those fees. Prices would be \$18/\$15/\$12 for adults, seniors, and students. Throwback Thursday prices would be \$15/\$12/\$10.

Susan made the motion to accept these new prices; Cheryl seconded; motion was passed.

Proposed 2019 Annual Member Meeting date:

Discussed a weekend afternoon rather than a weekday evening so we don't feel so rushed. Sunday, September 15th at 2:00 PM was proposed. James needs to check his schedule.

Rally for Cancer fundraiser for John Stoddard Cancer Center 1/22:

Susan presented that Adam Haselhuhn (who works as development director for John Stoddard Cancer Center) asked if ACT wanted to donate tickets for silent auction. Two sets of 4 tickets will be donated.

Summer Camps:

Susan presented the summer camp schedule and budget for Lynn Arterburn as she was unable to attend this evening. See separate informational sheet. John moved to accept as presented; Doug seconded; motion was passed.

Becky motioned to adjourn; Whitney seconded; and the motion was passed. Meeting was adjourned at 8:02 PM.

Upcoming board meetings:

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 January 2, 2019

Building & Operations

Submitted by James Machamer

- Michael Porche has agreed to step into Scott Nielsen's role as Chair for the Building Committee. Scott will still be available on occasion to assist with things.
- Scott got CIS out to the theatre to look over and clean our furnaces. The front furnace was cycling continuously, but not turning on, which put extra pressure on the rear furnace and the theatre imbalanced in temperature.

Data Management

Submitted by Ali Kirwen

47 emails were added to contact list from Charlie Brown ticket buyers.

Stacie started a central database of actor contact info and talked to the production committee about producers collecting cast contact lists from directors. This will ensure we have contact info for actors to invite them to the Annual Meeting, etc.

Education

Submitted by Susan Casber

ACT Education Committee

No Meeting was held in December due to holiday schedules and illness.

Adult Education-Update from Susan

1. Musical Audition workshop was held 12/30/18 from 1-4pm. Taught by lead instructor Charissa Hamel. There were 6 participants scheduled.

2. Costume workshop has been postponed until next year due to Cheryl's schedule and other ACT commitments.
3. Juggling workshop is scheduled for January 12th and January 26th from 9am-noon. Taught by Cole Reiman. Registration is open and advertising is ongoing. Whitney has agreed to attend as our committee representative. THANKS!!!
4. Shakespeare Dialect workshop is scheduled for March 13th from 6pm-9pm and again on March 16th from 9am-noon. Taught by Michael Hollister. This is the same class but is being offered on 2 different dates. I have had contact with Michael and he is supposed to be sending me the materials soon. Marketing materials are being developed and will be sent soon for advertising and registration.
5. Robert Uy has agreed to teach a Beginner Tap Dance class. Dates are pending. I have connected with Robert and the classes will be held 3 different sessions on Saturdays from 11-12noon.
6. Intimacy Choreography workshop is on the calendar for March 23rd from 10am-noon. I have tried several times to contact Charissa Hamel for marketing materials but have been unsuccessful. I will continue to make the attempt to reach her.

Youth Education-Update from Lynn and Susan

1. Recap of December Workshops:

Santa's New Suit (ages 4-6) - 15 attended (class limit was 15) with waiting list

When Santa Lost His Boots (Gr. 1-2) - 9 attended (class limit was 10/10 registered but 1 was sick)

Polar Express - 12 attended (class limit was 12) with waiting list

No January workshops scheduled due to The Elevator Family. May try to get some set up for February if I have time to prepare something and can meet with staff before their deadline of the 12th. Doubt if that will happen. :) If not, will set some up for March.

2. Summer drama camp information and proposal is attached. Lynn is trying to get the information ready to have for during Elevator Family.

Finance

Submitted by Doug Moon

Bookkeeper has not yet completed end of month for report to be generated. Any updates had or necessary, will be given by Doug at the meeting.

Fundraising

Submitted by John Claes

The Fundraising Committee did not meet since our last meeting.

Since the last meeting:

- 1) A recap of the 2017/2018 grant was submitted to Bravo.
- 2) Formal acceptance of the 2018/2019 was submitted.
- 3) A submitted a request for \$1000 grant to Casey's General Stores was production of an upcoming show.
- 4) A dreamed of a great idea for a ACT fundraiser that, in my waking hours, was really dumb.

Marketing

Submitted by Tammy Sposeto

Summary:

- Two new members: Claude & Chris Dury, invitation extended to Allyson Martens
- Fundraiser details hashed out. John Barber from the Cellar attended.
- Four workshops are scheduled in January-March.
- Newsletter assignments made. Expected publish date: Jan23

Marketing Meeting

12/20/18, 6:30 PM, Main Street Cafe

Attending: Claude & Chris Dury, Greg Romans, Adam Hasselhuhn, Tammy Sposeto, Lynn Arterburn, Stacie Bendixen, Bekah Tuttle (John Barber arrived later in meeting)

New Volunteers: Claude & Chris Dury (invitation has been sent to Allyson Martens)

Fundraiser:

Name: Dinner Theatre at The Cellar: Dinner at 8, Dead by 9

Ages: 21+

Seating: General Admission, table of 8, notes can be added in Midwestix comments if patrons would like to sit together. We'll be encouraging them to purchase full table rather than use comments, however.

Tickets: \$55 per ticket, \$425 per table. Laptop out to the venue. Cheryl's ipad can be used additionally.

Description: Tammy needs to draft * *See below*

Collateral Stand: Season brochure

Menu Card: Christy at The Cellar will do, Tammy will provide the logo and cast list to Christy

Volunteers List: Stacie will commit, Tammy will notify Whitney, Ushers?

WiFi: Check situation

John wants a xylophone to announce

Juggling Workshop: January 12-26

0 registered. Deadline of January 5 / Tammy will do another email. Greg will do a Facebook event. Aged 15+ but mostly kids had expressed interest. Lynn is going to speak with Susan about changing the parameters and will email Tammy instruction.

Musical Audition Workshop: January 31 7 signed up.

Intimacy Workshop: March 23 *No packet yet*

Shakespeare Workshop: March 13 & 16 *No packet yet*

Cityview: Sent information, two days early. Sent Fundraiser image.

Elevator Family: Head shot no cast. Costumes January 5 Set on January 12 (Emails on 5th, 12th, 18th)

Cast handout card and posters out Tuesday. 3 posters for each cast member. Greg has a video idea that doesn't use cast.

Happily Ever After: Auditions Dec 9-10

Email for auditions 11.23.

Newsletter:

Submission Deadline: January 18

Compiling Jan 19-22

Release January 23rd

Upcoming Fundraiser = Tammy

Happily Ever After – opens Feb 8 = Stacie

Elevator Family Wrap up = Lynn

Proof Auditions January 27-28 = Tammy

March Workshops = Susan / Stacie will package it up

Giving Tuesday Report / Bravo Update = Stacie

Next Meeting: January 17, 2018. (No Lynn) Please try to list meetings as conflicts. Obviously tech weeks are exempt from conflict. Please also text or email Tam if you will NOT be attending. January meeting is tech week for Elevator (Lynn).

ADDED AFTER MEETING: (approved by James)

Verbiage for ticket sale: (Midwestix, The Cellar, etc.)

Murder's on the menu at one dysfunctional family's dinner. Dinner at Eight, Dead by Nine is a killer dinner theatre partnership between The Cellar at White Oak and Ankeny Community Theatre. A traditional Italian dinner will be served buffet style, with Iowa wines and beers available for purchase to accompany your meal. Cocktails will be served at 5:00PM, dinner will begin at 6:30, and the entertainment will begin around 7:00PM. A local DJ will provide music for dancing and socializing until 10:00PM. Join the fun on February 2, 2019 in the magnificent setting of The Cellar at White Oak with entertainment provided by Ankeny Community Theatre. Tickets (\$55 per person or \$425 per table of 8) are available via www.ankenycitycommunitytheatre.com or by phone at (515) 244-2771.

The Cellar at White Oak | 15065 Northeast White Oak Drive | Cambridge, IA 50046

Verbiage for ACT use: (Facebook, emails, etc.)

Murder's on the menu at one dysfunctional family's dinner. Dinner at Eight, Dead by Nine is a killer dinner theatre partnership between The Cellar at White Oak and Ankeny Community Theatre. A portion of the proceeds will be contributed to the Theatre. This type of fundraiser allows us to raise financial support doing what we love.

A traditional Italian dinner will be served buffet style, with Iowa wines and beers available for purchase to accompany your meal. Cocktails will be served at 5:00PM, dinner will begin at 6:30, and the entertainment will begin around 7:00PM. A local DJ will provide music for dancing and socializing until 10:00PM.

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The Cellar at White Oak | 15065 Northeast White Oak Drive | Cambridge, IA 50046

Membership & Sales

Submitted by Stacie Bendixen

MEETING NOTES

Membership and Sales Committee

December 12, 2018

Present: Stacie, Whitney, Lynn, John, Adam

Member thank-you notes and renewal follow-up

- Board members are writing thank-you notes to members.
- Adam is reaching out to remaining people who were members last year and have not donated yet this year. Whitney already reached out to some of them.

Annual meeting

- Proposing **Sunday, Sept. 15 at 2:00**.
- Stacie will ask Cheryl about availability of her church, if they have a sound system we can use. Need amplification.

Member packets

- We will discontinue giving folders to members. Instead, we will revise the donation receipt letter to incorporate elements from the separate "welcome letter" from the president, and give each member just that one letter.
- Will have other materials available at the annual meeting and point them out. Marketing materials (brochure, bookmarks), volunteer form, info on legacy giving, etc. All the information communicated in the folder materials is also communicated other ways.

Theater capacity

- Adam has heard from some patrons who end up sitting in folding chairs that they have the perception that they're getting short shrift when they paid the same to have a guaranteed seat.
- Decided to change capacity for ticket sales to **84**: 81 regular seats plus 3 folding chairs. The only folding chairs would go in the three spots that would be wheelchair spots if anyone in a wheelchair attends - one on house left, two on house right.
- If we have a situation where there are walk-ins above the 84 sold-out capacity, the box office worker can make a judgment and potentially seat walk-ins in folding chairs on the sides.
- Adam will make capacity changes in Midwestix. Starting after Charlie Brown.

Raising play prices

- We didn't raise ticket prices when we adopted Midwestix and just absorbed the added cost of the service. And we hadn't raised prices for at least 6 years.
- We raised prices for musicals starting this season, with the understanding that we would raise plays next.
- **The committee proposes raising prices for plays (non-musicals) starting in the 2019-2020 season to \$18 adults, \$15 seniors, \$12 students.** (Throwback Thursday prices would be \$15, \$12, \$10.)
- Later, we will consider the future of Throwback Thursday - if Thursday sales are good, it could show that the discount has served its purpose of encouraging people to come on Thursdays and we could charge regular prices.

Play Selection

Submitted by Cheryl Clark

Nothing to report for Play Selection. Our Kick Off meeting is Jan. 3.

Production

Submitted by Becky Plager

1. Held 1st production committee meeting for the season.

Results: meet every other month, begin database of all who have acted or auditioned at act, add an Emergency contact form to be completed if participating in a show, revised code of conduct with additional names and a signed copy to be given participant. A producer checklist was created to be sure all items are covered during auditions and read through.

2. Auditions held for Happily Ever After and Dinner at Eight, Dead by Nine, cast selected for both.

3. Final details for dinner theatre completed

4. Additional responsibilities and authority to be given to Stage Manager

5. Committee will review all role definitions in February meeting.

6. Producers will collect cast contact information from directors, and provide lists to Data Management to add to a central actor database, so we have their contact information when we need to e.g. invite them to the Annual Meeting.

7. Producers will provide take-home copies of the Code of Conduct to cast members, with leadership contact info added (director, assistant director, producer, and board president).

Volunteer

Submitted by Whitney Welp

Volunteer Committee Meeting on 12/12/18-

Members in attendance: Whitney Welp, Susan Casber, and Becky Plager

1. Volunteer Orientation

a. Date set for March 3, 2019 from 1:00-3:00pm, will discuss marketing with Tammy as it gets closer.

b. Whitney will send out an itinerary

2. Volunteer Appreciation Night

a. One suggestion, that the group discussed, was inviting the volunteers from the past year to a preview night with concessions.

b. Invite Front-of-House volunteers and set builders (Will contact directors to determine who to invite.)

c. Will provide volunteers with a ribbon, certificate, rose, etc.

3. Darel Hildreth Outstanding Volunteer Award

a. People have reported not feeling comfortable about the process, especially since there is a winner of the nominations. However, the membership has always voted on the winner and this is a tradition.

b. We would like to know the origins and bylaws of this award and more about Darel Hildreth, will contact Lynn for more information.

c. Also, we would like to see if a board member could win this award.

Other reports:

1) Replied to volunteer e-mails

2) Contacted the ACT board to request filling of empty volunteer spots for "Charlie Brown."

- 3) Sent out reminder e-mails to all "Charlie Brown" volunteers.
- 4) Sent out thank-you email for "Charlie Brown" volunteers.
- 5) Started requiring volunteers for "The Elevator Family"

Adventures in Theater Proposal
Ankeny Community Theatre
2019 Youth Summer Drama Camps

Providing education and entertainment for youth in a creative, safe environment. Youth learn the basics of preparing and performing a show or improve the skills they already have. All camps are designed for youth with or without acting experience. Grades refer to the grade child will be attending Fall 2019.

June 17-21, 2019

Location: Lutheran Church of Hope, Ankeny

Little Stars

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

Registration Fees: \$100

This is the perfect class for young children to begin learning basic acting skills! Kids will love making a story come to life, as well as making their own props and costumes. This class is also great for helping youth learn to share, cooperate with others, and build self-confidence. Participants will perform a short play for family on Friday. Limit 10.

If You Give a Kid a Stage

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

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

What happens when a kid is given the opportunity to be on stage? They participate in auditions, learn how to make a character come to life, make sets and props, pick out costumes, and star in a show that will be performed for family on Friday. Perfect camp for first timers or returning campers.

Want to stay all day? You may also sign up for the afternoon creative drama class, Fabulous Folktales. Limit 10.

Fabulous Folktales

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

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

Did you know that folktales are actually stories from several categories of tales? Fairy tales, fables, tall tales, legends and myths are all folktales. Join us as we explore several of these stories.

Participate in reader theaters, theater games, crafts, and role-playing to bring the characters to life and improve your acting skills. It's a great way for you to explore the world of theater if you've never acted before. There is no performance for this camp on Friday, however, on Thursday, parents may come at 3:45 for a short reader theater presentation. **Want to stay all day? You may also sign up for the morning performance class, If You Give a Kid a Stage.** Limit 10.

Take the Stage

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

Registration Fees: \$175

Explore the building blocks of acting through creative movement, story enactment, theater games, and more! Gain confidence to be on stage, understand theater terminology, and learn the importance of being heard and understood. Audition, bring your character to life, create sets props,

and plan your costume. Put all of this together for a final performance for your family on Friday. Perfect camp for first timers or returning campers. Limit 15.

Characters Alive!

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

Registration Fees: \$175

We are looking for a few characters with unique personalities! Theater basics will be covered: auditioning, acting, theater vocabulary, and how to work together as an ensemble. You will also have the opportunity to participate in theater games to learn about voice techniques, physical actions, characterization, stage presence, and using your imagination. Create set pieces and props and learn what costumes will make your character stand out amongst the others. Put all this together and bring your character alive during a performance for your family on Friday. Perfect camp for first timers or returning campers. Limit 15.

June 24-28, 2019

Location: Lutheran Church of Hope, Ankeny

It's Snowtime: A Frozen Fairy Tale Adventure

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

Registration Fees: \$100

Cool off your summer with an avalanche of fun from one of the most popular wintery tales ever told. Meet up with Sven, the silly reindeer, join in a song with Olaf the snowman, and save the kingdom as you explore the world of Frozen. Theater games, crafts, cool songs, and hot dance moves will transport you to this magical icy world. Share what you prepared with your family during a performance on Friday morning. Limit 10.

My Weird School

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

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

Join A.J. and his archenemy, Andrea, as they experience the weird 2nd and 3rd grade teachers at Ella Mentary School. **My Weird School** is a popular children's series written by Dan Gutman which campers will be bring to life. Theater basics and acting techniques will be taught through games and rehearsal of the play. Crafts will be made to be used as props and sets for Friday's performance. Perfect camp for first timers or returning campers. **Want to stay all day? You may also sign up for the afternoon creative drama class, Storybook Adventures.** Limit 10.

Storybook Adventures

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

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

Popular storybooks will serve as the springboard into this theatrical adventure, giving campers the opportunity to learn and improve basic acting skills while working as a team to bring the stories to life! By exercising their natural creativity through movement, vocal work, theater games, and reader's theater, campers will portray beloved storybook characters. A new story will be explored each day. This camp is a wonderful introduction to drama as well as helping to enhance acting skills of those who have previously attended camp. There is no performance for this camp on Friday; however, on Thursday, parents may come at 3:45 for a short reader theater presentation. **Want to stay all day? You may also sign up for the morning performance class, My Weird School.** Limit 10.

Off the Cuff: Improvisation Workshop

Grades 4-5 9:00 - 12:00 Workshop

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

Campers will explore games, techniques, and concepts of improvisational theater in a fun, supportive environment. Students will become more spontaneous and creative while developing valuable theater and interpersonal skills. Perfect for new or returning students. **There is no performance for this camp on Friday. Want to stay all day? You may also sign up for the afternoon camp: Fractured Fairy Tales.** Limit 15.

Fractured Fairy Tales - Writing Workshop

Grades 4-5 1:00 - 4:00 Production Camp

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

Have you ever wondered what would happen if it were the Three Bears who visited Goldilocks? Or the wolf who called “boy?” Or what if Cinderella’s step sister was Snow White? Create your own play by using your imagination to pull together pieces from your favorite fairy tales and put them into one story. This class is great for students who are constantly asking “What if...?” Perform your stories for family on Friday afternoon. **Want to stay all day? You may also sign up for the morning class, Off the Cuff: Improvisation Workshop.** Limit 15.

Rock the Audition

Grades 6-9 9:00 - 12:00 Workshop

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

Just what are directors looking for at auditions? How can you make yourself stand out from the others at auditions? How can you nail that role? This workshop will provide you with the answers and prepare you for a variety of audition types. You will prepare comedic and dramatic monologues, develop cold reading skills, explore audition formats, and participate in mock auditions. Stretch your skills in a fun, exciting, low-stakes environment. **There is not a performance with this camp. Want to stay all day? You may also sign up for the afternoon class, Comedy Improv.** Limit 15.

Comedy Improv

Grades 6-9 1:00 - 4:00 Production Camp

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

This spirited, fun course is designed for the actor or comedian who wants to learn the essentials of good scenic improvisation or anyone who wants to improve their teamwork or communication skills. Through coaching, warm-up exercises, creative performance games, and basic short-form scene-work, you will learn how to be more spontaneous, trusting, and cooperative. Perfect for new or returning students. Campers will share what they have learned with families at the end of the week. **Want to stay all day? You may also sign up for the morning camp: Rock the Audition.** Limit 15.

July 8-12, 2019

Location: Ankeny Community Theatre

Broadway Bound

Grades 6-12 9:00 - 4:00 Production Camp

Registration Fees: \$175

If you love contemporary mega-musicals, then we’ve got a blockbuster week for you! You will sing, dance, and act your heart out by exploring catchy tunes and exciting choreography inspired by popular Broadway classics. The camp will also stress the importance of stage presence, vocal technique, character-based song interpretation, presentation, and ensemble awareness. Show off your new set of dancing feet on Friday afternoon in a mini-musical revue. Perfect camp for new or returning students. Limit 20.