

# Ankeny Community Theatre Meeting Minutes

## March 6, 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, Ali Kirwen, Matt Tuttle

**Members Absent:** None

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

**January and February Meeting Minutes:**

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

**Treasurer's Report:**

James proposes that we work 30 days behind for the financial report as it is difficult for the accountant to get information submitted to Doug. Therefore in April, we would review February's numbers. The only exception is that we have to have the numbers by the end of August for the September members' meeting.

Tamra moved to accept the report; Tammy seconded; motion passed.

**Committee Reports:** see attachments for full report details.

**Building & Operations:**

No additional information.

**Data Management:**

No additional information.

**Education:**

Susan added that both the Shakespeare and the Intimacy workshops are a go as we have enough numbers for all of them.

Updates for camp numbers:

Youth registered: 60

Spots filled: 97

**Finance:**

Doug added new line items in the Shows category for accounting - Special 1 is Tonic Sol Fa, Special 2 is winery dinner play, Special 3 is festival.

**Fundraising:**

John announced that HuHot has increased the availability of fundraisers to twice a year now, but first availability is not until Nov. He will book a date in January 2020. We can then decide later if we want to do it once or twice a year.

**Marketing:**

Tammy reiterated that we need a replacement for Social Media manager.

**Membership & Sales:**

No additional information.

**Play Selection:**

No additional information.

**Production:**

No additional information.

**Volunteers:**

No additional information.

**Old Business:****Camp scholarships:**

Susan reports that last year we authorized up to \$500 for scholarships and only \$75 was used. This year, we have more kids signed up earlier and Lynn is already getting questions about it.

John moved to provide up to \$500 for summer camp scholarships, Whitney seconded, and motion passed.

**Dinner theatre – revenue**

James reported the event sold out. Food supplies ran a bit short for the last 2 tables.

The Cellar wants us to do another show in October.

After all expenses, and including The Cellar's 10% donation of his proceeds, we cleared \$5,327.00.

Different scenarios were proposed by Doug for the next show to try to be fair to both parties.

The owner's only disappointment was that he made less profit on the bar than he expected. But he had given everyone 2 free wine tickets.

Future discussion is needed if we want to commit to two shows a year or rather, do one show but two nights.

**Stage floor:**

A portion of the stage floor is coming up and can no longer be fastened. In the past, this was explored but couldn't find anyone who really knew how to work with stage floors. Could we possibly add a layer instead? And if we move location, would the investment be worth it? But if we decide to stay, do we do it right to last many years instead of just a layer?

OK for Michael Porsche to try to find someone to give estimate.

**Name plates – seats:**

Some of the name plates are coming off the seats and discussion held how to fix.

**New location:**

Discussion held about the potential future site for the theatre with the pros/cons.

Bark Avenue is building a new site and would vacate their current spot – James will learn more.

**Theatre insurance:**

It looks like we already have liquor coverage in our insurance as long as we don't "sell" it. James will speak with them to be certain.

### **Liquor license:**

Class B license is for internal consumption only, not to be taken off premise. James would present at a city council meeting to get approved.

### **New Business:**

#### **Favorite Actor awards:**

Ad hoc committee met several months ago. These changes were agreed on:

Number of actors to be voted on per show depends on how large the cast is.

Cast of 1-4: vote for 1

Cast of 5-14: vote for 2

Cast of 15+: vote for 3

Next season is only two studio series so won't be a separate category.

Plan not to announce nominees before the membership annual meeting to encourage more people to come to the meeting.

Consensus is that the name of the award should be changed from favorite actor to something like "outstanding performance" since it is a combination of audience favorite and the committee input of quality of the performances.

#### **Art experience day:** (\*needs some info added)

Scheduled in the District in August – likely the 10<sup>th</sup>. To recognize artists of all types – theatre, choir, etc.

Would do one show of A Midsummer Night's Dream outside. James needs to get more information on what our cost would be. We would be able to sell liquor under their liquor license.

#### **LSI Lunch and Learn:**

John described an event he does at Lutheran Services in Iowa to engage potential donors and volunteers. His next one is coming up on March 21<sup>st</sup> over the lunch hour. James will plan to be there to learn about this model that we could adapt for ACT.

#### **Cleaning service:**

James proposed looking to hire a cleaning service to clean before first show. Whitney will contact several services for bids.

#### **Preview Night:**

John brought up that we are not getting many people in the theatre for preview nights.

Discussion if we could give cast/crew members 2+ tickets each to give out for preview night depending on the number of cast/crew members.

Doug motioned that we provide the cast and crew 2 tickets each for the preview night with the director's discretion to give up to 4 tickets each; Tamra seconded; motion passed.

Becky made a motion to provide Tim Rose with a season ticket so he can attend for free because he promotes our shows; Tammy seconded; and motion passed. James will write up a letter to send with a season punch card and passes for the studio series for Lynn to send to Tim.

#### **Pets in theatre:**

If there are pets in the theatre under special circumstances, it must be on a leash and not be on the theatre seats.

Ali motioned to adjourn; Whitney seconded; and the motion was passed. Meeting was adjourned at 9:08 PM.

**Upcoming board meetings:**

Wednesday, April 3, 6:30 PM – **NOTE: will be held at Café Diem**

Wednesday, May 1, 6:30 p.m.

Wednesday, June 5, 6:30 p.m. – **NOTE: will be held at Café Diem**

Wednesday, July 10, 6:30 p.m.

Wednesday, August 7, 6:30 p.m.

Wednesday, September 4, 6:30 p.m.

## ACT Committee Reports March 6, 2019

### **Building & Operations**

#### **Submitted by Michael Porche**

There was an issue with the furnace during the run of Happily Ever After. A technician was called out who was able to determine the problem and correct it. The technician went on to make a suggestion as to how to avoid this in the future by adding another return vent to the back wall near the exit. This will be done before the end of March.

I also will look into an idea I have to waterproof the drop box for scripts as well as add a handle to the green room door leading to the alley to avoid having to slam it closed from the inside.

I offered a suggestion to the board regarding having set designs submitted to building committee for approval.

James purchased a ergonomic friendly snow shovel for use on the front walk should it snow and the snow removal crews cannot make it in time. The snowfall that occurred during Happily Ever After was cleared by Frank's crew in an excellent manor. I have also purchased bags of ice melt which are stored in the work shop for use.

I will create a checklist of soda that is required for each production in the event that I cannot replenish.

There is a portion of the stage floor that is coming up and can no longer be fastened. I would like permission to at least get an estimate for stage floor replacement.

Adam Haselhuhn donated a WiFi range extender to try to improve the WiFi signal in the green room.

### **Data Management**

Submitted by Ali Kirwen and Becky Plager

Surveys sent out for Dinner Theatre (patrons), Happily Ever After (cast) and You're a Good Man Charlie Brown (cast)

## **Education**

Submitted by Susan Casber

**No Meeting was held in February due to schedules and the weather**

### **Adult Education-Update from Susan**

Shakespeare Dialect workshop is scheduled for March 13<sup>th</sup> from 6pm-9pm and again on March 16<sup>th</sup> from 9am-noon. Taught by Michael Hollister. This is the same class but is being offered on 2 different dates.

Registration is open and there are 3 participants enrolled. Please help promote this workshop! Michael is donating the money for enrollment back to ACT.

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. This class will be scheduled in the fall 2019.

Intimacy Choreography workshop is on the calendar for March 23<sup>rd</sup> from 10am-noon. Registration is open and there are 11 participants enrolled. Cap for the class is 20. Please help promote this class! We will need to pay this instructor.

### **Youth Education-Update from Lynn and Susan Camp**

Camp Numbers (as of 2-25-19)

Youth registered: 48

Spots filled: 77

Staff:

Staff requests slowly coming in. A few instructors will not be teaching this year so will need to recruit new staff to replace them. Due date for returning staff to apply is March 10. Will be sending out notices to colleges for prospective instructors beginning of March in order to get info out before spring break. Will also do a Facebook posting. May need to do email down the road.

Marketing: Will be taking brochures to the Art Center for distribution during their school art fairs. Will begin to occasionally promote a few of our camps on Facebook.

Scholarships:

Have two applications already. Need to know from board how much money I have to work with this year. Last year, I believe it was \$500.

### **Library Workshops**

Three 1-hour workshops will be held on March 19 during Spring Break.

9:30: Gr. 3-5 (Off the Cuff Improv)

10:45: Gr. 1-2 (Drama Adventures)

1:00: Ages 4-6 (Under the Big Top)

April & May workshops: Hope to be able to meet with library staff this week or next to get these set up. There will be three each month for the age groups listed above. Several will feature our upcoming camp topics.

We are also brainstorming and asking for suggestions for after school activities that can be held at the theatre. Please let us know if you have any ideas.

### **Finance**

Submitted by Doug Moon

Notes regarding the financial report:

- Mediacom raised rates at the beginning of the year. From \$69.95 to \$129.95. This is reflecting on the February payment
- This month, we received a refund of \$1,883.42 for Charlie Brown. When I went to deposit the check, I found an error. There was a payment of \$808.00 that was made on the last day of August. This inadvertently was booked to Main2 of the 2017/2018 season (Almost Maine). So, the deposit of \$1,883.42 brought the royalties to a negative number. Normally, I wouldn't adjust a prior year. But, in this case, I didn't want to show negative royalties for Charlie Brown. So, I completed a journal entry to bring the two in line. The \$1,883.42 was deposited in March. So, it will take some time to bring this to where it needs to be.

### **Fundraising**

Submitted by John Claes

I completed a grant request to Casey's General Store for \$1000 and we received a check for \$250.

I completed a grant request to Prairie Meadows for \$2495.60 for eight new 6 in. Fresnels (lights).

### **Marketing**

Submitted by Tammy Sposeto

**Summary:**

- Greg Romans resigned as Social Media manager. He will continue to take photos.
- Tammy will recruit a new member.
- Discussed promotions for workshops
- Discussed promotions for KMK and Proof.
- Bekah needs scripts for season logo design.
- Planned out newsletter

### **Marketing Meeting**

**2/21/19, 6:30 PM, Main Street Cafe**

**Attending:** Tammy Sposeto, Lynn Arterburn, Stacie Bendixen, Allyson Martens, Cheryl Clark

**Resignation of Social Media Rep:** Greg has resigned as Social Media rep. Allyson would be interested in taking on Instagram. Bekkah might be able to fill in after the season logos are complete. Adam indicated that he'd be willing to fill in until a replacement is found. Tammy will be using Facebook to try to recruit someone.

**Workshops:**

**Shakespeare Workshop: March 13 or 16** *Packet received, image created, event on FB created, email*

**Intimacy Workshop: March 23** *Packet received, image created, event on FB created, email*

**Other Events:**

**Volunteer Orientation: May 19** *Whitney shared basic details, selected image, and Greg created and scheduled the event on FB created, email 4/16*

**Season Scripts:** Bekah needs the scripts yet. Wants her brother to take scripts for her. Stacie will find the script committee synopses to send to her. (Done)

**Season Announcement in February:** Stacie added a teaser to the website that points out that members get advanced notice!!! Email with full season announcement was sent to members first on 2/15. Show canceled on 2/17, no verbal announcement. Four Facebook posts for each show individually began on 2/18 and will wrap up on 2/25.

**Kiss Me Kate: 4/5**

**3/22, 3/29, 4/5, 4/10**

**Proof: 4/25**

**4/?, 4/18, 4/25**

**Anne Frank: Auditions 4/6 & 7**

**Audition Email: 3/27**

**5/24, 5/31, 6/7, 6/13**

**Cityview:** Sent, Jeff wants images in order to increase promotions. Charissa sent a KMK photo and Michael has put together an idea for one as well.

**Endowment:** The subject came up as we were brainstorming items for the newsletter. Discussion was had that we should allow the fundraising committee to drive this initiative. Stacie will bring it up to the appropriate people. Tabled for perhaps next newsletter.

**Newsletter:**

**March 25 Deadline**

**April 1 Publication**

Tickets for April Shows      Stacie will assemble

Camp      Lynn will submit

Volunteer Orientation      Whitney will submit

Tax Refund suggestion      Stacie will assemble

Dinner Theatre Success      Stacie will assemble

**Next Meeting:** March 21, 2019. Stacie will be unable to attend because of Intimacy Training at KMK rehearsal.

**Membership & Sales**

Submitted by Stacie Bendixen

Membership: Nothing to report.

Sales: Managed various sales situations and questions for the dinner theater show. Stacie, Ali and Becky worked "box office" at the winery. All ticket-holders showed up.

### **Play Selection**

Submitted by Cheryl Clark

Play Selection:

Our first Script-Tease was held with 8 members attending. Set #2 scripts/shows were distributed and are being read/watched.

Festival:

Rehearsals are in progress and all crew is secured. Private Preview Night invitations will soon be send--- Board members, save the date! Sunday March 24 at 7 pm at ACT. RSVP required.

### **Production**

Submitted by Becky Plager

Production committee meeting held. Prepared for Director meeting on Feb 23

Review of Elevator Family and Happily Ever After productions

Reviewed those of us coming off the board this term. Tamra Mullen and Matt Tuttle will be co-chairs beginning in Sept.

2019-2020 Season Director search meeting held on Feb 23

### **Volunteer**

Submitted by Whitney Welp

1) Replied to volunteer e-mails

2) Contacted the ACT board to request filling of empty volunteer spots for "Happily Ever After." Also, contacted marketing committee to create a Facebook request to fill additional volunteer spots.

3) Sent out reminder e-mails to all "Happily Ever After" volunteers.

4) Sent out thank-you email to all "Happily Ever After" volunteers.

5) Started requiting volunteers for "Kiss Me Kate."

6) Changed the date (contacted Volunteer/Marketing committees) and made a new theater reservation for Volunteer Orientation.

7) Contacted former ACT board members to obtain more information about the Darryl Hildreth award, with limited success. Will be establishing bylaws for the award and will bring to the Board following further discussion with my committee.