

Ankeny Community Theatre Meeting Minutes

April 3, 2019

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

Members Absent: Stacie Bendixen

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

General announcements:

We will be unable to perform "A Midsummer Night's Dream" outdoors at The District at Prairie Trail this August due to moving stage for one day, unexpected costs, etc. Hopefully we can do in the future.

March Meeting Minutes:

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

Treasurer's Report:

John had a question regarding the endowment balance. What is the fee vs the earnings? Doug will research further.

Susan moved to accept the report; Valerie seconded; motion passed.

Committee Reports: see attachments for full report details

Building & Operations:

Michael Porche was present

Furnace issue that needs replaced – Michael will be creating a new hole for suction. Overall, an easy fix.

First time directors are bringing in new set builders who are not familiar with our stage and existing materials resulting in some small issues. He recommends that set builders need to submit their plans to be reviewed first by Michael and other committee members to approve it to avoid problems. We would provide a template of general guidelines for design purposes. Tamra and Matt will work on drawing the template.

Doug motioned to require every director have their set builder submit their plans to be reviewed and approved by the Building & Operations chairperson/committee; Whitney seconded it; motion was passed. This will take effect with Anne Frank production (Cheryl is director).

Data Management:

No additional information.

Education:

Still need instructors for some of the summer camps. Registrations continue to increase.

Finance:

No additional information.

Fundraising:

No additional information.

Marketing:

Tammy still needs a social marketing person.

New spotlight for “Kiss Me Kate” made it into Ankeny Living. This happened through CityView. If we include pictures, they will include it. Great free advertisement.

Membership & Sales:

No additional information.

Play Selection:

No additional information.

Production:

No additional information.

Volunteers:

No additional information.

Old Business:**Art Experience Day:**

More information to come through the education committee.

Shakespeare in August:

(see general announcements)

Tonic Sol Fa – Nov. 9th 5 & 8 pm:

Contract is signed!

Discussed blocking off space for their personal dressing area so we are not accidentally intruding.

Cleaning Services:

Sanela’s Cleaning Service has accepted a contract including providing the supplies.

Pet Policy:

We will continue to reinforce the policy the board voted on last meeting.

Future Theatre Space:

James had a conversation with the Elwell company.

New potential site discussed where Iowa School of Beauty (13,000 square feet) was just recently housed will be coming open and may be more amenable to what we need. Parking may be an issue.

James will explore the current Bark Avenue building tomorrow.

Jan Price is in hospital due to serious UTI. Susan will send a card.

Tammy sent a condolence card to Kevin Sprague’s family.

New Business:

ICTA – Regionals:

ACT's show ("Dancing Lessons") advanced to regionals!!! We will be in Regional 5 on April 26-28th in South Dakota. Unexpected cost of \$3700 to send it forward. ICTA will give \$250.

Local performance will be on April 22nd at ACT with free will donation.

John, Tammy, Adam Haselhuhn, and Cheryl met to discuss fundraising for this cause.

Scott Hamilton is willing to make a match of \$750.

During Kiss Me Kate, concessions will be donated towards this cause, along with email blasts to members to donate through Donor Box, etc.

Doug motioned to adjourn; Whitney seconded; and the motion was passed. Meeting was adjourned at 8:45 PM.

Upcoming board meetings:

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. – **NOTE: will be held at Café Diem**

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

ACT Committee Reports April 3, 2019

Building & Operations - Submitted by Michael Porche

There is nothing specific that occurred that is worth mentioning.

However, going forward, I will attempt to land a date/time where all on committee as well as volunteers can take over theater.

I would like to paint the auditorium floor.

Clean out the basin where paint brushes are cleaned.

Go through paint and weed out what we cannot use.

Dust rafters.

Misc touch up repairs.

If there is anything anyone on the board feels should be done that I have not yet recognized, please have them let me know.

Data Management - Submitted by Ali Kirwen

Surveys went out for the Shakespeare class and Intimacy workshop. I've started sending ticket counts for Kate.

Education - Submitted by Susan Casber

Adult Education-Update from Susan

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.

Hopefully Cheryl Clark will be available to teach the Costume class.

Michael Hollister would like to teach a Director's class.

Adult education classes are completed for the season.

We are taking suggestions for next year programs.

The plan is to have 4 adult classes and 4 after school classes for children.

Youth Education-June Youth Report (As of 5-27-19)

Camp

1. 106 registered, 158 spots filled as of 5-29-19. Waiting lists for all Gr. 2-3 camps along with Take the Stage and Characters Alive. Please see attached sheet for breakdown of individual camp numbers.

2. Camp Staff: Had all staff positions filled until May 27 when one staff member canceled due to family emergency. Filled one of his camps. Working on filling the other 2 slots week of June 24-28 with DMAACC, Drake, or ISU students who responded to earlier notice in May for open positions. Please see attached sheet for staff assignments.

Staff meeting held on May 29.

3. Our hosting service provider update: Doug A. wrote a program on 4-28 to get registrations back up and running on his server at work. A2 Hosting finally got the data mid-May but server is still not up. Doug had to write a program to grab the data from the site and was able to get all the info we had before the crash.

Library

May 6: Grades 1-2 (The Very Cranky Bear play) – 7 attended

May 9: Grades 3-5 (Fractured Fairy Tales) – 10 attended

Coming up: August 16 – Kirkendall's Harry Potter Event for grades 4 & up

Summer Events

June 12: YMCA Daycare – Lynn will be leading two 1-hour sessions at their location

June 13: Ankeny Love Lunches in the park / 12:15-12:45 – Ed. Committee

June 13: Traditions 5 Daycare visit (Johnston) / 1:30-2:30 – Ed.

Committee

July 25: Traditions 6 Daycare visit (Waukee) / 1:00-2:00 – Ed. Committee

August 5: Ankeny Love Lunches program in the park / 12:15-12:45 – Lynn will lead

Possible tour with another Traditions Daycare – Lynn is working with them to schedule

Finance - Submitted by Doug Moon

No significant update or information for committee report this month. Financial Report attached.

Fundraising - Submitted by John Claes

I submitted the grant proposal to the Iowa Arts Council for a \$5000 grant to improve the shop and stock up on shop supplies. I received a reply to say the proposal passed the initial stage of review and will be notified in July.

I arranged for ACT to participate in the online retail site, Purpose Driven Shopping, and forwarded to the Board a mock-up of what the site looks like. The next step is to decide how we might market this to take advantage of the quarterly rebates it can provide.

Adam and I met to get clarification on our \$40,000 fund at the Community Foundation. This fund was established to grow untouched and allow for the addition of major or estate gifts. Distributions would only be made to ACT as unrestricted funds, but only from the growth of the fund as managed by the Community Fund. The current balance is below the initial fund amount as the investments underperformed. Adam said that he believes we elected to invest the funds in a more aggressive, high risk manner which should pay off in the long run.

Adam and I discussed getting together to plan a presentation to key, long-time members of ACT to plant the seed to include ACT into their estate plans.

Marketing - Submitted by Tammy Sposeto

Marketing Meeting

5/16/19, 6:30 PM, Main Street Cafe - Attending: Tammy Sposeto, Lisa DeWaard, Stacie Bendixen, Bekah Tuttle

Summary:

- Lisa DeWaard joined committee to be the Facebook Guru
- Basic Expectations document is almost complete
- Logo design for 19-20 season completed

Social Media Rep: Lisa DeWaard joined us to become our Facebook guru. We brought her up to speed on how to do Facebook. Stacie mentioned that she may have a guidelines document that Adam created for her previously. Tammy is going to add Lisa as an editor of Facebook. In two weeks, Tammy and Lisa will sit down with Facebook and do some more active training.

Marketing Expectations: Tammy shared document and solicited feedback from the committee. She will wrap it up and send it via email for approval.

Logos: Bekah shared the logos. SCORE! Bekah has the season poster ready for review. She will make the few changes and get that to Tammy to share with appropriate persons. Lynn needs it for something but we can't remember the due date.

Anne Frank:

Stacie Bendixen is the Facebook lead for Anne Frank. She will approve any posts and work with Lisa to make sure that Facebook is handled.

Handout cards are done.

Posters were made and distributed by cast.

Lynn wasn't here so we are going to let Stacie lead the charge if anything needs done.

Midsummer night's dream

Co-producers are Matt & Tami

Tami is working to schedule production meeting. Tammy will attend.

Cityview: No Allyson

Next Meeting: June 20, 2019. (Stacie's birthday is two days later!!) Please try to list meetings as conflicts in your theatre schedules. Obviously tech weeks are exempt from conflict. Please also text or email Tam if you will NOT be attending

Membership & Sales - Submitted by Stacie Bendixen

No Report Submitted

Play Selection - Submitted by Cheryl Clark

Play Selection: Finishing up Set 3 in the next week, Script-Tease on Saturday June 15. One set to go!

Festival: I'm headed to Nationals in Gettysburg the day after Anne Frank strike to network, see the Top 10 AACTFest shows and to take Adjudicator Training! So excited to go and to share back when I return home!

Production - Submitted by Becky Plager

No Report Submitted

Volunteer - Submitted by Whitney Welp

- 1) Replied to volunteer e-mails
- 2) Contacted the ACT board to request filling of empty box office spots for "Anne Frank."
- 3) Sent out recruitment e-mails for "Anne Frank."
- 4) Sent out reminder e-mails to all "Anne Frank" volunteers.
- 5) Prepared for and conducted Volunteer Orientation, then sent follow-up emails.
- 6) Contacted the cleaning service to reserve time for cleaning the theater