

Ankeny Community Theatre Board Meeting Minutes June 5, 2019

Members Present: James Machamer, Tammy Sposeto, Tamra Mullen, John Claes, Whitney Welp, Doug Moon, Becky Plager, Ali Kirwen, Matt Tuttle

Members Absent: Valerie Stratton, Cheryl Clark, Susan Casber, Stacie Bendixen

This meeting was called to order at 6:39 pm by James

May meeting minutes were approved with no changes. A motion was made by Becky to accept the minutes, Tamie seconded; motion passed.

Treasurer's Report was presented by Doug. Motion to accept by John, seconded by Whitney; motion passed.

Committee Reports : see attachments for full report details

Building and Ops : Flooring was discussed, There is an open call for creating a to-do list for building cleaning/management; email committee chair with any helpful suggestions.

Data Management : No additional information.

Education : No additional information.

Finance: The community foundation fund and its purpose were discussed (\$40k not intended to be touched).

Fundraising: *Online Shopping Platform* : Purpose-Driven Shopping. The site banner rotates seasonally but is designed to look just like our website. Information boxes show what item types give what reward percentages when in the shopping main page. Promoting this new feature was suggested to begin at the annual meeting. *AmazonSmile* is also setup for use. *GiveDSM.com* is a community based fundraising platform; John will look into this.

Marketing: The position of the Facebook moderator was discussed as well as how to best fill and train that position. Possibly will be filled by two people. *Season Poster* was presented and looks fantastic!

Membership and Sales : No additional information.

Play Selection : No additional information.

Production: Directors and Ast Directors were approved. Michael Porche will be joining the production committee.

Doug motioned that we approve the list of Directors for the 2019-2020 season as presented by the production committee; seconded by John; Motion carried.

Volunteer Committee: 6 new people at volunteer orientation; people interested in committees and tech work.

Old Business:

Evening for the Arts -- Ali and Joe went, they handed out many fliers and had lots of discussions with interested patrons.

Draft of Exe Director posting --Primary job description was presented and will be undergoing suggestions and edits to move forward with the project.

Liquor License -- insurance will cover it, but there are some things still being looked into by James and then we can go forward with applying.

New Business:

New Board Members- Stacie is working on it; 4 spots need to be filled. 3 candidates are: Brad Church, Allyson Martens, Joe Kirwen. *Bylaws* need to be looked into about finishing out terms and continuing new terms; changes would be in alignment with the AACT National and State standards. Tammy will send language to John who will present this to the board, which will then be presented to the membership at the meeting. Bylaws also need to be looked into for spouses.

Silent Auction -- The idea of a silent auction was discussed. While not suited for an event such as the membership meeting, it may be something to try out during the run of a show. We could run a silent auction for the duration of the run (7 performances) with a winner being announced on closing night. There could be a small number of lots set up near concessions that would be able to be bid upon before and after the performance as well as during intermission.

Annual Meeting is coming up. If you have any ideas for activities or programming, please contact James. We will create a list of things that have accomplished this year to present to the membership. Additionally, the new season will be announced via song, which John has volunteered to do.

Cellar Correspondence -- Feb was an excellent time for the dinner theater show and everyone is eager to do the show again. A meeting will be happening in the near future to plan for the next show. John will take the lead in setting up a doodle poll for the meeting.

New Space --Open lot was listed as a soft quarter million for the space. Uniting with the other arts centers in Ankeny as well as donors/sponsorships/naming rights/estate planning were discussed.

Non-Profit Ankeny organization --Ali will contact someone about getting a booth for the next year if they do it again.

John motioned to adjourn; Doug seconded, and the motion was passed. The meeting was adjourned at 8:26 pm.

Upcoming board meetings:

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.