

Ankeny Community Theatre Meeting Minutes July 10, 2019

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

Members Absent: Susan Casber, Cheryl Clark

The meeting was called to order at 6:34 PM by James.

General announcements:

None

June Meeting Minutes:

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

Treasurer's Report:

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

Committee Reports: see attachments for full report details

Building & Operations:

No additional information.

Data Management:

No additional information.

Education:

No additional information.

Lengthy discussion regarding an incident involving a student at summer camp including vulgar language, physical contact to our staff (no injuries), damage to the church and our liabilities. We have started discussions in the past regarding our summer camps and whether to continue them for many different reasons. This incident prompted the need for additional discussions that would be too time-consuming for the time constraints of our board meetings.

Tammy made a motion to have a special meeting to be held before the next board meeting to discuss the future of summer camps and legal ramifications associated with volunteer-lead camps; Valerie seconded the motion; motion passed.

Stacie will put out a doodle poll for between July 15th - August 2nd for availabilities of all board members.

Will ask Cheryl to contact AACT for their information on the legal aspects.

Tammy will check into the Iowa Community Theatre Association for their input.

James will check into legal input pro bono.

Stacie will check into Community Foundation of Greater Des Moines.

Finance:

Doug noted non-authorized transactions to our checking account. These are still pending and Doug has visited with Veridian to monitor these charges. These charges were made on a past board member's charge card which was inactivated 18 months ago.

We got an IRS bill for over \$700. This happened in the past and was in error. Doug feels it has been resolved.

Fundraising:

Tammy, James, John, Tamra and Doug will meet with John at the Cellar on a Wednesday to discuss the next dinner theatre production. John will send out a doodle poll.

Marketing:

No additional information.

Membership & Sales:

No additional information.

Play Selection:

No additional information.

Production:

No additional information.

Volunteers:

No additional information.

Old Business:

PT Executive Director Job Description

James will send out the description again for everyone to review for input.

Will need to pare it down, define it more specifically, etc, before we begin to look to hire for the position.

It will be put on the agenda again for next board meeting.

New Board Member Recruitment

Valerie motioned to accept the proposed slate of new board members: Brad Church, Joe Kirwen, Allyson Martens, and Robert Uy. Whitney seconded; motion passed.

Ankeny District August Art Festival

“Color My World” is the theme. Susan absent this evening and will be unable to attend their meeting. James will also be unable to attend. It would need to be an interactive booth. At this time, we don’t have people available to make this happen at this point. James will inform that of our inability to participate this year, interest for next year (John volunteered to head up this project) and see if they would have somewhere to put out ACT marketing materials this year.

Annual Member Meeting

Stacie will check if the District Venue is available, details, cost (see if free for our first time).

Cheryl will still check with the Methodist church where it was at last year

New Business:

Standing Ovation – update

They are increasing the cost of advertisement in the program by ~\$400. It is Tammy’s

recommendation that the value is still worth the cost. Board was in support.

Insurance

James questioned if we should get additional quotes that may save us money. James will send them the declarations and get their quotes.

Alcohol License Application

James will proceed with the application for alcohol license.

Whitney motioned to adjourn; Matt seconded; and the motion was passed. Meeting was adjourned at 8:44 PM.

Upcoming board meetings:

Wednesday, August 7, 6:30 p.m. – **NOTE: will be held at Café Diem**

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

Annual Member Meeting – Sun., Sep. 15th, 2:00 PM – location TBD

ACT Committee Reports July 10, 2019

Building & Operations - Submitted by Michael Porche

Hubbell Realty Company, donations of latex paint. 5 gallon bucket quantities of paint in good condition to be donated.

The A/C had to be repaired

Per Doug Moon - When I stopped in tonight to get the box office cash, Matt was there and asked if the theater would like to have these items from Mark? There are two drills (one electric, one battery operated), some torque bits (SCORE!!), some screws, some painting supplies (including tarps), some hangers that can be used to hang electrical cords, and some other items.

There is also a cart that folds up.

Data Management - Submitted by Ali Kirwen

We added 37 people to our mailing list from Annie Frank

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.

Lynn's July Youth Ed. Report (As of 7-4-19)

Camp Participants:

Week 1 – 60 spots filled

Week 2 – 85 spots filled (all half day camps)

Week 3 – 18 as of today with 2 openings

Final numbers to come later

Scholarships:

Gave out 2 scholarships for \$90 which were used. One had been given to the youth who was removed from camp the first week so his wasn't used for the assigned July camp. I used that money to give out \$175 (full scholarship) to a struggling, needy family. Here is the email that I received from the mother this past week:

To Lynn and the Board of ACT,

With lots of joy and gratitude have we received your message! Nicki is looking forward immensely to your Broadway Camp. Thank you so much for giving her this chance, this summer and of course thank you for the money invested in her! When our financial situation improves, we will not forget to support you! It is great to experience kindness and generosity without you even knowing us.

Thanks again to all of you, from Sara and the family

Library

August 16 from 6-8:30: Harry Potter Night - Kirkendall event for youth Gr. 4 and up. ACT will be responsible for one of the rotations. Event has already filled with several on the waiting list.

Summer Events

June 12: YMCA Daycare – Lynn spent the morning at their site leading youth in theater games and answering their questions about ACT and acting in general. Met with 2 groups (50 minutes each) with total of 43 kids.

June 13: Ankeny Love Lunches in the park: Lynn, Susan, Fran Paterik, & Kathy Polson lead youth in a variety of activities/games from 12:15-12:45. One of the leaders said they served 120+ kids that day along with 30+ parents. Many came specifically because they heard that ACT was the guest speaker that day. It was the largest group they had ever served lunch to.

June 13: Lynn, Susan, Fran Paterik & Kathy Polson hosted the group of 24 youth ages 6-10 from Traditions 5 Daycare (Johnston) at the theater from 1:30 – 2:45. Activities included tour of the theater, Q&A, theater games, and ended with several youth helping act out the play: The Day the Crayons Quit.

Coming up:

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 cover

Finance - Submitted by Doug Moon

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

Fundraising - Submitted by John Claes

We heard on grant applications submitted to the Iowa Arts Council (\$5000 for operating expenses with a case stated for shop and set supplies) and Prairie Meadows (new fresnel lights) and were denied on both fronts.

John at the Cellar is free to meet on Wednesday evenings to discuss our next dinner theater collaboration. I'd like to round up a group to see him ASAP.

Marketing - Submitted by Tammy Sposeto

Summary:

*Cassie Twichell joined the facebook team. She and Lisa will share responsibilities.

Cassie has shows and Lisa will do workshops and education promotions

*Season Advertisement is out, poster is designed. Bekah will design for the very large one on the wall and get that to Lynn to be posted.

*Cityview needs photos in order to maximize our exposure. The committee will try to encourage a photo independent of costumes/set.

*Newsletter articles were planned. Expected to go out the end of July.

Social Media Rep: Cassandra Twichell & Lisa DeWaard

Cassie attended our Volunteer Orientation and Whitney recruited her for the Marketing Committee! (THANK YOU, Whitney!!) Facebook events will be updated with the data we have on the website. Bekah will work quickly on the facebook imagery and Cassie will update them as she gets them. Lisa will do education and workshops promos. Lisa and Cassie will try to pop in on shows to get pictures of Midsummer Night's (approving them through Cary) for facebook posts.

Logos: Season Poster/Advertisement was approved as is!!!! We need to be absolutely diligent to make sure that the rest of the information is included in our Facebook Event, Website, and some of it in our emails.

Season Poster will be designed and provided to Lynn.

Previous seasons will be moved down the hallway.

Checklist Next Month:

Cassie needs access.

Folders were updated with access.

Midsummer night's dream

Emails 7.19/7.26/7.31/8.6

Co-producers are Matt & Tami

Send email to Allyson for Cary and Leslie

Cityview: Cityview is on track. We need to have pictures in order to get placement. Tam will contact Cary to try to arrange for a picture that doesn't depend on Costumes and Set. Possibly something in the hippy attire to highlight the uniqueness of our concept. (Disco ball??

Newsletter mid to end of July:

Next season

Save the Date for Member Meeting

Become a member

Season Punch Cards

Auditions list (Tammy)

Camp (Lynn)

Midsummer Night's Dream (Allyson)

Stacie and Lynn will handle all unassigned topics for the newsletter.

Goal July 24

Deadline July 17

Next Meeting: July 18, 2019. 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

- Did some work to get us current on receiving Wells Fargo employee donations through Wells Fargo's vendor YourCause - this includes donations from individuals given through the Wells Fargo employee giving system (e.g. payroll deduction) and funds from Wells Fargo that an individual earns as an incentive for volunteering or a donation match. I set us up to receive these payments as electronic transfers to our bank account instead of checks in the mail (Wells Fargo is urging nonprofits to make this switch). (I looped Doug in on this.) Reviewed the individuals that recent donations have come from; there was one new donor and I reached out to thank her and confirm whether she would like to be recognized.
- Preparing to send materials out to members in August: information about the annual member meeting, voting postcard to elect new board members and president-elect, and membership and season punch card information for 2019-2020.
- Need to secure venue for annual member meeting on Sept. 15.

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

1. Checking in with the Directors of the 2019-2020 season to be sure or help them find their Assistant Director.

2. Will be setting up Production Committee meeting to get producers assigned for upcoming season.

Volunteer - Submitted by Whitney Welp

1) Replied to volunteer e-mails

2) Created Box Office Sign Up for "Midsummer Night's Dream."

3) Sent out thank you e-mails for "Anne Frank."

4) Sent out recruitment e-mail for "Midsummer Night's Dream"

5) Contacted the cleaning service to reserve time for cleaning the theater before "Midsummer Night's Dream."