



Ankeny Community Theatre

Board Meeting

10/2/2019 - 6:00PM

MEMBERS PRESENT:

Susan Casber, Tamra Mullen, John Claes, Whitney Welp, Ali Kirwen, Tammy Sposeto, Matt Tuttle, Joe Kirwen, Allyson Martens, Brad Church

MEMBERS ABSENT:

Cheryl Clark, Robert Uy

The meeting was called to order at 6:05 PM by Susan Casber.

General announcements

No announcements

September Meeting Minutes

Whitney moved to accept the minutes; Ali seconded; motion passed.

Treasurer's Report

Treasurer's report was discussed at annual meeting. No further discussion.

Committee Reports see attachments for full report details

Building & Operations:

No additional information.

Data Management:

No additional information.

Education:

Donor box is available to be used to RSVP for the halloween costume party on Oct 26 at 1-3pm.

We are planning future classes. The ideas include tap, props, and set design. We also are entertaining the idea of an after school program for kids.

Finance:

No additional information.

Fundraising:

We are in the process of submitting the Bravo grant. We may want to discuss a budget and strategic plan at our Nov 2 board retreat.

Marketing:

No additional information.

Membership & Sales:

No additional information.

Play Selection:

No additional information.

Production:

A key was given to Allyson but we need to provide keys for Brad and Robert.

Volunteers:

We were unable to fill enough volunteer spots for the last play.

New board members will be trained in the next two shows.

We won't be allowing comp tickets for volunteers. They are not guaranteed a seat and asked to sit to the side when we have a full house. We will be adding it to the email that goes out to volunteers.

Old Business**Tonic Sol Fa:**

We have 22 tickets for first show and 6 for second.

Dinner Theatre Fundraiser:

We are still deciding script to use for the show. Cheryl is asking about royalties for Almost Maine as a possibility.

The dinner theatre performance is on Feb 1st.

Camp Incident/Insurance Claim:

This has been taken care of. Our insurance paid for the cost of the church window.

ACT Purpose Driven Shopping Site:

The contract needs to be signed by board president before going live. We will send out a newsletter article announcement when the site is open to the public.

ComedySportz Improv:

This will take place at the theatre on Saturday Jan 25 at 2pm. It is free admission with the option of a free-will donation.

Background Checks:

We still want to have background checks but we need more information on pricing and what details are revealed. It will not go into effect for directors until the next season. The board will be required to have background checks if passed.

Board Strategic Planning/Retreat Nov. 2:

Present board members signed the board agreement document.

We need improved wording for excused vs unexcused absences during the weeks of tech and performances. It was discussed that actors should be excused from board meetings from the start of tech week through the end of the play's performance. Any regular practices are unexcused and would be expected to attend the board meeting.

New Business

Changes to Next Year's Membership Meeting:

The suggestion was to move the event back to a Monday, at Cheryl's church, with a meal.

Inform people that they are nominated before the meeting. We have more in attendance.

We will be doing a raffle for the people who show and a single prize for members.

Data Management

Data management would like to consolidate everything on Google drive so we have everything centralized. Surveys from education and production will be managed by them.

Whitney motioned to adjourn; Ali seconded; and the motion was passed. Meeting was adjourned at 7:59 PM.

Upcoming board meetings:

Regular Board Meeting - Wed., Nov. 6th, 6:00 PM