

Ankeny Community Theatre Meeting Minutes
9/4/2019

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

Members Absent: none

The meeting was called to order at 6:30 PM by James.

General announcements:

August Meeting Minutes:

Susan moved to accept the minutes; John seconded; motion passed.

Treasurer's Report:

Not available as of today due to Labor Day holiday.

Committee Reports: see attachments for full report details

Building & Operations:

Concerns with supplies running out such as paper towels, soap, etc.
Will need to concern a central area where all supplies are kept.

Data Management:

No additional information.

Education:

Susan will reduce the prices for the 9/11 and 9/14 classes will be lowered to \$15 for members and \$20 for nonmembers to attract more attendees.

Finance:

No additional information.

Fundraising:

John reviewed the attached information on The Cellar Winery dinner production in Feb 2020.
Cheryl will check into "Almost Maine" royalty costs. Would consider vignettes from this play.
John moved that we set the date for the performance on 2/1/2010; Tamra seconded; motion passed.

Marketing:

The most recent marketing committee report was not included. (In err, it was the 9/2018 minutes).
Tammy will send out the correct marketing committee minutes to review.

Membership & Sales:

No additional information.

Play Selection:

No additional information.

Production:

No additional information.

Volunteers:

No additional information.

Old Business:

Alcohol serving on site:

Doug has added alcohol liability to our insurance.

Valerie proposed a motion to move forward with the liquor license application with the city council and if approved, form a committee to discuss the policies/logistics for final board approval; Tammy seconded; motion passed.

Tonic Sol Fa:

Scheduled for November 9th with 2 shows.

We need to set the ticket prices again– last year \$23 in advance, \$29 at the door. We sold out in advance. Last year Midwestix gave us a discount to 7.5% instead of the 15% since this is a fundraiser. Stacie will discuss with them again this year.

Stacie recommended \$25 in advance and \$30 at the door.

Whitney motioned to approve this pricing; Ali seconded; motion passed.

Whitney will line up cleaning by Friday, November 8th. Tammy volunteered to double check after the cleaning on the November 8th.

On Sat., Nov. 9th we need someone to meet them at noon to be their host. Joe and Ali volunteered.

We also need a few people at noon to help unload their equipment. John, Doug and Matt volunteered.

Need someone to help run lights for both shows – Joe and Matt will cover this.

May need someone to help sell their CDs. Stacie will check if needed this year.

Two ushers for each show needed: Tamra, Susan

Need someone after the 2nd show to help reload their equipment. Matt, Joe, Ali could be available.

Her goal is to pilot beer/wine for that show if possible.

Annual Member Meeting/Tributes:

Stacie needs help determining what the set will look like. She reviewed the details attached.

Cheryl will bring in some decorations to set out.

Tammy will bring sets of spatulas to use to serve the cake.

Becky and Tamra will serve the cake.

Doug and Matt will help the beverages.

Ali and Susan will be greeters.

John will be in charge of the recycling and garbage cans throughout the meeting.

Whitney will be in charge of the power point management.

Valerie will contact the previous year's winners to present the awards.

Camp Incident/Insurance Claim:

Philadelphia will be issuing a check to the church to cover the costs soon.

Future of Camp/Education:

James had a discussion with Lynn. She acknowledged we needed to address the liability issues. She wants to be able to give input of this decision which we have intended to do. She discussed needing succession plan for eventual when she wants to step down. Discussed background checks spending \$10-\$20 per person for criminal histories for leadership with the children not only for camp, other education offerings, plays, etc. for events where there is not direct parental supervision. e.g. not applicable to the Halloween party. John will research what is involved with this and what information would be shared with us.

Ali made a motion that we move forward with criminal back ground checks for people in leadership positions involving minors with further discussion regarding the logistics within the board or a committee from this point forward; Matt seconded; motion passed with one opposed.

New Business:

Past Presidency Position:

James is resigning from the board as of the annual meeting. Ali has agreed to fill the vacancy. Valerie motioned to accept Ali to fill this vacancy; John seconded; motion passed.

ComedySportz Improv:

Tammy reported she is hiring a professional company January 25th (Sat.) for her employer.

They offered to do a free improv show here at the theatre at 2:00 PM.

Doug motioned that we proceed with this performance with the approval of Barb Wagner (director of the play running at that time); Valerie seconded; motion passed.

Board Strategic Planning/Retreat Nov 2:

Cheryl presented a copy of the agreement with the strategic planner, Regenia Bailey from Bailey Leadership Initiative, LLC to present at the board retreat for a 3 year plan. Total cost of \$3750. James motioned that we accept this agreement; Doug seconded; motion passed.

2020-2021 Season Proposal: CONFIDENTIAL

Mainstage productions:

Oct 2020: Geezers

Dec 2020: It's a Wonderful Life

Feb 2021: Cry It Out

Apr 2021: Hands on a Hardbody

Jun 2021: One Flew Over the Cuckoo's Nest

Aug 2021: The Beverly Hillbillies

Adult Studio:

Nov 2020: Aura

Jan 2021: Mr. Popper's Penguins

Becky motioned to accept this proposed list; Tamra seconded; motion passed.

Valerie motioned to adjourn; Doug seconded; and the motion was passed. Meeting was adjourned at 9:00 PM.

Upcoming board meetings:

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