**MINUTES  
Sun Prairie Civic Theatre** 

**June 11, 2018**

**Sun Prairie Civic Theatre BARN – 6 PM**

**Mission:** Sun Prairie Civic Theatre is a community of volunteers sharing their time and talent to educate people of all ages in the experience of live theater on stage, backstage, and in the audience.

Present: Frank Peot, Sue Phillips, Betsy Wolfe, Sandy Kintner, Dan Presser, Kayla Schaller, Brian Goff, Jeanne Wellman, Ann Breitenbach, Brooke Vechinski, Russ Wolff,

Excused: Clark Rodgers   
Absent:

Guests: Phil Evans

1. **Call to Order:** Brian called to order at 6:08pm.
2. **Approval of May 2018 minutes:** Betsy excused at May meeting. Dan moved to approve the minutes, Sue seconded, all in favor, motion passed.
3. **Financial Report – (Sue):**

* Discussion on moving “Banking” to McFarland State Bank – (Sue): Sue met with McFarland State Bank about the possibility of doing some/all banking with them. Betsy moved that we move our financial arrangement from Bank of Sun Prairie to McFarland State Bank, Brian seconded, all in favor, motion passed. Sue will pursue this.
* Reports or other finance or treasury comments

1. **Committee Reports**

* Building and Grounds: Frank: Any update out having mail delivered here vs. PO Box? Brooke moved to install a mailbox, Betsy seconded, all in favor, motion passed. Still waiting for Ross Electric for the outlets.
* House: Dan: Nothing to report.
* Concessions: Brooke: Nothing to report.
* Social: Jeanne: Nothing to report.
* Membership: Betsy: Nothing to report. When Betsy’s board term runs out (July), she will no longer be doing membership.
* Patronage: Brooke: Nothing to report.
* Publicity/Programs: (Season) Brooke: Nothing to report.
* Social Media: (Facebook, webpage) Frank, Kayla: Nothing to report.
* Tickets: Betsy / Frank: Noises Off- sold 532 tickets for $7548, Nunsense- sold 643 tickets for $8568
* Endowment / Trustees: Nothing to report.
* Future Facility Planning: Nothing to report.

1. **Production Related:** Sandy (as season producer):

* Costumes: Jeanne: Nothing to report.
* Lighting: Frank: Nothing to report.
* Make-up: Sue: Nothing to report.
* Orchestra: Dan: Nothing to report.
* Properties: Clark: Nothing to report.
* Sound: Russ: Will still need a sound chair, but Mark will be available to do a show here and there. Have to go through the mics to see which ones are working and which aren’t.
* Stage: Betsy: Nothing to report.
* Set/Shop: Brian: Nothing to report.
* Scenic Arts: **OPEN CHAIR**: Nothing to report.
* Interpreters: Betsy: Have interpreters for all of the shows for Penguin.

1. **Updates on current Season Shows**

* Nunsense: (May 2018): Tickets sales went well.
* Penguin – June 22, 23, 24, 2018 show is: *School House Rock JR*.: Show is going well.
* Children’s: Flat Stanley, Jr.: CHUMS Dates: Sept 14 @ 7:00pm, 15 @ 4:00pm & 7:00pm,16th @ 2:00pm. Phil to be present for discussion. (Can we post audition dates?) Age 9 and up, Grades 10, 11, & 12 can be onstage and singing but no speaking roles. July 29 and 30, Call backs on 31. Begin rehearsals Aug 6, probably three nights a week 6:30-9:00pm. Frank will be doing lights. Waiting to hear back on other roles. Looking for some one to do sound. Frank will send Phil Mark Hintz’s email. Will be charging show fees to cover script, shirt, make up, and cast party. Tickets will be $8 general admission for all tickets. Possible guest artists for the children’s show as workshops, wondering about the possibility of compensating these people; would be able to bring this as a proposal to the board.
* Bad Seed: Proposed dates of Oct. 26, 27, Nov. 2, 3, 4: No update. Audience size will be 60.
* Murder Mystery: (Fall 2018 – TBD) No update.
* 25th Annual Putnam County Spelling Bee: Dates January 18, 19, 25, 26 & 27th) Frank will apply for rights. Frank will put out a call for directors, deadline of July 31 submitted to Brian.
* SHREK! : Dates: April 26, 27 & May 3, 4, & 5th (Sandy update…) Frank will apply for rights. Met with Don Hart. Would like to have a production meeting in September. Frank will ask for a perusal script. Sandy will produce, Brooke will Assistant Produce.
* Penguin Project: Dates: June 14, 15, 16th (2019) Dan will double check with Sara Beth about the dates and see if these will work.

1. **Old Business**
2. UPDATE: Sandy / Clark: Review Youth Policy: Comments given by Tom Hebl. OK to post? Sandy moved to approve the changes made to the policy by Tom Hebl and add them to the guidelines, Jeanne seconded, all in favor, motion passed.
3. UPDATE: (Frank) Continued discussion on paying Directors. Moving this to the parking lot.
4. UPDATE: Putnam County Spelling Bee - Rights and can we have CHUMS as venue

**VIII New Business**

1. Review of Production guidelines – ALL Review all of the guidelines and be prepared to discuss next meeting.
2. Review of Tom Hebl’s edit on youth policy.
3. Posting of advertising signs on city property. (Brian – General info and update)

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**IX** **Board roundtable:** Items for the greater good of the group: (Or missed agenda items)  
 Sandy sent out the producer timeline, people should add this to the review of the guidelines.

General Membership meeting is on July 24.

**X Adjournment:** Kayla moved to adjourn, Betsy seconded, meeting adjourned at 7:50pm.

**Standing items:**

Bathrooms will be cleaned 2 times a month. Wet mop rehearsal floor after show moves out

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| **Month** | **Person** |  | **Month** | **Person** |
| March 2018 | Dan |  | September 2018 | Open |
| April 2018 | Frank |  | October 2018 | Open |
| May 2018 | Nunsense |  | November 2018 | Open |
| June 2018 | Betsy |  | December 2018 | Open |
| July 2018 | Open |  | January 2019 | Open |
| August 2018 | Open |  | February 2019 | Open |

***PARKING LOT ITEMS:***

* Costume rental rates/ minimum donation for rentals. Could base this on costume count.
* Would we like to add a **Junior Board**? Liv will contact the theatre doing this.
* Livvia will write up a policy for financial internal controls
* Brian: Future discussion with Tom Hebl. (Selling our buildings to the city?) HAS NOT HAPPENED. Tom Hebl is aware that we would like to have this meeting.

**Tentative timeline** for next season: (What we agreed on…)

* Summer 2018 (Sept 14, 15,16th): Flat Stanley **at CHUMS**
* Fall 2018 (Oct. 26, 27, Nov. 2, 3, 4): Bad Seed **at the barn**
* Winter 2019 (January-ish): Shrek **at PAC**
* Spring 2019 (April-ish): Putnam County – **At CHUMS?**
* June 2019: Penguin Project – **at PAC**