



MINUTES
Sun Prairie Civic Theatre
January 8, 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, Brooke Vechinski, Russ Wolff, Sue Phillips, Sandy Kintner, Brian Goff, Ann Breitenbach, Jeanne Wellman, Clark Rodgers
Excused: Dan Presser, Betsy Wolfe, Kayla Schaller
Absent:
Guests:

- I. Call to Order:** Brian called to order at 6:07pm.
- II. Approval of December 11, 2017 minutes:** Jeanne moved to approve, Sue seconded, all in favor, motion passed.
- III. Financial Report – (Sue):** Review any financial information
 - o Budget committee needs to meet to create a fiscal year budget and possibly a budget for our next season: Frank is willing to help out after Noises Off. Sue will schedule a meeting after Noises Off closes.
 - o Outstanding: Livvia will write up a policy for financial internal controls. We will need this before Noises Off performances.
- IV. Committee Reports**
 - o Building and Grounds: Frank: Nothing to report.
 - o House: Dan: No report.
 - o Concessions: Brooke: Sent out an email today for sign ups.
 - o Social: Jeanne: Move in lunch for Noises Off. We are allowed to be there 9:00am-5:00pm for move it.
 - o Membership: Betsy: No report.
 - o Patronage: Brooke: (Season Sponsorship (2018/2019) from McFarland Bank - \$10,000!) Nothing additional to report. Brian, Brooke, Sandy, Frank, and Ann will be available to meet with them to touch base and iron out details.
 - o Publicity/Programs: (Season) Brooke: Looking for places for the mobile billboard for Noises Off.
 - o Social Media: (Facebook, webpage) Frank, Kayla: Auditions for Nunsense are March 19 and 20. That was posted today.
 - o Tickets: Betsy / Frank: Nothing to report. New computer will be set up towards the end of January.
 - o Endowment / Trustees: Frank: Cindy O'Connell is more than happy to meet with the trustees and talk about investments.
 - o Future Facility Planning: Russ: Nothing to report.
- V. Production Related:** Sandy (as season producer)
 - o Costumes: Jeanne: Nothing to report.
 - o Lighting: Frank: Nothing to report.
 - o Make-up: Sue: Nothing to report.
 - o Orchestra: Dan: Nothing to report.
 - o Properties: Clark: Nothing to report.
 - o Sound: Russ: Nothing to report.
 - o Stage: Betsy: Nothing to report.
 - o Set/Shop: Brian: Nothing to report.
 - o Scenic Arts: **OPEN CHAIR:** Nothing to report.

VI. Updates on current Season Shows

- ~~Joseph:~~
- ~~Readers Theater:~~
- Noises Off: Frank: (Feb 2018): About where we should be in terms of rehearsals and such. Next Monday, we will start running the full show.
- Nunsense: Sue Ann: (May 2018): Sue Ann: Audition dates are March 19 and 20. Sandy will reach out to Kaycee about producing.
- Murder Mystery: March 14, 15, 21, & 22; Brooke will continue to work with Buck and Honey's.
- Penguin – June 22, 23, 24, 2018 show is: *School House Rock JR.* (Russ): Had a pre-kick-off meeting and there will be a kick off meeting on January 13 at noon. Have an agenda set for the meeting. Will be handing out CDs so that people can start listening to it.
- Children's: Flat Stanley (Dates TBD: 2018 - 2019 season) We can request dates for this after Jan. 15. Other dates are May 15.

VII. Old Business

1. Sandy / Clark: DRAFT **Update:** guidelines to address issues specific to shows with large numbers of young kids involved. Still working on the draft. Run it by Tom Hebl after we have a final draft before we publicize. Sandy will send out the draft and ask for comments from the board by a certain date.
2. Brian will be contacting City of Sun Prairie to see if we have any issues with performing Bad Seed IN the barn. Brian will talk to Paul Esser as a first step.
3. Brian will meet with Tom Weber, Betsy, Frank, and Sandy, to see how we would get out billing category changed and how we go about doing this and what the requirements and qualifications are. Brian will schedule a meeting.
4. Frank: Plaque for Fashion Cleaners. Schedule a time to present sometime in February. Will iron out the details.
5. Tentative timeline for next season: (What we agreed on...)
 - June 2018: Penguin Project
 - Summer 2018 (September-ish): Flat Stanley at CHUMS
 - Fall 2018 (October-ish): Bad Seed at the barn
 - Winter 2019 (January-ish): Shrek at PAC
 - Spring 2019 (April-ish): Mamma Mia at PAC
 - June 2019: Penguin Project
6. **UPDATE:** We would like Frank to have the trustees to look into different/other investment options that are more profitable. Cindy O'Connell will be meeting with them to look at more options.

VIII New Business

1. Request dates for Flat Stanley after Jan 15.
2. Brian: Future discussion with Tom Hebl. (Selling our buildings to the city?) (Add in Russ as Future Facility Chair) HAS NOT HAPPENED YET- Tom Hebl is aware that we would like to have this meeting.
3. Discussion on moving money to the trustees as a yearly contribution: We made a good amount from Joseph. Sue moved that \$15000 be moved to the trustees, Sandy seconded, Frank asked the motion to be amended to \$20000, Sue accepted the amendment. Sandy re-seconded, all in favor, motion passed.
Sue will look into the terms of the MMIA that has \$5815.83. Brian moved that if there are no significant penalties (including any checking account requirements) for closing out this account that we do so and move it all into checking to be transferred to the trustees. Russ seconded, all in favor, motion passed.
Sue will check into these things and then be in touch with Liv about the check.

IX Board roundtable: Items for the greater good of the group: (Or missed agenda items)

Sandy- children’s radio reader’s theater. Prairie Music Academy did one of these recently at the media center. They are running a drama camp and have done summer camp; they have had more success having these things in the evening. Sandy is curious about partnering with them for a summer camp that they would run at our facility for a share of the profits. Sandy will continue to look into this.

X Adjournment: Frank moved to adjourn, Jeanne seconded, meeting adjourned at 7:10pm.

Standing items:

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

Month	Person		Month	Person
July 2017	Children’s Show		Jan 2018	Frank
August 2017	Brooke		Feb 2018	Dan
September 2017	Brooke		March 2018	OPEN!!
October 2017	Clark		April 2018	OPEN!!
November 2017	Clark		May 2018	OPEN!!
December - 2017	Frank		June 2018	OPEN!!

PARKING LOT ITEMS:

- Costume rental rates/ minimum donation for rentals. Could base this on costume count. Should maybe create a committee on what fee structures we should do.
- Would we like to add a **Junior Board**? Liv will contact the theatre doing this.