



Minutes
Sun Prairie Civic Theatre
January 13, 2019
SPCT 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: Brooke Vechinski, Frank Peot, Sue Phillips, Sandy Kintner, Dan Presser, Ann Breitenbach, Clark Rodgers, Livvia Goff, Autumn Leonard
Absent: Kayla Schaller, Deb Lohr, Julienna Hagan,
Guests: Mike Schuster, Drew Goff, Sara Beth Hahner

- I. **Call to Order:** Dan called to order at 6:00pm.
- II. **Approval of December 10, 2018 minutes:** Frank moved to approve, Clark seconded, all in favor, motion passed.
- III. **New Business – (45-minutes)**
 - A. Marketing Presentation.**
 1. Mike Schuster presents initial outline and basic recommendations. Mike presented information, will email it out to everyone. Mike will put together some suggestions about how to increase ticket sales.
 2. Board comment and questions.
 - B. Memorandum of Understanding with SPASD Follow-up-** Dan will be meeting with Amy tomorrow.
 - C. McFarland State Bank Donation Follow-up-** Dan has been talking with Alex, MSB is going through their budget process right now.
 - D. Director Submission for Matilda-** have gotten two people that are interested so far, possibly three. Liv moves that we apply for rights for Matilda now with general dates- last weekend of September and first weekend of October- and then adjust them as needed. Sandy seconded, all in favor, motion passed.
- IV. **Old Business (10-minutes)**
 - A. Radio Theater - Sandy**
 1. Follow-up from last meeting- nothing to report. Dan looked into using the library space, we can use the space but we can't charge or take donations. Sandy will talk to the foundation about possibly partnering to do a fundraiser with them.
 - B. MOU Meeting – Tuesday, 11:30 a.m. – covered earlier**
 - C. Financial Update – Sue-** \$45,390.06 total checking amounts, very small account still open at Bank of Sun Prairie.
- V. **Current Season Updates (10-minutes)**
 - A. Putnam: Brooke**

1. Move-in: Saturday, the 19th at 8:45 a.m.
Will be sending out a member invite to the dress this week sometime.

B. Shrek: Sandy

1. Set piece fly?- this is going to be a problem but we are working on it.
2. Child audition waiting list.
3. We still need a stage manager, a few people for makeup crew.
4. Meeting coming up in February.
5. Sue moved that the board increase the Shrek budget by \$500 for makeup for a total of \$800.00. Liv seconded. All in favor, motion passed.

C. Penguin: Sara Beth- Registration is full, there is a waiting list. Will have a kickoff meeting in two weeks. Rehearsals begin in mid-Feb. Just wrapped up the show rights.

D. Murder Mystery: Brooke/Sandy- Brooke and Sandy will meet sometime soon.

E. Children's Show: Julienna

VI. **Committee Reports** (10-minutes)

A. Building and Grounds: Frank

B. Social: Deb

C. Membership: Brooke

D. Patronage: Brooke

E. Publicity/Programs: Liv

F. Social Media: Autumn, Frank, Kayla

G. Tickets: Liv- have receipts updated from paypal so that it doesn't say "Sun Prairie C" on charges anymore. Liv moved to change our previous season tickets to Flex Tickets with 4 tickets for \$58 for adults, \$47 for seniors, and \$40 for students. Autumn seconded, all in favor, motion passed.

H. Endowment: Frank

I. Future Facility: Dan

J. Digital Presence: Kayla (Brian)

1. Web Domain Renewed.

VII. **Production Related: Sandy** (10-minutes)

A. Costumes: Debi Boles

B. Costume Shop: Elaine

1. "Joseph" Costumes out to Calvary Church in Green Bay
2. "Annie" costumes out to Patrick Marsh until 2nd week of Feb.

C. Lighting: Frank

D. Make-up: Sue- Need hair and make up volunteers for Shrek.

E. Orchestra: Autumn

F. Props: Clark

G. Sound: Russ

H. Stage: Julienna

I. Shop: Brian

- J. Scenic Arts: Crystal
- K. Concessions: Brooke
- L. House: Dan
- M. Performance Facilities & Royalties: Frank, Julienna
- VIII. **Board Roundtable:** Items for the Greater Good (missed agenda items):
WACT is Saturday, January 19- we have the last show time at 7:00pm.
- IX. **Adjournment:** Brooke moved to adjourn, Autumn seconded, meeting adjourned at 8:17pm.

Next Meeting: February 11, 2019

Standing items:

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

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

PARKING LOT ITEMS:

- 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