



Sun Prairie Civic Theatre
January 16th, 2017 – 6:00 PM

Sun Prairie United Methodist Church

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: Russ Wolff, Sue Phillips, Steve Berg, Frank Peot, Clark Rodgers, Livvia Goff, Betsy Wolfe, Jeanne Wellman, Brooke Vechinski

Excused: Brian Goff, Kathy Baumann, Ann Schwartzwald

Absent:

Guests:

- I. **Call to Order:** Russ called meeting to order at 6:05pm.
- II. **Approval of December 19, 2016 minutes:** Betsy would like to strike “replacing current shows with children’s shows”. Sue motioned to approve, Jeanne seconded, all in favor, minutes approved.
 - Brian would like to add into the January minutes the motion to increase funding to the One Act / WACT fest that had been voted on via email. Sue as the original motion and Brian G as the second and the vote passed unanimously.
- III. **Financial Report – (Sue / Kathy):** Sue: We are done paying sales tax. Liv was wondering if the refund for the royalties and script for Secret Garden has been applied since it isn’t showing where it should be. Kathy emailed and said that it wasn’t classified as Secret Garden, but she has changed it.
 - o **Any update on:** status on Deposit reports for shows. Liv would like to meet with Frank to put together what reports we can use for the ticketing reports and create a deposit sheet to use to keep better track. Liv will set up a meeting.
- IV. **Committee Reports:**
 - o Building and Grounds: Frank- The sewers backed up again. We talking to Action Plumbing to get this fixed.
 - o House: Livvia and Ann- Liv will contact the group to find out who will be in charge of the one act fest.
 - o Social: Jeanne- Sue says that they will not be needing food at the move in.
 - o Membership: Betsy- Nothing to report.
 - o Patronage: Brooke- Sent out an additional email at the end of last year.
 - o Publicity/Programs: (Season) Brooke- Partnered with the Performing Arts Center, we sent out an email about a concert to our mailing list for them and we will be getting an ad placed in the high school Spring Show program for free. Brooke also talked to the lady from Hometown Howdy-Do and we will be giving her approximately 90 third page flyers per month and she will distribute them for us.
 - o Social Media: (Facebook, webpage) Frank- Continuing with updates on the sites. Forwarding emails are now all working. It was set up in a very complicated way, but everything should be all figured out now. We have a year to switch things over to where it will need to be after a year. Either Liv or Brian will figure this out.
 - o Tickets: Frank- Nothing to report.
- o **Production Related:** Ann (as season producer)
 - o Costumes: Jeanne- Nothing to report. Brooke has some corsets for our costume shop.

- o Lighting: Frank- Nothing to report.
- o Make-up: Sue- Looking for a large crew for Wizard of Oz. Sue would like to have a crew of at least 6. Brooke is helping and Betsy might be able to help.
- o Orchestra: Steve- Nothing to report.
- o Properties: Clark- Nothing to report.
- o Sound: Russ- **Any update on:** Pile monitor was not working for the radio readers and one of the microphones wasn't working very well, these will need to be looked at and repaired or replaced. Russ met with Chris and discussed. Will be looking at possibly getting some additional microphones/body mics. Going to take a closer look at the things that Jake suggested as well. Patrick Marsh asked to borrow our mics, we met to discuss this, told them we would be willing to talk to them about it, never heard back from them. Russ will be making up a form in case this every comes up again.
- o Stage: Kathy- none
- o Set/Shop: Brian- none
- o Scenic Arts: Ann- none Frank still needs a scenic artist for Wizard.

o Updates on Individual Season Shows

- ~~Secret Garden (Liv/Betsy)~~
- ~~Readers Theater – December Edition (Sandy):~~
- **Murder Mystery Dinner Theater** – (Kathy): (Are there regular scheduled meetings happening for planning purposes?) **Note from Kathy:** I spoke with Dick Jellings this afternoon and he said that a play has been chosen and the dates are set with Buck & Honey's. The dates are on the website (March 7 & 8) and the play is called "A Deadly Incentive." There are 6 in the cast. The script was about \$23 and we are allowed to make copies and do as many performances as we like. Auditions will probably be in early February.
- **One Act play festival** (Frank/Sue): Rehearsals are progressing, will be putting posters up on Friday, move in is on January 28 at 9:00am. Registration and fees have been sent in, hotel reservations are made. Performance will be on the Saturday of the festival. Russ will be booking the rental truck from U-haul.
- **The Wizard of Oz** (Frank): Audition dates are on February 26 & 27. Call backs are on February 28. Frank still needs a producer, scenic artist, set design. Liv and Brian will meet with Frank for set design on January 23 at the barn at 7:00pm.
- **Penguin Project – Guys and Dolls Jr.** (Livvia) There is another informational meeting next Sunday. Things are progressing. Liv designed the set. Working on the new logo for Guys and Dolls Jr. (The Penguin Project logo is modified to reflect the show that is being done.)

Old Business

1. **Any update on** fund raiser sub-committee: Committee, Betsy, Liv, Steve, Kathy, and Brooke will be on the committee. Betsy will organize the first meeting. Meeting is set for this Wednesday (January 18).
2. **Discussion on:** Ticketing for Kids show. (Discussion will be tabled for the next meeting on how to distribute and keep count for the show attendance. Possibly options include having different colors for the nights, punching the ticket, printing two tickets (one for each show), etc.) Brooke motioned to table again, Betsy seconded, all in favor, motion passed. Discussion tabled.
3. Renewal of MOU between SPCT and SPASD – Brian – No progress made.

4. Any update on outreach to Jill Bandli by Livvia Goff on how their concession stand sales went? No update.
5. Any update on if we were able to advertise for directors in new places? (Expanding our reach) (Russ, Brooke, Betsy?) Russ sent the info to Frank, Brooke reached out to UW Madison, Betsy will send an email to Miranda Hawk at MATC.
6. Any update on purchase of additional keyboard? (Livvia) No update.
7. Any update on if meeting has been set up with Amy Frank in January to discuss summer dates and preliminary dates for next year? Frank hasn't set up a meeting yet, will set something up when Betsy and Amy is available. They will be taking the dates that we previously discussed to talk to Amy. Will have something set before the next board meeting.
8. More discussion on establishing a cutoff date for Director submissions for Joseph. When? Can't really set a cut-off date until we have dates for the performances, because some directors cannot put their name in until the dates are set.

New Business

1. **Prairie Radio Readers: *Email from Sandy*** – (Dale and I have been talking about mounting another production of PRR this summer. As with the last two productions, the plan would be to work with the Media Center to do the show live there. Dale would like to do the show the first weekend of August. With the current schedule, I believe this would be the second weekend of the kids show. I told Dale that the Barn should be available that week for rehearsal because the kids' show would be at CHUMS. Dale would need the Barn the Sunday through Friday prior to that weekend. Could you bring this to the Board and see if it sounds doable. I know the kids show dates aren't locked down yet, but we'd at least like to have a tentative plan approved before we approach the Media Center) Russ will talk to Sandy and let him know that we need the dates for the kids show and then go from there.
2. Another director submission for Joseph has expressed interest. (2 as a co-director effort) We will contact them back, thank them for applying, let them know that we are still accepting applications and will be in touch.

Board round table: – Items for the greater good of the group: Frank would like to mention that when Jersey Boys was in Madison, one of the performers (actor that played Frankie Valley) is married to Gail Bennett (was with Civic Theatre when she was young) and Dick and Elaine took them through the barn and they were very impressed with what we have done with the barn.

Adjournment: Brooke motioned to adjourn, Betsy seconded, all in favor, meeting adjourned at 7:13pm.

Standing items:

1. Bathrooms will be cleaned (including floors) and re-stocked twice per month.
2. Wet mop entire rehearsal floor after show moves out to performance space

Month	Person		Month	Person
July 2016	Kid show		Jan 2017	Frank
August - 2016	Frank		Feb 2017	Frank
September – 2016	Frank		March 2017	Clark
October – 2016	Secret Garden		April 2017	Open
November - 2016	Clark		May 2017	Open
December - 2016	Russ		June 2017	Open