



MINUTES
Sun Prairie Civic Theatre
February 12, 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: Brian Goff, Clark Rodgers, Frank Peot, Brooke Vechinski, Betsy Wolfe, Sandy Kintner, Sue Philips, Kayla Schaller, Jeanne Wellman, Ann Breitenbach, Russ Wolff

Excused: Dan Presser

Absent:

Guests:

- I. Call to Order:** Brian called to order at 6:07pm.
- II. Approval of January 8, 2018 minutes:** Clark moved to approve the minutes, Betsy 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. Sue will schedule a meeting after Noises Off
 - o Half year tax prep done. Brian signing and mailing in by 2/12/2018 Has Dept. of Rev been notified? Any other outstanding items to complete our FY change?
 - o Status of closing on money market account at Bank - \$5815.83. Has been closed.
 - o Sue: gave the trustees a \$25,000 check, trustees have a meeting next week when the check will be deposited.
- IV. Committee Reports**
 - o Building and Grounds: Frank: No report.
 - o House: Dan: No report.
 - o Concessions: Brooke: Made approximately \$300 on concessions for Noises Off.
 - o Social: Jeanne: No report.
 - o Membership: Betsy: No report.
 - o Patronage: Brooke: McFarland Bank - \$10,000, will be setting up a meeting with Tracy from McFarland State Bank sometime in the next couple of weeks.
 - o Publicity/Programs: (Season) Brooke: Damage to mobile trailer?
 - o Social Media: (Facebook, webpage) Frank, Kayla: No report.
 - o Tickets: Betsy / Frank:
 - o REVIEW pricing and senior age questions. (Don't care the answer – just need to be consistent. Document in SPCT Policy document. Attached to minutes
 - o Betsy moved to set the senior ticket age at 55, Sue seconded, all in favor, motion passed. Brooke moved that a student is a student with any valid school ID, Betsy seconded, all in favor, motion passed. Needs to be changed on the website to with a valid student ID rather than under 18. Sandy will add two short items under the policies adding these items.
 - o Endowment / Trustees: Frank: Meeting next week.
 - o Future Facility Planning: Russ: No 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: Will probably have to schedule a clean-up.
- o Scenic Arts: **OPEN CHAIR**: Nothing to report.

VI. Updates on current Season Shows

- ~~Joseph:~~
- ~~Readers Theater:~~
- Noises Off: Frank: (Feb 2018): final report- done. Guess on attendance is a little over 500 total. Should be within budget for the show.
- Nunsense: Sue Ann: (May 2018): Sue Ann: Audition dates are March 19 and 20. Sandy met with Kaycee and went through production guidelines and such.
- Murder Mystery: March 14, 15, 21, & 22, held auditions, have a cast, have a rehearsal schedule.
- Penguin – June 22, 23, 24, 2018 show is: *School House Rock JR.* (Russ): Boot camp is coming up. Sophia Johansson sadly passed away. Penguin will be sending flowers or something to the service. Dates for Penguin are confirmed, Brian will get a copy of the contract for Betsy.
- Children's: Flat Stanley (Dates TBD: 2018 - 2019 season) May 15th we can get dates for this, dates are penciled in but can't be confirmed until then.

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. **(Will do in February)**
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. **NO REPORT.**
4. Frank: Plaque for Fashion Cleaners. Schedule a time to present sometime in February. Plaque is on order, will be done before end of February. Frank will schedule a time.
5. 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. Dick Jellings – Visitation and funeral are this Friday and Saturday. Brian moved that we purchase two seats for Dick and Elaine Jellings, Betsy seconded, all in favor, motion passed. Brooke will contact Amy about purchasing these seats. Brooke will also get a plant of some description delivered to the church for the service with up to a \$100 budget.
2. Kids summer theater camps vs. Summer Accents program - Sandy (Review and discuss) Sandy will tell Prairie Music Academy that we aren't interested in doing something with them right now.
Ann and Russ are willing to work on this in terms of a workshop type camp for one week. This would be late June or early July. Should start advertising in March. Will have to determine what age group and a proposal.
3. SHREK – Director selection process (2 officially submitted: Josh Swalheim & Ann Meyer Set up interviews with both of them. Brooke will set up a doodle poll with dates in the next two weeks to Clark, Betsy, and Russ to see what dates work to schedule interviews.
4. Interpreters for shows and paying for them (Betsy): For interpreters, we can either keep working with the school and hope there are students that are willing to do shows or we can keep working with the interpreters that we know and schedule with them in advance. Brian moved that we have paid interpreters for one performance per show for Nunsense and next season. Clark seconded. All in favor. Motion passed. Betsy will be the coordinator between the shows and the interpreters and keep track of the data and report back.

5. Looking forward: Board members 'ageing off' – Brian G, Jeanne Wellman, Betsy Wolfe, Clark Rodgers

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

Should have a season production meeting once we have dates and venues in order to figure out who is doing what/when/and where there are needs.

When we set dates, the contracts should be requested and distributed so everyone can review them and know when we have the spaces for, etc.

- X Adjournment:** Brooke moved to adjourn, Jeanne seconded, meeting adjourned at 7:40pm.

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.
- Livia will write up a policy for financial internal controls
- 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.

Next year's season

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