



**Sun Prairie Civic Theatre**  
**February 20<sup>th</sup>, 2017 – 6:00 PM**  
**Sun Prairie Civic Theatre**

**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: Sue Phillips, Ann Schwartzwald, Frank Peot, Steve Berg, Liv Goff, Brooke Vechinski, Russ Wolff, Clark Rodgers

Excused: Betsy Wolfe, Brian Goff, Kathy Baumann, Jeanne Wellman

Absent:

Guests: Sara Beth Hahner

- I. Call to Order:** Liv called to order at 6:05pm.
- II. Approval of January 16th, 2017 minutes:** Frank motioned to approve, Steve seconded, all in favor, motion passed.
- III. Financial Report – (Sue / Kathy):** Sara Beth had some requests for financial data for Penguin, Liv emailed Sara Beth for the questions. Liv motioned to approve the financials, Clark seconded, all in favor, motion passed.
  - 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
  - o Other finance updates
- IV. Point of Order for the Board:**

Due to Betsy being gone tonight and Brooke, Russ and Livvia needing to leave at 7pm to participate in the Murder Mystery rehearsal that will put our necessary quorum of seven in potential jeopardy once they leave. In addition, Brian G may be absent also.

Brian moved (in absentee) that we suspend the usual agenda discussions of the Committee reports and production related reports to **the end of the meeting** if there is both time and quorum to continue. Clark seconded. All in favor, motion passed.
- V. {skip} Committee Reports:**
  - o Building and Grounds: Frank- No report. Plumbing company has recommended that we find the remaining clean outs between the barn and Linnerud. Add a sign to the sink that we cannot dump paint down the sink.
  - o House: Livvia and Ann- Everything went fine for the Act Fest, won't have to do anything for WoO because it's at the PAC. Will still need people for concessions at the PAC. Clark will send out an email to the house committee to see if people will be willing to do concessions and selling food for WoO. Children's show will most likely take care of themselves.
  - o Social: Jeanne- No report.
  - o Membership: Betsy- No report.
  - o Patronage: Brooke- New forms have been created. Handed them out at the one act, haven't gotten anything back yet. Discussion for inclusion of Penguin Project patrons in the program will be tabled for a future meeting.
  - o Publicity/Programs: (Season) Brooke- No report.
  - o Social Media: (Facebook, webpage) Frank- Keeping the pages updated.
  - o Tickets: Frank- Nothing new.

- o *{skip}* **Production Related:** Ann (as season producer)
  - o Costumes: Jeanne- No report.
  - o Lighting: Frank- No report. Debbie Kosal will be doing lighting for WoO.
  - o Make-up: Sue- Will need to place an item in the budget that are make up expenses that aren't show fees.
  - o Orchestra: Steve- No report.
  - o Properties: Clark- No report.
  - o Sound: Russ- No report. Looking to possibly schedule another meeting soon.
  - o Stage: Kathy- No report.
  - o Set/Shop: Brian- NONE
  - o Scenic Arts: Ann-. No report.

#### o Updates on Individual Season Shows

- ~~Secret Garden (Liv/Betsy)~~
- ~~Readers Theater – December Edition (Sandy):~~
- **Murder Mystery Dinner Theater** – (Kathy/Liv/Brooke): Added a third show, not publicly announced yet but will be soon. First two shows sold out very quickly.
- **One Act play festival** (Frank/Sue): One act fest was awarded three awards, and is the alternate for advancement, took third place.
- **The Wizard of Oz** (Frank): Auditions coming up on Sunday and Monday, Looking for a rehearsal pianist. Deb Lohr may be willing to do it.
- **Penguin Project – Guys and Dolls Jr.** Sara Beth- first full rehearsal was this Sunday. 22 artist and 36 mentors are currently enrolled. We still have a few potential artists that could be added. Donations have been coming in. Mentor bootcamp went well. Next production meeting is Feb. 28.

#### Old Business

1. **Any update on** fundraiser sub-committee: Committee, Betsy, Liv, Steve, Kathy, and Brooke). No update, tabled for now.
2. **Discussion on:** Ticketing for Kids show. (Discussion tabled for the next meeting on how to distribute and keep count for the show attendance.). Tabled for now.
3. 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. Frank reposted yesterday.
4. Update on purchase of additional keyboard. Livvia has been looking, hasn't found anything yet.
5. Update on dates for children's show for next year. Performance dates are good, but rehearsal dates are still in progress of being set. Amy wants to approve everything all at the same time, so this is still being worked out.
6. 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. Brian: I would like to suggest that we apply for the rights for *The Sound of Music* with dates that we would LIKE to have – even though we have not officially been given those dates by the school system yet. If we get dates that are different, we can amend the paperwork for that show with the

royalty house. Discussion. Frank will talk to Rogers and Hammerstein and request the last weekend of September and the first weekend of October.

2. Brian: I would like to move that a small team of 2-3 people start the process of selecting 4 names for presentation to the General membership meeting in July to fill the upcoming 4 vacancies. Brooke had volunteered to head this important process up this time. (Thank you, Brooke.) Frank, Steve, and Clark said that they would be willing. (Steve, Ann, Liv, and Brooke are the four vacancies that are going to be available.) Liv and Ann are not interested in serving on the board next year. Steve is probably not interested. Brooke is interested in filling a vacancy. Suggestions made were Liz or Autumn, Joe Harrison, Heidi Weber, Ann Brightenbock, Sara Beth Hahner. Brooke will set a meeting sometime after Wizard. Nominations will be set by the end of June.

**Board round table:** – Items for the greater good of the group:

**Adjournment:** Ann moves to adjourn, Steve seconded, meeting adjourned at 7:01pm.

**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