



MINUTES
Sun Prairie Civic Theatre
March 13, 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, Jeanne Wellman, Frank Peot, Sue Phillips, Russ Wolff, Sandy Kintner, Ann Breitenbach, Clark Rodgers, Betsy Wolfe, Brooke Vechinski, Dan Presser, Kayla Schaller

Excused:

Absent:

Guests:

- I. Call to Order:** Brian called to order at 6:06pm.
- II. Approval of February 12, 2018 minutes:** Jeanne moved to approve, Sue seconded, all in favor, motion passed.
- III. Financial Report – (Sue):** Review any financial information: Received money from McFarland State Bank.
 - o Budget committee progress; waiting on hearing from some committees, hope to have everything done by end of March.
 - o Currently awaiting determination on tax penalty, late filling the taxes, received a fee, our tax preparer is looking into getting this abated, we are waiting to hear back.
 - o If you are a committee chair, turn in budget requests to Sue ASAP if not sooner...
- IV. Committee Reports**
 - o Building and Grounds: Frank: Nothing to report. Alarm system is cancelled.
 - o House: Dan: Nothing to report.
 - o Concessions: Brooke: Update under patronage.
 - o Social: Jeanne: Nothing to report.
 - o Membership: Betsy: Got a membership in.
 - o Patronage: Brooke: McFarland Bank – Received money from McFarland State Bank, emailed with them about expectations of sponsorship. Secured concessions sponsorship from Hyland Campus.
 - o Publicity/Programs: (Season) Brooke: Nothing to report.
 - o Social Media: (Facebook, webpage) Frank, Kayla: Nothing to report.
 - o Tickets: Betsy / Frank: Laptop is delivered, paypal set up will be done soon. Penguin ticket sales are going to be set up soon.
 - o Endowment / Trustees: Frank: Met with Cindy O’Connell, have an account set up with AssetMark, have money going into that account on a monthly basis. Level 3, mid risk account.
 - o Future Facility Planning: Russ: Nothing to report.
- V. Production Related:** Sandy (as season producer): Sue and Frank will be at auditions for Nunsense as a board presence on the 19th and 20th.
 - 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.

- o Interpreters: Betsy: Will contact Kayse about Nonsense.

VI. Updates on current Season Shows

- ~~Joseph:~~
- ~~Readers Theater:~~
- Noises Off: Final Profit- \$2848.00
- Nonsense: Sue Ann: (May 2018): Sue Ann: Audition dates are March 19 and 20.
- Murder Mystery: March 14, 15, 21, & 22. SOLD OUT! Added a date on 3/19 and that sold out also. A couple dates are actually oversold.
- Penguin – June 22, 23, 24, 2018 show is: *School House Rock JR.* (Russ): Rehearsals are going very well, have had some read throughs and vocals. Casting is coming up next week. Will not need a new space this year, but will probably need a new space moving forward.
- Children's: Flat Stanley (Dates TBD: 2018 - 2019 season) May 15th we can get dates. Rough dates are September 14, 15, & 16.

VII. Old Business

1. Sandy / Clark: DRAFT **Update:** guidelines to address issues specific to shows with large numbers of young kids involved.
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, has called the inspector, hasn't heard back from them yet.
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.**

VIII New Business

1. SHREK – Director interview process and selection (Brooke, Betsy, Et al...)
Jeanne moved to approve that we go with Don Hart, Betsy seconded, all in favor, motion passed.
2. Josh no longer able to direct Mamma Mia / Little shop. What now??
 - Numerical results from general membership voting. The 2nd choice is a distant 2nd...

29- Mamma Mia!

5- How to Succeed in Business without Really Trying

7- Two by Two

We would still like to do Mamma Mia, pending rights, we will go forward with putting an open call for directors on Facebook, Madstage, Facebook groups. No deadline listed for now.

3. Board members 'ageing off' – Brian Goff, Jeanne Wellman, Betsy Wolfe, Sandy Kintner
 - a. Looking for 2-3 'newer board members to form a quick committee to ask potential candidates and present a minimum slate of 4 to board by June Board meeting. Committee will be Dan Presser, Kayla Schaller, Frank Peot, Brooke Vechinski, if needed.
 - b. General membership voting meeting is July 22nd

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

Sue: Corn Fest participation, August 18 & 19 for face painting, 1:00-4:00pm. Sandy will send information to Phil about face painting and parade and make it a part of the children's show. Sue will not be able to be in charge because she is out of town. Russ will be coordinate this again.

Betsy: Would like to propose getting some Civic Theatre apparel to offer for sale for the membership. Brooke is willing to help out with this as well. Look at doing this sometime over the early summer, have pick up at the general membership meeting.

Sandy: Kids workshop- where are we at in terms of this? Russ will talk with Tessa about the things that she has done in the past. Advertising would have to go out by April sometime, so the window of figuring this out is closing.

X **Adjournment:** Kayla moved to adjourn, Betsy seconded, meeting adjourned at 7:55pm.

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	Dan
October 2017	Clark		April 2018	Frank
November 2017	Clark		May 2018	Nonsense
December 2017	Frank		June 2018	Betsy

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.
- Livvia 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. Tom Hebl is aware that we would like to have this meeting.

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