



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

**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: Betsy Wolfe, Kathy Baumann, Frank Peot, Sue Phillips, Brooke Vechinski, Steve Berg, Brian Goff, Livvia Goff, Clark Rodgers, Ann Schwartzwald, Jeanne Wellman, Russ Wolff

Excused:

Absent:

Guests: Madeline Weber, Nick Horkey, Alexis O'Connell

- I. **Call to Order:** Brian called to order at 6:05pm.
- II. **Approval of February 20, 2017 minutes:** Frank motioned to approve, Steve seconded, Livvia asked about if the question of the general membership meeting needs to be in the minutes for last month, they should be in this month's minutes, all in favor, motion passed.
- III. Frank moved to change the agenda to allow Madeline, Alexis, and Nick to speak now rather than later, Brian seconded, all in favor, motion passed.  
**Discussion of Kid's Drama Camps:** See the handout provided, Madeline, Alexis, and Nick will put together a report of the things that they will be doing for the "lesson plans" and send this to the board along with the flyer, all Facebook things should be through the Sun Prairie Civic Theatre page, Frank will allow all three of them to have access to post on the page. They will send the information on what they will be doing and the revised payment information to Brian and it will be distributed to the board. Liv motioned that we accept the presentation of the kids' camp pending the further information that they will be sending us, Ann seconded, all in favor, motion passed.
- IV. **Financial Report – (Sue / Kathy):** Income before the payout to Columbus for the one-act fest was \$1290.37. Payment to Columbus was 20%.  
Kathy has been having problems with Bank of Sun Prairie forcing password changes, Kathy in the future should just change the password when it needs to be changed and then alert Sue of the change and drop off the new password at the barn.  
Liv wanted to double check that we are not overdrawing since we have a deficit on the budget. We have an okay balance in our bank account. Liv motioned to approve the financial statement, Betsy seconded, all in favor, motion passed.
  - o **Outstanding:** Deposit reports for shows. Liv would like to meet with Frank to put together what reports we can use for the ticketing reports
  - o Sue: How to handle "Memorial contributions": Liv suggests that it should be put into the SPCT accounts so that we can track it as income (misc. donation), and then if we give money to the trustees at the end of the year, this can be rolled in with this.
- V. **Committee Reports:**
  - o Building and Grounds: Frank- Frank would like to get a certified electrician to check the outlets in the barn and redo as needed. Elaine said that she has a refrigerator for \$150 and they will bring it and take away the old one.
  - o House: Livvia and Ann- We will not have a house crew for Wizard of Oz. Liv will try to find people to do concessions, Ann will create a sign up genius for bringing things.
  - o Social: Jeanne- Nothing to report.
  - o Membership: Betsy- Not having a March general membership meeting. July membership meeting is scheduled for July 23, have an appetizer and cocktail hour an

hour from 5:00 to 6:00, bring an appetizer and byob. Frank will put this on the website.

- o Patronage: Brooke- Nothing to report.
  - o Publicity/Programs: (Season) Brooke- Nothing to report.
  - o Social Media: (Facebook, webpage) Frank- Frank is keeping it updated, Frank will create the event, this will also be something to do going forward as well. This is something that should be added to the production guidelines to make sure that the SPCT page creates events and encouraging people to use the official events and page rather than creating their own.
  - o Tickets: Frank- Nothing to report for this show. However, the PAC is the only place to purchase these tickets.
  - o Future Facility Planning: Russ-
- o **Production Related:** Ann (as season producer)
- o Costumes: Jeanne- Nothing.
  - o Lighting: Frank- Nothing.
  - o Make-up: Sue- Need more crew for Wizard of Oz.
  - o Orchestra: Steve- Nothing.
  - o Properties: Clark- Nothing.
  - o Sound: Russ- Should schedule another meeting soon, hoping to have another meeting so that we know what we will need for Wizard. Working on some sound effects stuff for Wizard of Oz.
  - o Stage: Kathy- Stage at CHUMS is getting redone.
  - o Set/Shop: Brian- Need shop cleaned up again.
  - o Scenic Arts: Ann- Nothing.

o **Updates on Individual Season Shows**

- ~~Secret Garden (Liv/Betsy)-~~
- ~~Readers Theater – December Edition (Sandy):~~
- **Murder Mystery Dinner Theater** – (Kathy/Liv/Brooke): Just got a check from Buck & Honey’s. They are also interested in doing another one. Market Street Diner is also interested in hosting one in the future.
- **One Act play festival** (Frank/Sue): (When will Brian likely know when / if he can use the flats) Frank hasn’t gotten an email back, but will let us know when he hears.
- **The Wizard of Oz** (Frank): In rehearsal, good cast, mostly need make up people at this point, looking for someone to run the music portion that is computer savvy. Russ will need to meet up with the sound person from the PAC. Frank will still need to talk to Amy about some of the logistics.
- **Penguin Project – Guys and Dolls Jr.** (Liv and Betsy) Update on staff turnover. Going forward. Sara Beth has three herniated disks in her back and doesn’t think that she will be able to be a part of the project this year. 22 artists and 32 mentors; didn’t turn any mentors away, just assigned two mentors to some artists.

**Old Business**

1. 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. Frank said that the question that Amy has is while the floor is being done do we still want to rehearse at CHUMS in a different space or at the barn instead

and then move over there when the floor is done.

Also, summer of 2018 CHUMS will be closed the whole summer for the roof.

2. Discussion on establishing a cutoff date for director submissions for Joseph. When? Schedule interviews – WHEN Covered under new business.

### **New Business**

1. Discussion of kids' drama camps – (Presentation by Alexis, Nick, and Madeline): Moved up in the agenda.
2. Sound of Music – Rights **NOT** available. Discussion on moving Joseph up into the fall slot. (September – October) Frank has reached out to right house and has rights reserved for that period. Need to decide before June 5 or we have to reapply. Should we also contact Amy Frank to update? Liv would like to submit her name to direct Joseph since Sound of Music is not available. Brooke motioned to move Joseph into the Sound of Music slot, Betsy seconded, all in favor, motion passed. Brian will reach out to the director candidates and find out if they are still interested in the changed date, Frank will be removing the call for directors for Joseph from anywhere it is posted. Clark, Betsy, Brooke, and Russ will be available to interview on April 3, with a backup date of the 5<sup>th</sup>.
3. Show to replace Sound of Music – Options and directors (All) Russ suggested Noises Off, Frank would be potentially interested in directing this at the PAC. We will put a call out for something to be performed in Late January/Early February. Sun Prairie Civic Theatre is looking for director submitted shows to be performed Late January/Early February. Deadline Friday April 7 at 5:00pm. Suggestions should be submitted to Brian.
4. Simply safe monitoring. Keep it or get rid of it? (Brian) We will revisit this when we have to renew. Tabled until Jan. 2018.
5. Revisit purchasing the Masonic Lodge. Or expanding our current facility with an addition (Betsy) Clark, Betsy, Steve, Ann, and Russ, are interested in working on future facility planning. Bring something to the general membership meeting. They will coordinate this between them but Russ will chair.
6. Ameriprint - how do we spread the word that we would like to use them for the shirt printing since they are donating the shirts for Penguin (Betsy / All) Add them to a past successful vendors list that we will then ensure gets distributed to each show.
7. Boards role in helping set expectations and guidelines for casting of shows. (All) We need to set some expectations for the future. Russ motioned to table this discussion as it will be a long one. Sue seconded. All in favor, motion passed.

**Board round table:** – Items for the greater good of the group: none

**Adjournment:** Frank motioned to adjourn, Clark seconded, meeting adjourned 8:46pm.

**Tasks: (Current, future, and TABLED items)** – Add to old business for next meeting.

1. Plumbing company has recommended that we find the remaining clean outs between the barn and Linnerud. Potentially big bucks?
2. Discussion for inclusion of Penguin Project patrons in the program. Tabled for a future meeting.

3. Fundraiser sub-committee: Committee, Betsy, Liv, Steve, Kathy, and Brooke). No update, tabled for now. This has mutated into the Future Facilities Planning committee.
4. 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. Have one ticket with two parts, will sell for a specific night for Beauty and the Beast, good for any show for Rock Around the Block. If they only come to Rock Around the Block it's \$8. If they lose their ticket, we will just let them in.
5. Update on purchase of additional keyboard. Livvia has been looking, has not found anything yet.

**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