



**MINUTES**  
**Sun Prairie Civic Theatre**  
**April 9, 2018**

**Sun Prairie Civic Theatre BARN – 6 PM – 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: Frank Peot, Brooke Vechinski, Sue Phillips, Ann Breitenbach, Sandy Kintner, Clark Rodgers, Dan Presser, Brian Goff, Kayla Schaller

Excused: Betsy Wolfe, Jeanne Wellman, Russ Wolff

Absent:

Guests: Kayse Grimm, Livvia Goff

- I. Call to Order:** Brian called to order at 6:05pm.
- II. Approval of March 2018 minutes:** Frank moved to approve, Clark seconded, all in favor, motion passed.
- III. Financial Report – (Sue):** Got a check from Buck & Honey's for the murder mystery, \$3726.00. Looking for financial records for 2014-present, Livvia may have them in a box at her house, there is room in the filing cabinet for these to be moved into.
  - o Budget committee: Need to hear from Phil about the children's show. Sue will send another email.
  - o Status on tax penalty: Abatement has been granted but haven't received anything in writing. Have received other requests from them for additional information, but we are working on getting everything in order.
  - o Current reports (Livvia): Submitted a balance sheet and tax income and expense statement.
- IV. Committee Reports**
  - o Building and Grounds: Frank: (Status on electrical outlets in barn??) Meeting with Dan Ross on Thursday. There is some daylight showing through the wall in the lower level, will look at that.
  - o House: Dan: Nothing to report.
  - o Concessions: Brooke: Working with Hyland Campus.
  - o Social: Jeanne: Nothing to report. Kayse will be talking to her about move in and strike.
  - o Membership: Betsy: Nothing to report.
  - o Patronage: Brooke: Nothing to report.
  - o Publicity/Programs: (Season) Brooke: Will send an email to The Star about an interview for Nonsense, will copy Kayse on the email.
  - o Social Media: (Facebook, webpage) Frank, Kayla: Nothing to report.
  - o Tickets: Betsy / Frank: Nothing to report.
  - o Endowment / Trustees: Frank: Nothing to report.
  - o Future Facility Planning: Russ: Nothing to report.
- V. Production Related:** Sandy (as season producer): Met with Kayse and figured out some things. A timeline of how far out to do things would be a helpful tool.
  - 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:~~
- Nonsense: (May 2018): Kayse- Working on things, things are going along.
- Murder Mystery: Final report and update on future. Got the check from Buck & Honey’s for \$3726.00. They are interested in possibly doing one in the fall and for sure doing another in the spring. Buck & Honey’s requested to schedule the dates for next spring for 6 nights. Liv would like to write one to perform in the beginning of December. Brooke will email Tom and look at dates for December and ask if we can hold off on scheduling dates for next spring until we get dates for the next season (June).
- Penguin – June 22, 23, 24, 2018 show is: *School House Rock JR.*: Have a lot of Penguins this year. It has been a space challenge, but the church has been working with us. May need some help with finding another producer for this. Frank volunteered to help/do the program.
- Children’s: Flat Stanley (Dates TBD: 2018 - 2019 season) May 15<sup>th</sup> we can get dates. Rough dates are September 14, 15, & 16.

**VII. Old Business**

1. UPDATE: Sandy / Clark: Guidelines to address issues specific to shows with large numbers of young kids involved. Sandy will send something out again to the board, board will return with comment.
2. UPDATE: Brian will be contacting City of Sun Prairie to see if we have any issues with performing Bad Seed IN the barn. Still working on this.
3. UPDATE: SHREK – Don Hart selected as director. Can Sandy reach out to Don and offer up a meeting time that we can go over everything he needs to know about our group and see where he might need or want help. (This can be thought of as an onboarding session and a show of support) Please include Brian in meeting.
4. UPDATE: Mamma Mia Director call – Anything? Will continue to advertise for this.
5. UPDATE: Has the ‘new board members’ subcommittee anything to report? (Committee will be Dan Presser, Kayla Schaller, Frank Peot, and Brooke Vechinski, if needed.) Working on this.
6. REMINDER: General membership voting meeting is July 22<sup>nd</sup>- will have to send out the info at least 10 days before the meeting.

**VIII New Business**

1. Discussion on paying Directors in order to attract more diversity and deepen our pool (Brian) Look at what other community theatres in the area are doing. Frank will ask around and see what other groups do.
  - a. Option to ‘kick-back’ stipend to get a tax donation if so desired
  - b. What attracts a new director? What keeps them coming back?

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

**X Adjournment:** Frank moved to adjourn, Brian seconded, meeting adjourned at 7:10pm.

**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

<del>October 2017</del>	Clark		April 2018	Frank
<del>November 2017</del>	Clark		May 2018	Nonsense
<del>December 2017</del>	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...)

- 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