



Minutes
Sun Prairie Civic Theatre
May 15, 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: Frank Peot, Sue Phillips, Brooke Vechinski, Kathy Baumann, Livvia Goff, Ann Schwartzwald, Brian Goff, Steve Berg, Russ Wolff, Clark Rodgers

Excused: Betsy Wolfe,

Absent: Jeanne Wellman,

Guests: Sandy Kintner, Nick Horky, Alexis O'Connell

- I. Call to Order:** Brian called to order at 6:05pm.
- II. Approval of April 9, 2017 minutes:** Kathy would like to modify that she is also on the budget committee under new business. Brooke will add minutes to the top of the minutes. Frank moved to approve as corrected. Steve seconded. All in favor, motion passed.
- III. Financial Report – (Sue / Kathy):** Sue: Just received the bill for facilities use for Wizard.
 - o Review of detailed year-to-date Kathy: Sent out the report. Frank moved to approve the financial report as presented. Brian 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
- IV. Committee Reports:**
 - o Building and Grounds: Frank: Working on getting the outlets updated in the barn. Livvia and Brooke took down the season boards and painted them white so they can be updated and rehung. There are some shingles loose/missing; Liv talked to Tom Schuster and he said that talking to Dan Duran is the man to talk to.
 - o House: Livvia and Ann: We did concessions for Wizard of Oz; everything we sold was donated, we made \$644.53. We should continue to do this in the future.
 - o Social: Jeanne: No report.
 - o Membership: Betsy: No report.
 - o Patronage: Brooke: No report.
 - o Publicity/Programs: (Season) Brooke: No report.
 - o Social Media: (Facebook, webpage) Frank: Everything is staying updated.
 - o Tickets: Frank: Clark said that there is a labeling issue for purchasing tickets on the website. Frank will get that changed.
 - o Endowment / Trustees: Frank – Quarterly report, distributed a report.
 - o Future Facility Planning: Russ: No report.

Production Related: Ann (as season producer)

- o Costumes: Jeanne: No report.

- o Lighting: Frank: No report.
- o Make-up: Sue: No report.
- o Orchestra: Steve: No report. Sandy will get contacts to Steve from Secret Garden.
- o Properties: Clark: No report.
- o Sound: Russ: No report. Looking to get some mic belts. Liv would like to get these sooner rather than later so that we can start having the artists use them during rehearsals.
- o Stage: Kathy: No report.
- o Set/Shop: Brian: No report.
- o Scenic Arts: Ann: No report. Livvia reported that we have two different mural painters working with us this year. We are getting two additional backdrops painted this year. Frank asked Julie to paint for Noises Off. Liv, Betsy, and Jim inventoried all of the backdrops that we have. Those can be rented/ loaned out.

Updates on Individual Season Shows

- ~~Secret Garden (Liv/Betsy)~~
- ~~Readers Theater – December Edition (Sandy):~~
- ~~Murder Mystery Dinner Theater – (Kathy/Liv/Brooke~~
- ~~One Act play festival (Frank/Sue)~~
- **The Wizard of Oz** (Frank): Recap and final report. Post mortem meeting happened. Biggest challenge was one weekend and spring break. Ended up with 1078 people.
- **Penguin Project – Guys and Dolls Jr.** (Liv and Betsy) Seven weeks until open, things are going well. Things are going better this year because we have the experience of last year.
- **Children's show:** Beauty & The Beast + Rock Around the Block: Nick and Alexis: Rock around the Block auditions and interviews are this weekend, May 22, 23, and 24. Beauty and the Beast auditions are June 3, 4, and 5. Registration for auditioning for Beauty and the Beast has 50 responses.
- **Kids' Camp:** Registration has been put together and sent out. Have started getting some back. Will continue to work on advertising. Will probably be doing the Flags of Freedom Parade.

NEW SEASON

- **Joseph:** Livvia: Frank and Liv are going to meet with Amy on Thursday to discuss dates and billing. There was some discussion about what venue to hold Joseph at. General consensus is that we should try to have it at the PAC but only if we could have two weekends of performances. If we can't, then we should go back to the CHUMS auditorium.
Steve brought up if we have shows at the Performing Arts Center then we should have signs here and at CHUMS saying where the show is.
- **Noises Off:** This will be plausible to do at CHUMS, but there will be more challenges in terms of set and lighting. This show will have to be at CHUMS due to the fact that our straight shows don't have the same draw. Probably in February.
- **Nunsense:** At CHUMS in May.

Old Business

1. Discussion on feasibility of doing Noises off at CHUMS (Russ + Brian)
2. Budget committee – Sue: Livvia, Kathy, and Brooke will be on the budget committee. First meeting is Friday.
3. Parking lot re-stripe – (Brian) Cost Estimate \$350. Frank moved that we spend the \$350 and get it re-striped. Ann seconded. All in favor, motion passed. Brian will include the school district in this planning to accommodate their using our parking lot.

Outstanding or tabled OLD Business

4. Would we like to add a Junior Board? Liv will contact the theatre that currently does this and bring back more information about how they run this
5. Discussion for inclusion of Penguin Project patrons in the program. Tabled for a future meeting.
6. Update on purchase of additional keyboard. Livvia has been looking
7. Plumbing company has recommended that we find the remaining clean outs between the barn and Linnerud. Potentially big bucks?
8. (All) We need to set some expectations for the future. Russ motioned to table this discussion as it will be a long one

New Business

1. Should we put a copy of the SPCT tax exempt form on our web site? (Livvia) Frank is going to post the policies and procedures for tax submissions and the tax exempt form on the website.
2. Summer Costume clean-up (Sue) via Elaine (What and how)
3. Barn clean up (Brian) Get BIG dumpster

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

Adjournment: Brian moved to adjourn, Ann seconded. Meeting adjourned at 8:05pm.

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 2017	Children's Show		Jan 2017	Frank
August - 2017	OPEN!!		Feb 2017	Frank
September – 2017	OPEN!!		March 2017	Clark
October – 2017	OPEN!!		April 2017	Frank
November - 2017	OPEN!!		May 2017	Frank
December - 2017	OPEN!!		June 2017	Children's Show