



Minutes
Sun Prairie Civic Theatre
May 14, 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: Frank Peot, Brooke Vechinski, Brian Goff, Sue Phillips, Sandy Kintner, Dan Presser, Ann Breitenbach, Kayla Schaller, Jeanne Wellman, Clark Rodgers, Russ Wolff,
Excused: Betsy Wolfe
Absent:
Guests: Livvia Goff

- I. Call to Order:** Brian called to order at 6:06pm.
- II. Approval of April 2018 minutes:** Frank moved to approve, Dan seconded, all in favor, motion passed.
- III. Financial Report – (Sue):**
 - o Review and accept proposed budget for 2018. (All) Review proposed budget handout. Frank moved to approve the budget, Russ seconded, all in favor, motion passed.
 - o Review of financial statements – (Livvia): Reviewed the income statement and balance sheet.
- IV. Committee Reports**
 - o Building and Grounds: Frank: Ross Electric will be here to fix the outlets at some point. Bathroom door knobs have been replaced. Frank will check with the post office to see about having mail delivered here rather than having a post office box.
 - o House: Dan: Brooke with touch base with Tracy about where the banner will live.
 - o Concessions: Brooke: Will send invoice to Hyland Campus, haven't heard anything from them.
 - o Social: Jeanne: Nothing to report. Will touch base with Kayse about the strike party.
 - o Membership: Betsy: Nothing to report.
 - o Patronage: Brooke: Nothing to report.
 - o Publicity/Programs: (Season) Brooke: Nothing to report.
 - o Social Media: (Facebook, webpage) Frank, Kayla: Nothing to report.
 - o Tickets: Betsy / Frank: Have the new laptop up and running.
 - o Endowment / Trustees: Frank: Nothing to report.
 - o Future Facility Planning: Russ: Nothing to report.
- V. Production Related:** Sandy (as season producer): Will work on putting together a more detailed outline for what the duties of producer are.
 - 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: Broken mics? Reported by the sound person from Nunsense.
 - o Stage: Betsy: Nothing to report.
 - o Set/Shop: Brian: Nothing to report.
 - o Scenic Arts: **OPEN CHAIR**: Nothing to report.
 - o Interpreters: Betsy: Nothing to report.
- VI. Updates on current Season Shows**
 - Joseph:

- ~~Readers Theater:~~
- ~~Noises Off:~~
- Nonsense: (May 2018): Things are going well.
- Penguin – June 22, 23, 24, 2018 show is: *School House Rock JR.*: Livvia: things are going. Coming along well, Methodist Church is letting us use Fellowship Hall, which is good because we need that much space this year.
- Children's: Flat Stanley, Jr. - Unconfirmed dates are September 14, 15, & 16. Brian will call about the MOU.
- Bad Seed: Proposed dates of Oct. 26, 27, Nov. 2, 3, 4. Potentially do a show on Oct 28 if ticket sales are going well.
- Murder Mystery: (Fall 2018 – TBD)

VII. Old Business

1. UPDATE: Sandy / Clark: Review Youth Policy: Sandy will take these changes back and make updates and send it again.
2. UPDATE: Performing Bad Seed IN the barn. Update: We can do one show run here to see how it goes. Concerns are that we are going into public space, which has much stricter safety requirements. They will provide an onsite fire watch for each of the shows. We would not be able to do a second show without the improvements that would be required for public safety.
3. UPDATE: Has the 'new board members' subcommittee anything to report? Autumn is willing to be on the ballot. Alan Ebert is checking to see if it would be a current conflict of interest. Gerard Potvin may be interested. Brian and Liv would be interested in running again. Russ will talk to Julienna. Russ will be resigning his last year of his term for health concerns.
4. UPDATE: (Frank) Continued discussion on paying Directors. Look at what other community theatres in the area are doing. Frank will ask around and see what other groups do... Frank contacted 27 community theatre groups and they are all over the board in terms of what they pay.

VIII New Business

1. Mamma Mia – Did not get rights! Now what? Options? Next steps... Frank moves that we use Putnam County Spelling Bee as the replacement for Mamma Mia, Sue seconded, CHUMS would be a better venue for this, Frank will look into rights, all in favor, motion passed.

IX Board roundtable: Items for the greater good of the group: (Or missed agenda items)
 Sandy- Wrote a murder mystery, possibly for next Spring. He will send it to the board for feedback.
 Frank- Would like authorization to cancel the present ASCAP license and chance the license to a music license rather than a concert license. Needs written authority to cancel this.

X Adjournment: Kayla moves to adjourn, Clark seconded, meeting adjourned at 7:47pm.

Standing items:

Bathrooms will be cleaned 2 times a month. Wet mop rehearsal floor after show moves out

Month	Person		Month	Person
March 2018	Dan		September 2018	Open
April 2018	Frank		October 2018	Open
May 2018	Nonsense		November 2018	Open
June 2018	Betsy		December 2018	Open
July 2018	Open		January 2019	Open

August 2018	Open	February 2019	Open
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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