



MINUTES
Sun Prairie Civic Theatre
June 11, 2017 – 5:00 PM
Sun Prairie Civic Theatre

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: Livvia Goff, Brooke Vechinski, Russ Wolff, Sue Phillips, Brian Goff, Betsy Wolfe, Jeanne Wellman, Frank Peot

Excused: Ann Schwartzwald, Steve Berg, Clark Rodgers

Absent:

Guests: Sandy Kintner, Sara Beth Hahner,

- I. **Call to Order:** Brian called to order at 5:00pm.
- II. **Approval of May 15, 2017 minutes:** Betsy moved to approve the minutes, Sue seconded, all in favor, motion passed.
- III. **Financial Report – (Sue):**
 - o Update on Budgeting process, have a preliminary budget, Liv will send it out to everyone. We will need start-up money for concessions and merchandise for Penguin; Sue will get this to Betsy.
 - 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. **Open Board chair:**
 - o Discussion on filling open board seat with Sandy Kintner. Frank moves that we accept Sandy to the appointment of the board for the 13 month term. Russ seconded. All in favor, motion passed.
 - o Discussion of Book-keeper duties and how to handle. Livvia has been keeping the books going, she is willing to continue doing the book keeping duties but is open to the idea of finding someone else to fill the role as well. Frank will talk to Terry Weisensel and see if he is interested. Betsy will send out an email to membership to see if anyone is interested. Frank moved that we accept Livvia as the bookkeeper until we find a person to fill the position, Sandy seconded, all in favor, motion passed.

Penguin Project: Sara Beth asked that the Penguin Project report be moved up on the agenda. She invited all of the Board members to the rehearsal this Wednesday at the Performing Arts Center at 6:00pm. American Family Grant cycle is continuing, doing a report for the money this year and then we can resubmit in July. The Sun Prairie Education Foundation also encouraged us to reapply. Penguin received a commendation from Governor Walker, Sara Beth is going to get it framed. Also addressed the topic of Penguin endowment. The minutes from this discussion is below.

- V. **Committee Reports**
 - o Building and Grounds: Frank: Ross Electric will be coming in to look at the outlets. Waiting to hear back from Dan Duran for the shingles. Parking lot has been restriped.

- o House: Livvia and Ann: Amy Frank needs ushers for Penguin Project, she is willing to waive the training for this show.
- o Social: Jeanne: Nothing to report.
- o Membership: Betsy: Have gotten a couple of new memberships.
- o Patronage: Brooke: Nothing to report.
- o Publicity/Programs: (Season) Brooke: Nothing to report.
- o Social Media: (Facebook, webpage) Frank: Keeping things updated.
- o Tickets: Frank: Tickets for children's show are on sale.
- o Endowment / Trustees: Frank – Next report SHOULD be given at General Membership meeting (July 23) by Frank. (5 minutes and small Q&A)
- o Future Facility Planning: Russ: Russ is working to get some dates set before the end of the month. Sandy is also interested in this committee.

Production Related: Ann (as season producer)

- o Costumes: Jeanne: Nothing to report.
- o Lighting: Frank: Nothing to report.
- o Make-up: Sue: Nothing to report.
- o Orchestra: Steve: Nothing to report.
- o Properties: Clark: Nothing to report.
- o Sound: Russ: Will be getting a bill from Full Compass for the mic belts.
- o Stage: (Open Chair): Stage is getting replaced at CHUMS.
- o Set/Shop: Brian: Nothing to report.
- o Scenic Arts: Ann: Nothing to report.

Updates on Individual Season Shows

- **Penguin Project – Guys and Dolls Jr.** (Liv and Betsy)- Covered earlier in the meeting.
- **Children's show:** Beauty & The Beast + Rock Around the Block: Sandy: Have done casting (72 children cast). Last production meeting went well. Having a parents' meeting soon. There is a recommendation that there is an adult (over 25) at every rehearsal the whole time. Russ can be in charge of the strike of the first weekend of the children's show.
- **Kids' Camp:** The deadline was extended to June 14. We have been getting some registrations in.

NEW SEASON

- **Joseph:** Livvia: Auditions are July 9 (12:00pm-1:30pm Children 8-12 only, 1:30pm is 13 and up.) and 10 (6:30pm). Frank will put the auditions on Madstage. Choreography rehearsals will be on the weekends. Bring a prepared piece. Auditioners 13 through adult should bring 32 bars of prepared music, an accompanist will be provided, but they may bring a CD if desired. We will teach them a song from the show. See our webpage for more information.
- **Noises Off:** Frank: Frank has been reading the script; we don't have confirmed dates yet.
- **Nonsense:** None.

Old Business

1. Budget committee – Sue, Livvia, Brooke: discussed earlier.

2. Barn clean up (Brian) Get BIG dumpster: discussed earlier.

Outstanding or tabled OLD Business

3. 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
4. Discussion for inclusion of Penguin Project patrons in the program. Tabled for a future meeting.
5. Update on purchase of additional keyboard. Livvia has been looking
6. Plumbing company has recommended that we find the remaining clean outs between the barn and Linnerud. Potentially big bucks?

New Business

1. Tree in front yard: Someone would need to talk to the City to see if we can trim the tree's lower branches up to 8 feet.
2. Board members at auditions: Who is responsible for ensuring that this happens? The board would be responsible for during this. The upcoming auditions will be on the agenda and the board members will sign up to attend auditions. This should be a board member that is not involved in the show and everyone should rotate and take a turn.
For Joseph, Sandy will attend on July 9 and Frank will attend on July 10 and 11.
3. Penguin endowment: Wanted to clear up the issue of a potential Penguin endowment from the Penguin income. The trustee decision based on a recommendation from an attorney was that the funds do not get split because it would be set as a separate entity and would have to have a separate budget and committee. The recommendation was that it was just addressed as a line item on the budget. Biggest need in the future will be rehearsal space, this is what the endowment would be for, but there is no issue with making this a part of the budget in the future.
4. Season/patron tickets. We will combine a season brochure with the patron letter but not mail out season brochure separately. We are keeping the season ticket option. Frank will design and print the brochures. The brochure will be added to the website as well as emailed to those that we have emails for. Frank will get the additional addresses to Brooke that need to be sent out.
5. Location for Radio Readers: Jeanne will get the location to Frank to change on the website.
6. General admission for Joseph: If we use general admission, we don't have to pay the Performing Arts Center the \$1 per seat. Frank moves that for the 2017-2018 season that we go to all general admission for our shows, Brian seconded, all in favor, motion passed.

Board round table: – Items for the greater good of the group:
Sandy brought some plants in.

Adjournment: Betsy moved to adjourn, Frank seconded, meeting adjourned at 6:45pm.

Standing items:

1. Bathrooms will be cleaned 2 times a month. Wet mop entire rehearsal floor after show

moves out

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