



MINUTES
Sun Prairie Civic Theatre
July 9th, 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: Brooke Vechinski, Frank Peot, Sue Phillips, Sandy Kintner, Kayla Schaller, Ann Breitenbach, Russ Wolff, Jeanne Wellman, Clark Rodgers
Excused: Brian Goff, Betsy Wolfe, Dan Presser
Absent:
Guests: Sara Beth Hahner,

- I. Call to Order:** Russ called to order at 6:07pm.
- II. Approval of June 2018 minutes:** Jeanne moved to approve. Frank would like to add the correction that “Frank and Sandy will be looking into buying a mailbox.” should be struck. Sandy seconded. All in favor, motion passed.
- III. Financial Report – (Sue):**
 - o Update moving “Banking” to McFarland State Bank – (Sue): McFarland State Bank has our paperwork. Sue will look in to transferring the money directly from Bank of Sun Prairie to McFarland State Bank.
 - o Reports or other finance or treasury comments or questions: Have finances from Penguin, getting everything in order.
- IV. Committee Reports**
 - o Building and Grounds: Frank: Ross Electric will be here on Friday at 1:00pm. Mailbox has been purchased and Dan is working on getting it installed.
 - o House: Dan: Nothing to report.
 - o Concessions: Brooke: Nothing to report.
 - o Social: Jeanne: Nothing to report.
 - o Membership: Betsy: When Betsy’s term runs out (July), she will no longer do membership. Anyone interested in taking this over? Announce at membership meeting.
 - o Patronage: Brooke: Will start working on this soon. Frank will make the ticket coupon.
 - o Publicity/Programs: (Season) Brooke: Will talk to The Star about next season ads. Russ will look in to a trailer that we can purchase for the mobile billboard.
 - o Social Media: (Facebook, webpage) Frank, Kayla: Keeping things updated. Frank will update the website to update the Penguin dates.
 - o Tickets: Betsy / Frank: Nothing to report. Betsy would like to be the ticketing chair moving forward.
 - o Endowment / Trustees: Frank: Nothing to report. Hope to have a report for the general membership meeting.
 - o Future Facility Planning: Nothing to report.
- V. Production Related:** Sandy (as season producer):
 - 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: Russ will be picking up one more mic from Full Compass. Russ is willing to serve as sound chair.
 - o Stage: Betsy: Nothing to report.
 - o Set/Shop: Brian: Nothing to report. Ben Gavin and Chris Erlitz are interested in building for Flat Stanley.

- o Scenic Arts: **OPEN CHAIR**: Nothing to report.
- o Interpreters: Betsy: Nothing to report. Is Betsy still willing to be the contact on this?

VI. Updates on current Season Shows

- Children’s: Flat Stanley, Jr.: CHUMS Dates: Sept 14 @ 7:00pm, 15 @ 4:00pm & 7:00pm, 16th @ 2:00pm. Frank will be doing lights. Tickets will be \$8 general admission for all tickets. Auditions 29 and 30. Still looking for sound. Waiting on Phil to schedule a production meeting.
- Bad Seed: Proposed dates of Oct. 26, 27, Nov. 2, 3, 4:. Audience size will be 60. Have the rights to do the show.
- Murder Mystery: (Fall 2018 – TBD) No update.
- 25th Annual Putnam County Spelling Bee: Dates January 25, 26 & Feb. 1, 2, & 3) deadline of July 31. Brian has two interested persons for directing. Have the rights for the new dates. Do the directors that have submitted their names know about the date change?
- SHREK! : Dates: April 26, 27 & May 3, 4, & 5th (Sandy update...) Sandy will Produce, Brooke will Assistant Produce. Have the rights. Don toured the PAC with Sandy. Sandy has a lead on a music director. Frank is interested in doing the dragon.
- Penguin Project: Dates changed: June 21, 22, 23 (2019) Move in on 15th. Sara Beth: 2018- looks like we are coming in under budget. Want to continue using the same creative director team model. Have the foundation summit coming up in a couple of weeks. Doing a pot luck picnic on August 3, 5:00pm-8:00pm at McKee Farms. Age is going to be restricted from 10 to 21 next year due to such high numbers. Looking for a different way to include the “Penguin graduates”, the participants over 21. Edgewood College has a program called Cutting Edge for students with special needs, potential to partner with them for an arts program.

VII. Old Business

1. UPDATE: Putnam County Spelling Bee – At CHUMS, update above.
2. Review of Production guidelines –Review all of the guidelines and be prepared to discuss next meeting. Work in progress.
3. Mail box has been purchased and is in garage with mounting bracket. Plan is to buy a 4x4 wooden ‘L-shaped’ post (from Menards and mount to this) (Dan can you spearhead? Call *811 to get a diggers hotline survey done FIRST) Notify Sue when this happens so that she can do a change of address with the Department of Revenue.
Russ will contact Dan and see what’s going on with this.

VIII New Business

1. Begin thinking about what chairs you would like to head up for the upcoming year. Look at/think about succession planning also.

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

X Adjournment: Brooke moved to adjourn, Kayla seconded, meeting adjourned at 7:15pm.

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:

- Continued discussion on paying Directors.
- Costume rental rates/ minimum donation for rentals. Could base this on costume count.
- 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?) 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 (Sept 14, 15,16th): Flat Stanley **at CHUMS**
- Fall 2018 (Oct. 26, 27, Nov. 2, 3, 4): Bad Seed **at the barn**
- Winter 2019 (January-ish): Putnam County – **At CHUMS**
- Spring 2019 (April-ish): Shrek **at PAC**
- June 2019: Penguin Project – **at PAC**