



**Agenda**  
**Sun Prairie Civic Theatre**  
**August 13th, 2018**

**Sun Prairie United Methodist Church – 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, Dan Presser, Frank Peot, Julienna Hagan, Deb Lohr, Clark Rodgers, Autumn Leonard, Kayla Schaller, Sandy Kintner, Livvia Goff

Excused: Sue Phillips, Ann Breitenbach

Absent:

Guests: Brian Goff,

- I. **Call to Order:** Brian called to order at 6:02pm.
- II. **Approval of July 2018 minutes:** Dan moved to approve, Clark seconded, all in favor, motion passed. New members abstaining as they have not seen the past minutes.
- III. **Election on new officers**

President: Brooke nominated Dan for President. Dan accepted. Kayla seconded this nomination. Frank moved that nominations be closed, Clark seconded, all in favor, motion passes. All in favor of Dan as president, motion passes.

Vice President: Frank nominated Clark, Clark declined. Frank nominated Kayla, Kayla accepted. Liv seconded. Brian moved to close nominations, Julienna seconded, all in favor., nominations closed. All in favor as Kayla as VP, motion passed.

Secretary: Livvia nominated Brooke, Brooke accepted, Julienna seconded. Brian moved to close nominations, Julienna seconded, all in favor, nominations closed. All in favor of Brooke as secretary, motion passed.

Treasurer: Frank, Frank said that Sue told him she accepts, Clark seconded. Brian moved to close nomination, Clark seconded, all in favor, nominations closed. All in favor as Sue as treasurer, motion passed.

Season Producer: Brooke nominated Sandy, Sandy accepted, Autumn seconded, Kayla moved to close, Julienna seconded, all in favor, nominations closed. All in favor of Sandy as season producer, motion passed.
- IV. **Passing of gavel to new president**
- V. **Financial Report – (Sue):** No report this month, Frank wants to meet with Liv about financial statements, Liv would like the last 5 years of statements from the board of trustees and would like a monthly statement from that savings account and a quarterly statement from the CD.
- VI. **Committee Reports- Board Liaisons**
  - o Building and Grounds: Frank: Outlets have all been done upstairs. He is not sending us a bill. Tom Schuster is going to look at the wall in the basement.
  - o Social: Deb: No report.
  - o Membership: Brooke: No report.
  - o Patronage: OPEN: No report.
  - o Publicity/Programs: (Season) Brooke/Livvia: Finished the board for the parade, will have an ad in, will be getting the season set.

- o Social Media: (Facebook, webpage) Frank, Autumn, Kayla: Keeping things updated.
- o Tickets: Livvia: No report. Frank asked to touch base about Flat Stanley.
- o Endowment / Trustees: Frank: No report.
- o Future Facility Planning: Sandy: Clark, Brian, Dan, Sandy want to be on the committee.
- o Digital Presence: Kayla: Brian is going to determine what this committee is going to do.

**VII. Production Related- Chair Positions: Sandy (as season producer): No report.**

- o Costuming: OPEN: No report. Sandy will ask Deb about Costuming.
- o Costume Shop: Sandy will talk to Elaine about Costume Shop.
- o Lighting: Frank: No report. Potential for Autumn to do this in the future.
- o Make-up: Sue: No report.
- o Orchestra: Autumn: There is a pianist for Putnam, there is a drummer interested. Dan will send Autumn the list of past participants. Need a cello and reed for Putnam.
- o Properties: Clark: No report. Julienna will touch base with Clark about Flat Stanley. Deb suggested asking Royal Printing for a roll end.
- o Sound: Russ: No report.
- o Stage: Julienna: No report.
- o Set/Shop: Brian: Nothing to report. (Willing to continue on for next year...)
- o Scenic Arts: Open: Sandy will contact Crystal Gavin.
- o Interpreters: As needed – Open: Sandy will contact Betsy.
- o House: Dan: No report, but Dan had a question on house size for Bad Seed, we are looking at a house size of 60- add “limited seating” to all advertising.
- o Concessions: Brooke: Will be figuring out the Flat Stanley.
- o Performance Facility and Royalties: Frank, Julienna: No report.

**VIII. Review of committee chairs and Board liaison roles for each**

- a Any changes or swapping around
- b What chairs are open that need filling
- c Do we need any other committees that are not currently listed?

**IX. Updates on current Season Shows**

- Children’s: Flat Stanley, Jr.: CHUMS: Julienna: Going well, working on the parade.
- Bad Seed: Proposed dates of Oct. 26, 27, 28, Nov. 2, 3, 4: Getting things started, had over 30 people audition. Had a lot of new people. Betsy is producing.
- 25<sup>th</sup> Annual Putnam County Spelling Bee: SCHEDULE DIRECTOR INTERVIEWS
  - o Has Amy Frank been contacted on DATE CHANGE? Yes, she has, and we have the contract.
  - o Livvia, Clark, Sandy, Deb, and Dan interested in attending these interviews. Dan will try to set up a time for the interviews.
  - o Take director call off of the website.
- Murder Mystery: (Spring 2019 – TBD) Sandy wrote a script and wants to direct. Liv moves to accept Sandy as director, Deb seconded, all in favor, motion passed.
- SHREK! : Dates: April 26, 27 & May 3, 4, & 5<sup>th</sup> (Sandy update...) Still looking for choreographer and stage manager.
- Penguin Project: Dates changed: June 21, 22, 23 (2019) Move in on 15<sup>th</sup>.

**X. Old Business**

1. Review of Production guidelines (Sandy & ALL): 2016 version is on our website. Sandy will work on the updates, Brian is willing to proofread. Will vote on new version at the next meeting. Will then get up the new version up on the site.
2. Mail box has been purchased and is in garage with mounting bracket.

**VIII New Business**

1. Director interviews for Putnam County Spelling Bee- Covered earlier
2. Discussion of next season at the next meeting.

**IX Board roundtable:** Items for the greater good of the group: (Or missed agenda items) Children’s last names online? Add full name to the release of the photos for future audition forms. Add something to end of audition form to ask for special needs and/or medical concerns. Adding audition template to the production guidelines.

**X Adjournment:** Kayla moved to adjourn, Julienna seconded, meeting adjourned at 8:21pm.

**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	Nunsense	November 2018	Open
June 2018	Betsy	December 2018	Open
July 2018	Open	January 2019	Open
August 2018	Open	February 2019	Open

**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.