



**MINUTES**  
**Sun Prairie Civic Theatre**  
**August 14, 2017 – 6:00 PM**  
**Sun Prairie United Methodist Church – 702 North St.**

**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: Brian Goff, Clark Rodgers, Dan Presser, Jeanne Wellman, Brooke Vechinski, Russ Wolff, Sue Phillips, Frank Peot, Kayla Schaller, Ann Breitenbach,

Excused: Betsy Wolfe, Sandy Kintner

Absent:

Guests: Alexis O'Connell

- I. Call to Order:** Brian called to order at 6:08pm
- II. Approval of July 12, 2017 minutes:** Frank moved to accept the minutes, Jeanne seconded, all in favor, motion passed.
- III. Election on new officers**
  - a** President: Jeanne would like to nominate Brian, Frank moves that the secretary cast a unanimous ballot for Brian as president, Clark seconded, all in favor, motion passed.
  - b** Vice President: Sue nominates Russ, Brooke moves that the secretary cast a unanimous ballot for Russ as Vice President, Frank seconded, all in favor, motion passed.
  - c** Secretary: Ann nominates Brooke, Frank moves that the secretary cast a unanimous ballot for Brooke as Secretary, Russ seconded, all in favor, motion passed.
  - d** Treasurer: Brooke nominates Sue, Clark moves that the secretary cast a unanimous ballot for Sue as treasurer, Ann seconded, all in favor, motion passed.
  - e** Season Producer: Jeanne nominated Sandy, nomination is tabled until the next meeting as Sandy is not present.
- IV. Financial Report – (Sue):** Nothing new to report. Still working through deposits, just received the facility bill for July from Children's show, went through it with Alexis, still have a few things to work out with the school.
- V. Board committee liaison**
  - a Purpose and goal of the positions**
  - b NOT the chair – only liaison**
  - c Re-fill positions – volunteer for what you love.**
- VI. Committee Reports**
  - o** Building and Grounds: Frank: Still waiting for things for the electric.
  - o** House: Dan (with wife approval) No report.
  - o** Concessions: OPEN No report.
  - o** Social: Jeanne: No report.
  - o** Membership: Betsy: No report.
  - o** Patronage: Brooke: First mailing and email went out. Please consider a contribution to Civic Theatre. Please pass on the word to anyone that you think may give.
  - o** Publicity/Programs: (Season) Brooke: Talked to The Star about an ad plan again.
  - o** Social Media: (Facebook, webpage) Frank & Kayla: Nothing to report.

- o Tickets: Frank: Tickets for the next season are up.
- o Endowment / Trustees: Frank – Next report due in September (quarterly)
- o Future Facility Planning: Russ: No report.

**VII. Production Related: OPEN POSITION (as season producer)**

- o Costumes: Jeanne: No report.
- o Lighting: Frank: Frank will look into selling/getting rid of the old board and equipment.
- o Make-up: Sue: No report.
- o Orchestra: Dan: Looking for a drummer for Joseph.
- o Properties: Clark: No report.
- o Sound: Russ: Russ will talk with Chris about getting rid of some of the old equipment and getting new equipment.
- o Stage: OPEN No report.
- o Set/Shop: Brian: No report.
- o Scenic Arts: OPEN No report.

**VIII. Updates on Individual Season Shows**

- ~~Penguin Project – Guys and Dolls Jr.~~
- ~~Children’s show: Just closed~~ Alexis sent the final report to Brian. Consensus is that if we moved it to the school year, hardly any people would be able to participate. Alexis will put together a list of things that she wished she would have known as a first time participant and we will look at this and put things together.
- ~~Kids’ Camp:~~ Three weeks of kids camp with different age groups.

**NEW SEASON**

- Joseph: Brooke: (September 2017) Joseph needs a budget increase of \$1200 for Symphonia and \$200 for set. The software was much more expensive than anticipated, but we need music for the musical. The set is a very large set and thus had a large lumber bill. Frank moves to allow Joseph to increase the budget by \$1400, Clark seconded, all in favor, motion passed. Brooke will reach out to Tom Schuster to see if he can help with move in.
- Readers Theater: Jeanne (October 2017): No report.
- Noises Off: Frank: (Feb 2018): No report. Setting the calendar.
- Nonsense: Sue Ann: (May 2018) No update.
- Children’s show: Meeting on Aug 7 to discuss options (covered under New Business)
- Murder Mystery: Brooke will touch base and discuss dates with B&H’s or Market Street. Looking at March of 2018.
- Penguin – June 22, 23, 24, 2018 show (*No show chosen yet*)

**IX. Old Business**

1. None listed

**Outstanding or tabled OLD Business**

- Update our guidelines to address issues specific to shows with large numbers of young kids involved. Also, when we have a staff comprised of young adults. We have operated under two adults in the room with any kids for the last few kids shows and a few of the other shows with children in them, one of them over the age of 25. Sandy and Clark will work on this, but after Joseph
- Would we like to add a Junior Board? Liv will contact the theatre doing this

- Update on purchase of additional keyboard. Livvia has been looking...
- Changing fiscal year would have to be part of the bylaws and we would have to vote on that in the general membership meeting. Have to file the change with the department of revenue.

**X. New Business**

1. Selection of next 12 board meetings: Second Monday of each month. Individual dates on the website.
2. Next General Membership meetings: December 3, 2017, and July 22, 2018.
3. Feedback from meeting on Children's show possibilities. (Brian, Ann, Sandy)  
Performing Arts Center is somewhat the only option due to other facilities being a step backward. Going to look at the availability of the Performing Arts Center. Talking about potentially doing a full two act musical, will have to look at royalties and expenses. However, this would involve splitting the show and the children's show to have two additional shows. This is not something that the group could support at this point. In order to have the internship program, we will need more adult supervision. The directorial staff will need an adult or an adult mentor/advisor (25+ at every rehearsal, production, and event). One move in, one weekend.
4. Fund raiser for Joseph at the MAC and Cheese place near Costco (Sandy)
5. Food gift for Fashion Cleaners (Sue) Discussion / background
6. How do we want to proceed with choosing our 2018-2019 show? (Board discussion)
  - a. Should we put out a call for Directors or should the Board 'pick' and stick to the tenant of 'Do shows that sell maximum tickets and/or have kids in them
  - b. This *might* mean not doing what we typically have done '*in the past*'

Putting out a call for director submitted shows for musical or non-musical for the 2018/2019 season. Submissions due November 1 to [bgoff60@gmail.com](mailto:bgoff60@gmail.com). This is getting put on the website and facebook as well as other sites (Frank). Frank will send the info to Brooke to send out to the mailchimp list. Board members should bring ideas to the next board meeting.

**Board roundtable:** – Items for the greater good of the group:

Frank: Natalie sent us a thank you for the scholarship that we gave her.

Sue: If you can volunteer at all, please consider helping out.

**Adjournment:** Clark moved to adjourn, Ann seconded, meeting adjourned at 9:00pm.

**Standing items:**

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

Month	Person	Month	Person
July 2017	Children's Show	Jan 2018	OPEN!!
August - 2017	Brooke	Feb 2018	OPEN!!
September – 2017	Brooke	March 2018	OPEN!!
October – 2017	Clark	April 2018	OPEN!!
November - 2017	OPEN!!	May 2018	OPEN!!
December - 2017	OPEN!!	June 2018	OPEN!!