



Minutes
Sun Prairie Civic Theatre
September 10, 2018
SPCT 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, Deb Lohr, Sandy Kintner, Clark Rodgers, Livvia Goff, Frank Peot, Sue Phillips, Ann Breitenbach, Dan Presser, Autumn Leonard

Excused: Kayla Schaller, Julienna Hagan

Absent:

Guests: Crystal Gavin, Brian Goff

- I. **Call to Order: Dan called to order at 6:00pm**
- II. **Approval of August 2018 minutes:** Costuming is Debi Boles – missing I is a typo. Frank moved to approve, Clark seconded, all in favor, motion passed.
- III. Website is down. The company that hosts our domain is currently down. They are working to get that back up.
- IV. **Financial Report – (Sue):** In the midst of transferring the account to McFarland State Bank. Liv has to change Verizon account. Liv is interested in not being the bookkeeper anymore, Deb is willing to take this up. Liv and Deb will meet to go over everything.
 - Report on current financials, report not run.
 - Form Budget Committee (Sue Explains)- Sue, Liv, Deb, and Frank will be on the committee. Will possibly do two alternate budgets for the end of this year. Will look at voting on next season shows earlier in the year for easier budgeting.
 - Follow-up – Frank and Liv on Financial Statements.
- V. **Committee Reports**
 - o Building and Grounds: Frank: Fan is fixed.
 - o Social: Deb: No report.
 - o Membership: Brooke: Meeting with Betsy on Wednesday to figure it out.
 - o Patronage: Brooke will meet with Teresa to work.
 - o Publicity/Programs: (Season) Brooke/Liv: Built a new sign for the mobile billboard.
 - o Social Media: (Facebook, webpage) Frank, Autumn, Kayla: Website is down. Frank has been posting on Facebook.
 - o Tickets: Liv: Betsy is doing tickets for Flat Stanley, there is a change to paypal- paypal here can no longer be run on laptops only on mobile devices- Betsy is purchasing a mobile ethernet cable. Betsy will be working with Amy Frank.
 - o Endowment / Trustees: Frank: Renewed our CD at Summit for 13 months.
 - o Future Facility Planning: Clark, Brian, Dan, Sandy: No report.
 - o Digital Presence: Kayla (Brian Consulting): No report.
- VI. **Production Related:** Sandy (as season producer): Touched base with the chairs
 - o Costumes: Debi Boles: No report
 - o Costumer Shop: Elaine Jellings: No report

- o Lighting: Frank: No report
- o Make-up: Sue: No report
- o Orchestra: Autumn: No report
- o Properties: Clark: No report
- o Sound: Russ: No report
- o Stage: Julienna: No report
- o Set/Shop: Brian: No report
- o Scenic Arts: Crystal Gavin: Wants to come and clean out the paint closet.
- o Interpreters: Betsy Wolfe: No report; interpreters will be there Friday night.
- o Concessions: Brooke: No report
- o House: Dan: No report
- o Performance Facilities & Royalties: Frank, Julienna: No report.

VII. Review of committee chairs and Board liaison roles for each

- a What chairs are open that need filling

VIII. Updates on current Season Shows

- Children's: Flat Stanley, Jr.: CHUMS: In Tech week, Move in went smoothly,
- Bad Seed: Proposed dates of Oct. 26, 27, 28, Nov. 2, 3, 4: In rehearsal, things are going smoothly.
- Murder Mystery: (Spring 2019) No update. Brooke will touch base with Sandy soon and get some more solid dates.
- 25th Annual Putnam County Spelling Bee: January 25, 26, Feb 1, 2, 3. Had the director interviews. Need a producer for this show.
 - o Interview Committee Results: Had three really good candidates. Ned O'Reilly has done a show with Civic Theatre before, he will be directing Putnam. Frank moved to accept Ned O'Reilly as the director for Putnam, Autumn seconded, all in favor, motion passed.
- SHREK! : Dates: April 26, 27 & May 3, 4, & 5th: Have a production meeting on Oct 10. Will have a solid idea of what we still need after that.
- Penguin Project: June 21, 22, 23 (2019) Move in on 15th. No report.

IX. Old Business

1. Vote on New Production guidelines: Table until next meeting.
2. Mail box has been purchased and is in garage with mounting bracket
3. Had some people ask about borrowing some tables, will have them get in touch with Clark.

VIII New Business

1. Board Blockbuster Show Doodle Poll Results –
 - o Mary Poppins – 6 Votes
 - o Music Man – 4 Votes
 - o Sound of Music – 4 Votes
 - o Sweeney Todd & Mamma Mia – 3 Votes
2. Discussion and Finalize Board Blockbuster: Tabled to the next meeting.
3. Call for Director Submitted Shows: Deadline for submissions November 1. Sending submissions to Dan – at old email. Asking for a small musical and a straight show. Asking if they have a preference for time of year/when they would be available or times that they cannot do it. Asking for a resume of past shows. Hold director interviews with

the people that submit.

4. Schedule Fall/Winter (play voting) and Summer (Board Election) membership meetings. December 2, 2018 at 4:00pm. July 28, 2019 at 4:00pm.
5. Season Ticket Discussion. Tabled for a later date.
6. Meeting Dates – Board meetings held on the second Monday of the month.

IX Board roundtable: Items for the greater good of the group: (Or missed agenda items)
Hold a special meeting for board members to discuss the parking lot items?

X Adjournment:

Deb moved to adjourn, Clark seconded, meeting adjourned at 7:26pm.

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 | Autumn |
| April 2018 | Frank | | October 2018 | Clark |
| May 2018 | Nunsense | | November 2018 | Deb |
| June 2018 | Betsy | | December 2018 | Dan |
| 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. Deb will talk to Elaine about historical info on what has happened in the past.
- 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.