



MINUTES
Sun Prairie Civic Theatre
September 11, 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: Dan Presser, Clark Rodgers, Brain Goff, Frank Peot, Kayla Schaller, Ann Breitenbach, Brooke Vechinski

Excused: Sandy Kintner, Jeanne Wellman, Betsy Wolfe, Sue Phillips, Russ Wolff

Absent:

Guests:

- I. **Call to Order:** Brian called to order at 6:20pm.
- II. **Approval of August 14th, 2017 minutes:** Dan moved to approve the minutes, Brian seconded, all in favor, motion passed.
- III. **Election on new officers** – Take motion off table for reconsideration for:
 - a Season Producer: Jeanne has nominated Sandy, nomination is tabled until the next meeting as Sandy is not present.
- IV. **Financial Report – (Sue):** N/A Sue not present. Frank would like a monthly statement of operations. Brian will ask Liv about this post-Joseph.
- V. **Committee Reports**
 - o Building and Grounds: Frank: Lights are fixed.
 - o House: Dan N/A
 - o Concessions: Brooke: working on Joseph
 - o Social: Jeanne: N/A
 - o Membership: Betsy: N/A
 - o Patronage: Brooke: N/A
 - o Publicity/Programs: (Season) Brooke: N/A
 - o Social Media: (Facebook, webpage) Frank & Kayla: N/A
 - o Tickets: Frank: N/A
 - o Endowment / Trustees: Frank – **Next report due in September** (quarterly) N/A
 - o Future Facility Planning: Russ: N/A
- VI. **Production Related:** OPEN POSITION (as season producer – see III above...)
 - o Costumes: Jeanne: N/A
 - o Lighting: Frank: Update on selling/getting rid of the old board and equipment. None
 - o Make-up: Sue: N/A
 - o Orchestra: Dan: Have a drummer for Joseph.
 - o Properties: Clark: None
 - o Sound: Russ: N/A
 - o Stage: **OPEN CHAIR** N/A
 - o Set/Shop: Brian: N/A
 - o Scenic Arts: **OPEN CHAIR** N/A
- VII. **Updates on Individual Season Shows**

- Joseph: Brooke: (September 2017) Set tear down is tomorrow, move in is Wednesday, go to the fundraiser tomorrow.
- Readers Theater: Jeanne (October 2017): N/A
- Noises Off: Frank: (Feb 2018): Working on scheduling the auditions.
- Nonsense: Sue Ann: (May 2018) Brian asked Sue to ask if she needed anything N/A
- Children's show: No progress or submissions
- Murder Mystery: N/A
- Penguin – June 22, 23, 24, 2018 show (*No show chosen yet*)

VIII. Old Business

1. Fund raiser for Joseph at the MAC and Cheese place near Costco (Sandy)
2. **Open call for Directors: Submissions due November 1st - Board members should bring ideas to the next board meeting. Please be thinking about what we might do.**

Honk, Singing in the Rain, Avenue Q, Sweeney Todd, Best Little Whore House in Texas, Rocky Horror Picture Show, Tuck Everlasting, Ann of Green Gables, The Fantastics, Peter and the Star Catcher, Shrek, Rock of Ages, School of Rock, Cats, Chorus Line, Titanic, On the Town, Ghost the Musical.

Submit ideas if you have any and then we will vote on what we are presenting to the general membership.

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.
- Payment of musicians.

IX. New Business

1. Shane's trip donation (Brooke): Kayla moved to accept one of the trips for a raffle (\$5 for one ticket, \$25 for 6 ticket) for the run of Joseph; if we can't get a raffle license, we will do a silent auction with a minimum bid of \$150. Clark seconded. All in favor, motion passed.
2. Patronage form confusion – How to handle (Sue / Brooke) Brooke will call these people to clarify. Bold the both clarifier on the form.
3. Payment of Musician - show discretion (Brooke) Something to think about going forward.

Board roundtable: – Items for the greater good of the group: None

Adjournment: Dan moved to adjourn. Kayla 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
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!!