



MINUTES
Sun Prairie Civic Theatre
October 8, 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, Dan Presser, Sue Phillips, Frank Peot, Clark Rodgers, Ann Breitenbach, Deb Lohr, Julienna Hagan, Livvia Goff, Sandy Kintner, Autumn Leonard, Kayla Schaller

Absent:

Excused:

Guests:

- I. **Call to Order:** Dan called to order at 6:00pm.
- II. **Approval of September 10, 2018 minutes:** Sue stated to add a director submitted children's show to the request for shows. Julienna, Deb, all in favor, motion passed.
- III. **Moving Board Blockbuster show (Old Business 3 &4) up in the agenda up to this position in meeting:**
See below for the voting results.
For Mary Poppins, do we fly and, if we do, we need to consider the cost. Frank will find out what the cost to fly one person would be- discussion will be continued via email. Kayla moved to approve Mary Poppins as the block buster show with further discussion to follow on cost, Clark seconded, all in favor, motion passed.
- IV. **Moving up call for director submitted shows, will be posting again on social media.**
Kayla moved to approve providing directors with a stipend of \$750 for directors for musicals and \$500 for non-musicals. Livvia would like to amend the motion to include the children's show of \$500. Starting January 1, 2019. All in favor, motion passed.
- V. **Financial Report – (Sue):**
 - Budget Committee update. Update on 2019 Budget. Looking for all input by October 20th. Have two more meetings coming up, trying to wrap everything up by November in order to get everything out.
 - Deb and Liv meeting update.
 - Financial Statement update: Frank and Liv.
- VI. **Committee Reports**
 - o Building and Grounds: Frank: Has a contact to do the tuck pointing, will get an estimate
 - o Social: Deb: No report
 - o Membership: Brooke – met with Betsy, will be working more on membership upcoming- all board members please pay membership
 - o Patronage: Teresa sent out letters.
 - o Publicity/Programs: (Season) Brooke/Liv: mobile billboard done for Bad Seed,
 - o Social Media: (Facebook, webpage) Frank, Autumn, Kayla: Will post call for directors again.
 - o Tickets: Liv: No report
 - o Endowment / Trustees: Frank: No report

- o Future Facility Planning: Clark, Brian, Dan, Sandy: No report
- o Digital Presence: Kayla (Brian Consulting): No report

VII. Production Related: Sandy (as season producer): Touched base with the chairs

- o Costumes: Debi Boles: No report
- o Costumer Shop: Elaine Jellings: Working on cleaning some costumes
- o Lighting: Frank: No report
- o Make-up: Sue: No report- looking for a makeup person for Putnam
- o Orchestra: Autumn: Working on getting a cellist.
- o Properties: Clark: Will most likely be loaning some things to Stage Q.
- o Sound: Russ: No report
- o Stage: Julienna: No report
- o Set/Shop: Brian: No report
- o Scenic Arts: Crystal Gavin: Cleaning up the paint area
- o Interpreters: Betsy Wolfe: No report.
- o Concessions: Brooke: Going to be looking for donations for Bad Seed
- o House: Dan: No report.
- o Performance Facilities & Royalties: Frank, Julienna: No report.

I. Updates on current Season Shows

II. Children's: Flat Stanley, Jr.: CHUMS:

- i Clean-up of Choral Rooms

III. Bad Seed: Oct. 26, 27, 28, Nov. 2, 3, 4:

- Liv suggests not having ASL Interpreters for this show.

IV. Murder Mystery: (Spring 2019) No update.

V. 25th Annual Putnam County Spelling Bee: January 25, 26, Feb 1, 2, 3. Auditions for Putnam Nov 12, 13, 14.

- Ned O'Reilly will Direct
- **Need Producer!**
- Naughty version- Brooke moved to approve having an additional naughty show if the cost and venue don't prove to be prohibitive, Deb, Sue, Ann. Clark, Julienna, Dan, Brooke vote yes, Frank votes no, motion passed. Brooke volunteered to put feelers out for venue spaces.

VI. SHREK!: Dates: April 26, 27 & May 3, 4, & 5th: Production Meeting on Wednesday

VII. Penguin Project: June 21, 22, 23 (2019) Move in on 15th.

VIII. Old Business

1. Vote on New Production guidelines: Dan will touch base with Sandy.
2. Brian has installed mailbox- needs numbers, Dan will touch base with Brian
3. Board Blockbuster Show Doodle Poll Results –
 - o Mary Poppins – 7 Votes
 - o Music Man – 5 Votes
 - o Sound of Music – 5 Votes
 - o Sweeney Todd & Mamma Mia – 3 Votes
4. Discussion and Finalize Board Blockbuster:
5. Call for Director Submitted Shows: Deadline for submissions November 1. Sending submissions to Dan
 - One contact so far.

VIII New Business

1. Call for Director Submitted Shows: Deadline for submissions November 1. Sending submissions to Dan
2. A Steven Spetcher contacted us regarding a screenplay he would like to convert to a stage play. He wants people to critique the work. It's about the human factor behind dealing with breast cancer. Dan will send out contact info to the board.
3. Update on Costume Rental Analysis: Deb
4. Update on Director Pay: Dan, et. al.

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?

At some point in the future, Dan would like to take a look at how we call for directors in terms of if we do director submitted or board selected or current or revised hybrid.

X Adjournment: Julienna moved to adjourn, Clark seconded, meeting adjourned at 7:36pm.

Next Meeting: November 5, 6:00pm at the barn

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:

- 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.