



**MINUTES**  
**Sun Prairie Civic Theatre**  
**October 9, 2017**  
**Sun Prairie Civic Theatre 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: Brian Goff, Betsy Wolfe, Brooke Vechinski, Sue Phillips, Frank Peot, Sandy Kintner, Jeanne Wellman, Ann Breitenbach, Clark Rodgers, Kayla Schaller, Russ Wolff, Dan Presser

Excused:

Absent:

Guests: Livvia Goff

- I. **Call to Order:** Brian called to order at 6:01pm.
- II. **Approval of September 11, 2017 minutes:** Jeanne moved to approve, Sandy seconded, all in favor, motion passed.
- III. **Election on new officers (Continuation)**
  - a Take motion off table for: **Season Producer:** Nomination is tabled until the next meeting when Sandy is present. Jeanne has nominated Sandy at August meeting, Sandy accepted, Frank moves that Brooke submits a unanimous ballot for Season Producer for Sandy, Sue seconded, all in favor, motion carries.
- IV. **Financial Report – (Sue):** Reviewed the financial information for Joseph. Show was very successful. We still have a few expenses and deposits to account for.
  - a Monthly statement of operations request. Livvia will be in attendance to gather what the group would like to see. Frank would like to see monthly beginning balance of the checking account, income, expense, and ending balance on the checking account. Livvia will send out a summary and detail report, along with the information on the balance, income, and expense information. The board would also like a show report after the show is closed. Frank moved to approve the statements as presented, Jeanne seconded, all in favor, motion passed.
  - b Ticket and deposit reconciliation & controls. Livvia: We have a good system for disbursements but we still need work on the deposits and receipts side of things. There needs to be a count by two people anytime that we receive money. This money needs to be given to the treasurer with a report. That report should then be given to the accountant to verify that the deposit is for the right amount that's on the report. Livvia will write up a policy for financial internal controls. Sue will look into getting locked bags.
  - c Livvia is suggesting that we switch to a calendar year for our fiscal year. Brian and Sue will look at the bylaws and determine what changes need to be made.
- V. **Committee Reports**
  - o Building and Grounds: Frank: None. Betsy and Jim will be using the dumpster and will pay for a dumpster pick up.
  - o House: Dan: None. Need to do some discussing with the PAC on who is in charge of what for house releasing, etc.
  - o Concessions: Brooke: Concessions were very successful for Joseph.
  - o Social: Jeanne: None.
  - o Membership: Betsy: A couple new members over the last few months or so. Just a reminder that if the members of the board haven't paid their membership need to do so.

- o Patronage: Brooke: None.
- o Publicity/Programs: (Season) Brooke: None. Making another trailer sign for Noises Off.
- o Social Media: (Facebook, webpage) Frank & Kayla: Going well.
- o Tickets: Frank: None. Betsy: The ticketing laptop was not able to keep an internet connection during Joseph. Betsy moved that we get a new laptop (needs to be a Windows based machine) for the ticketing system with a spending guide of \$500-\$1000 with a ~15~17-inch screen, Ann seconded. All in favor, motion passed. The current laptop could be used in the barn for reconciling deposits, etc. Brian will look into options and bring options to the next meeting.
- o Endowment / Trustees: Frank – None.
- o Future Facility Planning: Russ: None.

#### VI. **Production Related:** Sandy (as season producer)

- o Costumes: Jeanne: Costumes for Joseph are already going out.
- o Lighting: Frank: Update on selling/getting rid of the old board and equipment. None.
- o Make-up: Sue: None.
- o Orchestra: Dan: None.
- o Properties: Clark: None.
- o Sound: Russ: None.
- o Stage: **OPEN CHAIR** None.
- o Set/Shop: Brian: Cleaning and rearranging. Things are good.
- o Scenic Arts: **OPEN CHAIR** None.

#### VII. **Updates on Individual Season Shows**

- Joseph: Brooke: (September 2017): Livvia (also Post Mortem findings) Already discussed previously in the meeting. Recommend having a preproduction meeting for each show.
- Readers Theater: Jeanne (October 2017): Doing the last full week of October. Auditions on Monday the 23<sup>rd</sup>, rehearsals the rest of the week, show on Saturday night 7:00pm and Sunday afternoon 2:00pm.
- Noises Off: Frank: (Feb 2018): Auditions are scheduled for Nov 27, 28 at 6:30, Call backs on 29 at 6:30, first rehearsal December 1. Livvia is stage managing. Frank, Brian, Russ, and Amy will need to meet sometime soon to start working on the set.
- Nonsense: Sue Ann: (May 2018): None.
- Children's show: No progress or submissions
- Murder Mystery: Brooke is working with Buck and Honey's to figure out a date in March.
- Penguin – June 22, 23, 24, 2018 show (*No show chosen yet*) Russ: Still in show selection process. October 29 meeting that will be invite only. Sara Beth needs to give Sue a reimbursement request and an address in order to send the 10% to the foundation.

#### VIII. **Old Business**

1. Update on Facebook trip donation auction (Brooke): We sold the trip for \$350 on Facebook.
2. Open call for Directors: Deadline is November 1. Next steps...
  - a. Submitted so far:

- i. Annie Get your Gun – Matt Starika
- ii. Music Man – Josh Swalheim
- iii. The Bad Seed – Livvia (In the Barn and potential WACT Fest 2019)

**Outstanding or tabled old Business**

- **Payment of Musician** - show discretion (Brooke) Something to think about
- **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 kid’s shows and a few of the other shows with children in them, one of them over the age of 25. Sandy and Clark to work on.
- Would we like to add a **Junior Board**? Liv will contact the theatre doing this
- **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.

**IX New Business**

1. Board submitted show selection – discussion. Top 5 vote earners were:

- a. Mamma Mia – 10 votes
- b. Shrek – 10 votes
- c. Mary Poppins – 6 votes
- d. Little Mermaid – 5 votes
- e. Sound of Music – 5 votes

Frank moved that Shrek be the board submitted show for the blockbuster. Sandy seconded. All in favor, motion passes.

- 2. November 3rd, 2017, Annual Community Expo- and, Job Fair: Russ will be contact/set up person. Sue will submit registration with electricity.
- 3. Ticketing Software: Issues with existing laptop – Options? Recommend to buy new one? Discussed this earlier in the meeting.

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

- **Livvia suggestion:** Costume rental rates/ minimum donation for rentals. Could base this on costume count. Should maybe create a committee on what fee structures we should do. This will be added to outstanding old business for next time.
- **Sandy:** Make a reader’s theatre part of the season, they have to submit something if they want one done.

**Adjournment:** Brooke moved to adjourn, Betsy seconded, meeting adjourned at 8:30pm.

**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!!