



Minutes
Sun Prairie Civic Theatre
November 5, 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: Livia Goff, Sandy Kintner, Clark Rodgers, Ann Breitenbach, Frank Peot, Sue Phillips, Kayla Schaller, Julienna Hagan, Dan Presser, Deb Lohr, Brooke Vechinski, Autumn Leonard

Absent:

Excused:

Guests: Sara Beth Hahner

- I. **Call to Order:** Dan called to order at 6:02pm
- II. **Approval of October, 2018 minutes:** Julienna moved to approve, Sue seconded, all in favor, motion passed.
- III. **Financial Report – (Sue, et. al):**
 - Preliminary 2019 Budget Prepared – Discussion- Review of the budget as proposed. Lowering the income for murder mystery due to fewer shows. Increasing ticket budget. Removing ASL interpreter from the Penguin budget for the program expenses. Membership should be decreased to reflect that most dues will be paid this year. Frank moved to approve the proposed budget as presented with changes, Autumn seconded, all in favor, motion passed.
 - Other: none
- IV. **Committee Reports**
 - o Building and Grounds: Frank:
 - o Tuck Pointing Estimate: Frank is still working on getting an estimate for this. The two people that have been contacted have said that they don't do that. Dan knows someone that may be able to do it.
 - o Social: Deb: None
 - o Membership: Brooke: Sending out more reminders,
 - o Patronage: Brooke: Have exceeded our goal for the year.
 - o Publicity/Programs: (Season) Liv: Brooke no longer on this, will talk more about this later as we have a new person interested.
 - o Social Media: (Facebook, webpage) Frank, Autumn, Kayla: Will continue to add more utilization of this.
 - o Facebook customization
 - o Twitter and Instagram
 - o Tickets: Liv: Switching to Square instead of PayPal. Need to switch the PayPal account over to SPCT exclusively. Looked into settings on TicketAssist, found a setting that automatically marked it sold out with a certain percent of tickets left, looking at different options for all of the options in the system.
 - o Endowment / Trustees: Frank: Got the quarterly report, gave it to Deb.
 - o Future Facility Planning: Clark, Brian, Dan, Sandy: None
 - o Digital Presence: Kayla (Brian Consulting): None
 - o Twitter and Instagram unlocked
- V. **Production Related:** Sandy (as season producer): Touched base with the chairs
 - Costumes: Debi Boles: None

- Costumer Shop: Elaine Jellings: None, Sandy will talk with Debi and Elaine about how to go forward with costume shop.
 - Costumes purged without communication.
- Lighting: Frank: None
 - Asbestos lights removal, meeting soon.
- Make-up: Sue: Putnam needs an organizer for makeup. Shrek will need a bunch of volunteers.
- Orchestra: Autumn: Still looking for a cellist.
- Properties: Clark: None
 - Liv: Buckets are all out for Annie- had to purchase a new bucket for Bad Seed.
- Sound: Russ: None
 - 8 Wireless mics loaned to SPHS through Nov 18.
- Stage: Julienna: None
- Set/Shop: Brian: Shop is clean.
- Scenic Arts: Crystal Gavin: Cleaned the paint closet and scenic arts box
- Interpreters: Betsy Wolfe: None
- Concessions: Brooke: Waiting on check from Hyland Campus, got a bunch of baked goods for Bad Seed.
- House: Dan: None
- Performance Facilities & Royalties: Frank, Julienna: None

VI. Updates on current Season Show

- I. Bad Seed: Oct. 26, 27, 28, Nov. 2, 3, 4 - Liv
 - a Excellent!
 - b Thanks to SPFD and Corey Helser.
- II. 25th Annual Putnam County Spelling Bee: January 25, 26, Feb 1, 2, 3. Jan 19 move in. Auditions for Putnam Nov 12, 13, 14.- Brooke
 - Brooke producing.
 - Update on Venue for Adult version
 - Production Meeting Nov. 9
- III. SHREK!: Dates: April 26, 27 & May 3, 4, & 5th: Had a production meeting. Have another production meeting scheduled for Dec. 4 at 7, auditions have been set for Feb.
- IV. Penguin Project: June 21, 22, 23 (2019) Move in on 15th. Sara Beth will be looking into partnering with a group in Madison for a special performance Feb 10.
- V. Murder Mystery – Spring- May 20-23, 2019. Auditions will be right after Shrek.

VII. Old Business

1. Mailbox now accepting mail.
2. Call for Director Submitted Shows: Three Directors Submitted.
 - a. Info forwarded to board.
 - b. Invited to Membership Meeting
3. Fly for Mary Poppins – Frank update- contacted Vertigo -\$4890 to fly Mary and Bert (summersault).

New Business

1. Conversion to Square from PayPal - Dan
2. Community Expo Follow-up – Sandy, Frank
3. Marketing Help – Kayla

- a. Mike Schuster
- b. "Our Story"

IX Board roundtable: Items for the greater good of the group: (Or missed agenda items)
 Dan sending out new MOA.
 Livvia moved that we flip the agenda for the next meeting. Julienna seconded.
 Frank mentioned "consent agenda" items and using this method coming up.

X Adjournment: Dan moved to adjourn, Autumn seconded, meeting adjourned at 8:20pm.

Next Meeting: December 10th (says 17th on Calendar), Membership Meeting – Dec. 2 @ 6 p.m.

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.
- Discussion of Director submissions: keep the same, committee, hybrid?