



MINUTES
Sun Prairie Civic Theatre
November 13, 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: Betsy Wolfe, Brian Goff, Sue Phillips, Sandy Kintner, Frank Peot, Brooke Vechinski, Dan Presser, Jeanne Wellman, Ann Breitenbach, Kayla Schaller, Clark Rodgers

Excused: Russ Wolff,

Absent:

Guests: Livvia Goff

- I. **Call to Order:** Brian called to order at 6:03pm.
- II. **Approval of October 9, 2017 minutes:** Frank moved to approve, Jeanne seconded, all in favor, motion passed.

- III. **Financial Report – (Sue):** Reviewed any financial information
 - a Monthly statement – Livvia: Reviewed the transactions and the balance information.
 - b *Update:* Ticket and deposit reconciliation & controls. Livvia will write up a policy for financial internal controls. Sue got 4 locked bags, they open with a key but they don't need the key to close.
 - c Livvia is suggesting we switch to a calendar year for our fiscal year. Brian and Sue looked at the bylaws and found a few changes that would need to be made. One is in article 3 Section 3, changing the bonus months of membership. The second is article 9 stating when the fiscal year starts. Changes need to be sent to the membership by Nov. 22.

- IV. **Committee Reports**
 - o Building and Grounds: Frank: Going to look for a different electrician for the outlets in the barn.
 - o House: Dan: Nothing to report. Sue has a contact name for Dan.
 - o Concessions: Brooke: Nothing to report.
 - o Social: Jeanne: Nothing to report.
 - o Membership: Betsy: Nothing to report.
 - o Patronage: Brooke: Email to go out before the end of the year.
 - o Publicity/Programs: (Season) Brooke: Nothing to report. Frank moved to purchase a set of four seats for \$350 for the CHUMS auditorium, Sandy seconded, all in favor, motion passed. Brooke will handle the purchasing. The plaques will say something along the lines of Sun Prairie Civic Theatre Established 1970.
 - o Social Media: (Facebook, webpage) Frank, Kayla: Kayla has been updating the Facebook. Website is updated for Penguin.
 - o Tickets: Betsy / Frank: Nothing to report.
 - o Endowment / Trustees: Frank: Nothing to report.
 - o Future Facility Planning: Russ: Nothing to report.

- V. **Production Related:** Sandy (as season producer)
 - o Costumes: Jeanne: Nothing to report.
 - o Lighting: Frank: Still working on getting rid of things. Nothing else to report.
 - o Make-up: Sue: Nothing to report.

- o Orchestra: Dan: Nothing to report.
- o Properties: Clark: Nothing to report.
- o Sound: Russ: Nothing to report.
- o Stage: **OPEN CHAIR** None.
- o Set/Shop: Brian: Have a new vice.
- o Scenic Arts: **OPEN CHAIR** None.

VI. Updates on Individual Season Shows

- Joseph:
- Readers Theater: Jeanne (October 2017): Had 30 people audition. Had 20-25 people in the audiences, did get some donations.
- Noises Off: Frank: (Feb 2018): Auditions are scheduled for Nov 27, 28 at 6:30. Still looking for a producer. Frank and Sandy will meet to talk about producers. Brian and Russ are meeting with Amy to get the final height measurement. Brooke will look into getting someone to do a poster design; there is no artwork included. Kayla will look into whether or not the image that we are using on Facebook is copyrighted.
- Nonsense: Sue Ann: (May 2018): None
- Children's show: 2 shows submitted for next season. Will discuss under 'New Business'
- Murder Mystery: Brooke is working with Buck and Honey's to figure out a date in March. Liv is working on the script.
- Penguin – June 22, 23, 24, 2018 show is: *School House Rock JR.* (Livvia + Betsy) Russ is directing, Jenni is music director, Liv is mentor director, have a choreographer that reached out that is interested in getting involved. Informational meeting is scheduled January 13.

VII. Old Business

1. Update on: November 3rd, 2017, Annual Community Expo- and, Job Fair – Russ/et.al; sent out an email. Got a new member and an interested usher.
2. Open call for Directors: Deadline is November 1. – see new business...
3. Issues with existing laptop – Options? Recommend to buy new one? Brian – Update, Dell has a few pre-Black Friday deals going on right now. Brian will watch the Dell site and see if they have any better deals in the next few weeks.

Outstanding or tabled old Business

- 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.
- **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. Sandy has looked into some of the guidelines that other groups in the area have. Many of the groups such as churches have much more rigorous policies.
- Would we like to add a **Junior Board**? Liv will contact the theatre doing this.

IX. New Business

1. Discussion on current Director submitted shows line up. Reference handout.
2. Items to present to General Membership meeting
 - a. Deadline to send out information packet is: **November 22nd!!!**

- b. Includes bylaw change for amending fiscal calendar year change language
- c. Proposed line up for membership to give advisory vote on 2018-2019 season

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

Frank had someone say to him about the Peace Lutheran building being for sale and if we would ever consider buying it.

Got a letter from Elaine Jellings about Fashion Cleaners, and reconsider doing something for them since they don't use their season tickets. Frank will talk to Elaine about what makes the most sense for Fashion Cleaners. Liv suggested listing them as a corporate sponsor for one of the shows.

McFarland State Bank is considering being a corporate sponsor for the season.

Adjournment: Jeanne moved to adjourn, Betsy seconded, meeting adjourned at 7:40pm.

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	Frank
August - 2017	Brooke		Feb 2018	Dan
September – 2017	Brooke		March 2018	OPEN!!
October – 2017	Clark		April 2018	OPEN!!
November - 2017	Clark		May 2018	OPEN!!
December - 2017	Frank		June 2018	OPEN!!