



Minutes
Sun Prairie Civic Theatre
December 10, 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: Dan Presser, Julienna Hagan, Sue Phillips, Frank Peot, Sandy Kintner, Brooke Vechinski, Deb Lohr, Ann Breitenbach, Autumn Leonard, Liv Goff, Clark Rodgers, Kayla Schaller

Absent:

Guests: Debi Boles

- I. **Call to Order:** Dan called to at 6:00pm.
- II. **Approval of November 5, 2018 minutes:** Clark moved to approve the minutes, Frank seconded, all in favor, motion passed.
- III. **Old Business – (45-minutes)**
 - A. **Discussion of Advisory Vote on Director Submitted Shows.** (35 - minutes)
 1. **Top Vote Getters:**
 - a. Matilda – 18 Total (11 First, 7 Second)
 - b. Les Miserable – 15 Total (12 First, 3 Second) – rights are blacked out for the next two years.
 - c. You're a Good Man Charlie Brown – 13 Total (5 First, 8 Second)
 - d. The Game's Afoot - 23 Total (Non-musical)
 2. **Weighted Scoring (See Attached Note)**
 3. **Current Blockbuster Choice Impact: Mary Poppins**
 - a. Attached Fly estimate from Frank's effort.
 4. **Director Considerations** Frank will put out a call for directors for Matilda for Fall 2019 and Mary Poppins in Spring 2020.
 5. **Children's Show** Julienna will be directing Little Mermaid Jr.
 6. **Vote on Final Choices**

Frank moves that we accept Matilda and The Game's Afoot as voted by the membership in addition to Mary Poppins, Autumn seconded, question called, all in favor, motion passed.

Frank moved to approve Little Mermaid Jr with Julienna directing in summer 2019, Clark seconded, all in favor, motion passed.
 - B. **Memorandum of Understanding with SPASD Follow-up**

Amy finished reviewing and it has been sent on.
 - C. **McFarland State Bank Donation Follow-up**

Waiting to hear back.
- IV. **New Business (10-minutes)**
 - A. **Radio Theater**

1. Dale Holmen and Paul Cargill – still working on getting something scheduled.
2. Location
Sandy will continue to look into this and will bring more information.

B. Season Ticket – Follow-up, form Committee?

V. **Committee Reports** (10-minutes)

- A. Building and Grounds: Frank:** Dave Schumacher for the tuckpointing and the roof will be here
- B. Social: Deb:** No report.
- C. Membership: Brooke:** No report.
- D. Patronage: Brooke:** No report.
- E. Publicity/Programs: Liv:** No report.
- F. Social Media: Autumn, Frank, Kayla:** Working on Putnam.
- G. Tickets: Liv:** No report.
- H. Endowment: Frank:** No report.
- I. Future Facility: Dan:** No report.
- J. Digital Presence: Kayla (Brian):** No report.

VI. **Production Related: Sandy** (10-minutes)

A. Costumes: Debi Boles (Wish list for future. Not prioritized)

1. Purchase Washer & Dryer (used)
2. Reorganize and create new storage for the jewelry. (She has an idea)
3. Move and consolidate hats to the wall by the furnace.
4. Install cedar liner to the walls of the costume stock rooms.
5. Build shelves in left corner of the catacombs and move boxes by props onto shelves. Then, install more clothes rods and lights in the space by props.
6. Install more lights in the main costume stock room.
7. Clean out the Costume Shop and create more efficient layout.
8. Replace cardboard storage boxes in the Costume Shop with clear plastic storage containers.

B. Costume Shop: Elaine: No report.

C. Lighting: Frank: No report.

D. Make-up: Sue: No report.

E. Orchestra: Autumn: No report.

F. Props: Clark: No report.

G. Sound: Russ: No report.

H. Stage: Julienna: No report.

I. Shop: Brian: No report.

J. Scenic Arts: Crystal: No report.

K. Concessions: Brooke: No report.

L. House: Dan: No report.

M. Performance Facilities & Royalties: Frank, Julienna: No report.

VII. **Current Season Updates** (10-minutes)

- A. Putnam:** Brooke requested funds for additional show rights \$445. Julienna moved to approve, Clark seconded, all in favor, motion passed. Looking to do lots of promotion and get some celebrity spellers.
- B. Shrek: Sandy:** working on the show, children audition slots are full. Stage manager resigned, going to look for another one.
- C. Penguin: Liv:** found out today that the scripts will be shipped as soon as we pay and penguins will be allowed to keep the scripts.
- D. Murder Mystery: Brooke/Sandy:** Booked into Buck and Honey's, have performance and audition dates set.

VIII. **Board Roundtable:** Items for the Greater Good (missed agenda items):

IX. **Adjournment:**

Julienna moved to adjourn, Clark seconded, meeting adjourned at 7:49pm.

Next Meeting: January 14th.

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