



MINUTES
Sun Prairie Civic Theatre
December 11, 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: Russ Wolff, Sue Phillips, Frank Peot, Brooke Vechinski, Betsy Wolfe, Brian Goff, Sandy Kintner, Dan Presser, Kayla Schaller, Clark Rodgers,

Excused: Jeanne Wellman, Ann Breitenbach,

Absent:

Guests: Sue Ann Klein

- I. **Call to Order:** Brian called to order at 6:01pm.
- II. **Approval of November 13, 2017 minutes:** Frank moved to approve, Russ seconded, all in favor, motion passed.
- III. **Financial Report – (Sue):** Review any financial information, nothing to report.
 - o Outstanding: Livvia will write up a policy for financial internal controls.
- IV. **Committee Reports**
 - o Building and Grounds: Frank: Nothing to report.
 - o House: Dan: Nothing to report.
 - o Concessions: Brooke: Nothing to report.
 - o Social: Jeanne: Nothing to report.
 - o Membership: Betsy: Got a few new members at the last membership meeting.
 - o Patronage: Brooke: Getting more patrons in, received an anonymous patron of \$1000.
 - o Publicity/Programs: (Season) Brooke: Nothing to report.
 - o Social Media: (Facebook, webpage) Frank, Kayla: Kayla is still looking into getting the twitter account going.
 - o Tickets: Betsy / Frank: Nothing to report.
 - o Endowment / Trustees: Frank: Nothing to report, there is one open spot in trustees.
 - o Future Facility Planning: Russ: Nothing to report.
- V. **Production Related:** Sandy (as season producer)
 - o Costumes: Jeanne: Nothing to report.
 - o Lighting: Frank: Nothing 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: Betsy: Nothing to report.
 - o Set/Shop: Brian: Nothing to report.
 - o Scenic Arts: **OPEN CHAIR** None.
- VI. **Updates on current Season Shows**
 - ~~Joseph:~~
 - ~~Readers Theater:~~
 - Noises Off: Frank: (Feb 2018): Have a staff, rehearsals are underway, set is under

construction, had 39 people audition.

- Nonsense: Sue Ann: (May 2018): Sue Ann: Have some staff already- Kim, props; Kayse and Karl, stage; Joy, costumes; Suzie and Jo, music: still looking for sound, set (minimal), scenic arts, producer, maybe a choreographer. Will be starting with a rolling start at 7:00pm with the actual show starting at 7:30pm. Will have children for stage crew and interactions- five or six kids between ages 10 to 13, will add this to the audition notice that this position is available and should contact us with interest, but will not be holding auditions. Audition dates aren't set yet.
- Children's: Flat Stanley: Under new business.
- Murder Mystery: Brooke is working with Buck and Honey's; Liv is working on the script. Have dates booked with Buck and Honey's for March 14, 15, 21, and 22.
- Penguin – June 22, 23, 24, 2018 show is: *School House Rock JR.* (Russ): Had a production meeting yesterday, on track for the kick off meeting. Have another meeting coming up on Jan 3 to ensure everything is ready. Scripts have been ordered.

VII. Old Business

1. Brian: Issues with old laptop – A new one is purchased. Baseline configured. Need to install Ticket Assist and test, should add paypal to it as well.
2. Sandy / Clark: DRAFT Update: guidelines to address issues specific to shows with large numbers of young kids involved. Still working on the draft. Will want to run it by Tom Hebl after we have a final draft before we publicize it anywhere.
3. ALL: Discuss advisory vote taken by General membership for show line-up for next season Frank asked if we need to have the inspector come in and inspect the building if we are going to have a performance here instead of just using it as a performance space. We should check with Tom Hebl if this is something that we need to look into. Dan moved to approve, Russ seconded, all in favor, motion passed.
 - Timeline will be under new business
4. Frank: Feedback on his conversation with Elaine (Fashion Cleaners): Fashion Cleaners doesn't know anything about it, but she thought that it would be a good idea. We can add an ad for them in the program. Another idea is to present them with a plaque of appreciation for their support. Betsy moved that we present Fashion Cleaners with a plaque of appreciation and at least a quarter page ad in every program. Clark seconded. All in favor, motion passed. Frank will do the wording for the plaque and get back to Elaine about what we are doing.

VIII New Business

1. Posting / open call for Directors for SHREK!
2. Discussion on format and timing of next season...What goes when?
 - June 2018: Penguin Project
 - Summer 2018 (September-ish): Flat Stanley at CHUMS
 - Fall 2018 (October-ish): Bad Seed at the barn
 - Winter 2019 (January-ish): Shrek at PAC
 - Spring 2019 (April-ish): Mamma Mia at PAC
 - June 2019: Penguin Project
 - Brian will meet with Tom Weber, Betsy, Frank, and Sandy, to see how we would get out billing category changed and how we go about doing this and what the requirements and qualifications are.
3. Disseminate information on new season line-up
4. Request venue from Amy Frank for any shows in the June-August timeline? Can probably request dates for Flat Stanley after Jan 15.

5. Sandy: Any update on Readers Theater request regarding after school idea: Had one meeting, will have another meeting new week to do some planning.
6. Brian: Future discussion with Tom Hebl. (Add in Russ as Future Facility Chair)

IX Board roundtable: Items for the greater good of the group: (Or missed agenda items)

Frank wanted to know from the endowment/trustees, do we need the amount that we have in the checking account in the checking account or can some of that money be transferred to the endowment. Come prepared to talk about this more at the next board meeting. We would also like Frank to have the trustees to look into different/other investment options that are more profitable.

Russ wants to know why we don't carry an account (a commercial account) with Home Depot. Home Depot's has to be refilled out each year. Frank will go in and talked to them.

X Adjournment: Betsy moved to adjourn, Brian seconded, meeting adjourned at 7:58pm.

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!!

PARKING LOT ITEMS:

- 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.
- Would we like to add a **Junior Board**? Liv will contact the theatre doing this.