

**Wisconsin Association of Community Theatre  
Board of Directors' Minutes  
May 1, 2005 – Beaver Dam, Wisconsin**

**Board Members Present:** President Bob Kafka, Vice President Frank Peot, Treasurer Dee Baldock, Secretary Lynn Ruhl, Member at Large Mark Holten, Member at Large Elaine Jellings, Member at Large Dick Jellings, Member at Large Carla Gallun, Member at Large Marie Peterson, Member at Large Russ Stetler, Member at Large Jeannie Pitsch

**Board Members Absent:**

**Guests Present:**

**I. Call to Order**

President Bob Kafka called the meeting to order at 2:42 PM

**II. Approval of Minutes**

Minutes from January and February board meetings were presented.

**Motion** – To approve the minutes as submitted.

*(Frank Peot/Mark Holten – Passed)*

**III. Financial Report**

The financial report was not available. Dee discussed that procedures need to be developed so the books can be handled by the Treasurer rather than the Executive Secretary. There was a suggestion made that a laptop be used that could travel with the Treasurer's position.

**IV. Administrative**

**A.** The conflict of interest forms were distributed, signed and returned to Bob Kafka for the coming year.

**B.** Letterhead and business cards were sent out to new board members. Let Bob Kafka know if more are needed.

**C.** The State's representative for AACT, Morrie Enders, has resigned. A new representative is needed. Lynn Ruhl volunteered.

**Motion:** That Lynn Ruhl be the Wisconsin representative to AACT.

*(Dee Baldock/Carla Gallun - Passed)*

**D.** Please send Bob Kafka a list of the committees that you are interested in. Marie Peterson volunteered for membership and 2006 conference. Jeannie Pitsch volunteered for the newsletter committee.

## **V. Committee Reports**

**Off Year Festival – 2006** – The committee is already working with venues and hotels. Deb Jahnke is the Co-Chairman with Carla Gallun. Carla asked for a clarification of what the host's duties are. There will be workshops during the festival; Frank Peot has volunteered to run one workshop already.

**Bylaws/Operations Manual** – A copy of the bylaws were handed out and a copy of the manual of operations will be mailed out to new board members. Russ Stetler asked if a lawyer was consulted and if anyone knew a lawyer.

**History** – Elaine Jellings asked that copies of everything that might be of historical significance be forwarded to her or Dick Jellings.

**State AACTFest 2005** – The expense report was distributed and discussed. Dee Baldock said the net revenue for the event will be approximately \$450.00 and possibly more.

**Trophies** -- The trophies for 2003, 2001, 1999, and 1997 will be created and distributed to those groups. Trophies will be created from now on and we will provide trophies to groups who won prior to 1997 as we are able and for those groups who still exist.

**Finance** – We should start looking for grants or corporate donations. Suggestions were Alliant, Land's End, and County Arts Councils.

A committee should be created to develop grant and sponsorship possibilities. Marie Peterson volunteered to help.

**Membership** – The membership report and a listing of individual members was distributed. It was suggested that we send out brochures to member groups for them to put out for their patrons and members.

It was also suggested that we have an e-mail list....there could be privacy issues including privacy notice requirements and an opt out method for those who do not want to be on the list. Bob Kafka suggested that we look into this...Lynn Ruhl will be doing this.

**Website** – Sandy Weber is our webmaster. However, we do not own the ISP. Should we get a new ISP so we have more control over it? Sandi Weber is trying to get the domain of WACT.org, we should also try to get WACT.com if it becomes available.

We should also use MadStage for publicity for the 2006 festival.

**Newsletter** – Assignments were distributed for newsletter articles with a due date of mid-May.

**Publicity** – Frank Peot suggested that we make a donation to MadStage so that we can be on the website and possibly have a link to our website. Frank will check on the specifics and bring it back to the Board.

## **VI. Other Reports**

**Regional AACTFest** - The physical layout was awkward, the hotel was a 20 min. drive from the theatre and other event locations. There were shows on both Friday and Saturday.

**Logo & Showbits Merchandise** – We didn't sell as many bags and can holders, it was suggested that we use them for a give-away at the 2006 festival. The Showbits merchandise did sell.

## **VII. Old Business**

Fort Atkinson paid the \$500 that was owed to WACT.

We still have not received an answer from AACT on our letter of complaint for the membership form.

## **VIII. New Business**

None

## **IX. Other**

None

## **X. Next Meeting**

The next meeting will be held on July 16th at 2:00pm at Lynn Ruhl's house, directions to follow.

**XI. Adjournment**

**Motion** – That the meeting be adjourned.  
*(Mark Holten/Jeannie Pitsch– Passed)*

The meeting was adjourned at 4:00 PM

Respectfully submitted,

Lynn Ruhl, Secretary, WACT