

**Wisconsin Association of Community Theatre
Board of Directors' Minutes
July 16, 2005 – Milwaukee, Wisconsin**

Board Members Present: President Bob Kafka, Vice President Frank Peot, Treasurer Dee Baldock, Secretary Lynn Ruhl, Member at Large Carla Gallun, Member at Large Marie Peterson, Member at Large Russ Stetler

Board Members Absent: Member at Large Mark Holten, Member at Large Elaine Jellings, Member at Large Dick Jellings

Guests Present: James Steffen

I. Call to Order

President Bob Kafka called the meeting to order at 2:02 PM

II. Approval of Minutes

Minutes from the May 1st Board Meeting were presented.

Motion – To approve the minutes as submitted.

(Frank Peot/Dee Baldock – Passed)

III. Financial Report

The financial report was not available. The checking account balance is \$5,387.67. The should be available next week. The data will be transferred to Dee by the next meeting.

IV. Administrative

A. The Directors' and Officers insurance was renewed but only through September, at that time we will be billed and renew both our Directors' and Officers and General Liability Insurances.

B. We have received an invoice for our AACT membership. The form has been changed at least partially due to our complaint even though we never received acknowledgement of the correspondence. The cost is \$55.00.

Motion - That WACT renew it's membership with AACT.

(Frank Peot/Carla Gallun - Passed)

C. The Committee assignments were distributed and discussed.

V. Committee Reports

Off Year Festival – 2006 – The hotel is set. One group is interested in performing, one more is needed. The committee is in the process of working out the schedules and budgets. Both Bob Kafka and Frank Peot have volunteered to run workshops. The registration forms will be on both WACT and Beaver Dam's websites. Carla Gallun will check with Madstage to get the 2005 festival off of the site and the 2006 info onto the site. The dates will be February 24-26, 2006.

Bylaws/Operations Manual – Bob Kafka asked that all review the documents for any typos or proposed changes.

History – None.

State AACTFest 2005 – The financial reports aren't available yet.

Trophies -- The trophies for 2003, 2001, 1999, and 1997 have been created and were shared with the Board. Bob Kafka suggested that the cost of the trophies be covered by WACT to ensure consistency for the awards

Motion - That WACT pay for the trophies, including trophies for future years

(Jeannie Pitsch/Frank Peot - Passed)

Finance – Kay's notes on grant writing were sent out by Bob Kafka to the Board. Marie Peterson is already doing research in this area.

Membership – The membership renewal forms will be going out in the next week. The due date will be listed as August 31st, 2005. Brochures will be sent out to organizations after that date asking them to share the brochures with their members and patrons.

Suggestions made: Program inserts should be created that member organizations could put into their programs. Also, possibly create a plaque for our organizational members, or have it as an option for them.

Website – Sandy Weber is our webmaster. Dale Nickels may be available to help out on the website.

Newsletter – The next newsletter will be in September and will go out to our complete mailing list. This is the second to last time for the WACT Off Year Festival to be in the newsletter. Articles will include the Festival, the Monaco Festival, a membership drive, and websites of interest. The due date for the newsletter is mid August. Contact Lynn Ruhl with any suggestions or information to go in the newsletter.

Publicity – Bob Kafka sent congratulatory cards to Joanne Berry and Jerry

Zimmerman from WACT for the awards they had received.

Suggestions: That we send out cards to our organizational members for their opening nights (possibly a e-card). Also, we should develop a media list for the State.

VI. Other Reports

2007 National AACTFest - The next AACT fest will be held in Charlotte NC June 18-24, 2007..

AACTFest 2005 – There were a number of changes made to the AACTFest handbook, the most critical of which were:

- The addition of another regional entrant, making the total 12, for the next National AACTFest
- The requirement that the stage floor be the same after a performance as after
- If a group is disqualified it can still receive other awards
- The handbooks will be sent out by AACT to all entrants
- A hold harmless form will be required for music rights for the next festival.

Bob Kafka asked if WACT should be asking for a hold harmless form from AACT.

Suggestions were also made concerning the Festival as a whole:

- There should be an experience level for each workshop
- Most of the workshops were for only large budget theatres
- There were not enough tech workshops
- The adjudicators should have had more time
- People appreciated the breaks in between shows.

Mark Devine from Manhattan Tour and Travel, a member, offered to help with the organizing of the next New York festival in 2008. The International Festival in Midland, TX will be held July 12-16, 2006.

Management Conference - Carla Gallun attended the conference for Community Theatre Management. There were many groups that participated and the information distributed was good. The best asset from the conference was access to a listserv for those participants (22) for question, answer, and discussion. Carla thought the conference was well worth it and that it would be available again at the next festival.

VII. Old Business

Madstage is not a 501(c)(3) organization. Frank Peot will get additional information before we decide weather or not to donate funds to them.

There is another website that may be interesting for us to use, PortalWisconsin.org. Frank Peot will also check on this website.

VIII. New Business

We have received the IRS 990 form. Dee Baldock will check to see if we are required to submit the form.

IX. Next Meeting

The next meeting will be held on Sunday October 9th at 10:00am at the barn in Sun Prairie, directions to follow. Sun Prairie will be performing You're a Good Man Charlie Brown, afterwards for those who are interested.

XI. Adjournment

Motion – That the meeting be adjourned.
(Russ Stetler/Jeannie Pitsch– Passed)

The meeting was adjourned at 4:16 PM

Respectfully submitted,

Lynn Ruhl, Secretary, WACT