



Minutes

Board of Directors' Meeting

April 1, 2006

Sun Prairie, Wisconsin

Board Members Present: President Bob Kafka, Vice President Frank Peot, Treasurer Dee Baldock, Members at Large: Carla Gallun, Mark Holten, Allen Ebert

Board Members Absent: Secretary Lynn Ruhl, Members at Large: Marie Peterson, Russ Stetler, Heidi-rose Creuziger

I. Call to Order

President Bob Kafka called the Board of Directors' Meeting of the Wisconsin Association of Community Theatre to order at 2:08 PM in the Rehearsal Barn of the Sun Prairie Civic Theatre, 500 South Bird Street, Sun Prairie, Wisconsin.

II. Secretary's Report

The minutes of the January 22, 2006, Board of Directors' Meeting were tabled as there were two different copies that had been circulated, and no one is sure which is the correct one.

MOTION: Ebert/Holten A motion was made by Allen Ebert and seconded by Mark Holten to approve the minutes of the February 24, 2006, and the February 26, 2006 board meeting. The motion passed.

III. Treasurer's Report

The board reviewed the treasurer's report.

MOTION: Holten/Pitch A motion was made by Mark Holten and seconded by Jeanne Pitch to accept the treasurer's report. The motion passed.

IV. Administrative

President Kafka reviewed the new e-mail procedures for the board. We also have a Yahoo Group for backing up important files such as minutes, letterhead, newsletters, and other documents.

President Kafka distributed the new Conflict of Interest forms for board members to sign.

MOTION: Peot/Holten A motion was made by Frank Peot and seconded by Mark Holten to authorize President Kafka to purchase additional pens with WACT's name, address, and website when he finds a good deal. The motion passed.

President Kafka reviewed the committee structure. Unless designated by the By Laws or Manual of Operations committee chairs will be determined by individual committees.

President Kafka announced there are three software programs available: Visio, Office Professional, and Front Page

V. Committees Reporting to the President

- A. **Off Year Festival 2006** A brief discussion was held concerning the Off Year Festival in Beaver Dam. A complete post mortem will be held at our next meeting. Many people in attendance expressed a need for longer workshops. There are still many WACT can holders and WACT bags left.
- B. **History** Elaine and Dick Jellings are still collecting historical information.
- C. **Website** President Kafka will add the website address to all future business cards. President Kafka further reported Dick Davies is willing to give us the <WACT.org> web domain name. This is a complicated procedure and will take some time. Sandi Weber will work with Dick on this.

VI. Committees Reporting to the Vice President

- A. **State AACTFest'07** Vice President Frank Peot reported we have not yet invited Kathie Maldonado to be our Festival Commission Representative, as we do not have firm dates yet. Verona is still negotiating to do the festival. Possible dates would be February 9, 10, 11, 2007. Allen Ebert is going to be conducting a survey to attempt to find out why people are not attending or participating in AACTFest. The target date for the survey to be sent out is mid-May. The survey will be sent to individual members. Another will be sent to organizational members. The board reviewed and assisted Allen with revisions of the survey. Jeanne Pitch suggested also e-mailing the survey to all WACT Organizational members.
- B. **By Laws/ Manual of Operations** Vice President Frank Peot handed out copies of the By Laws/Manual of Operations to all new board members present. All board members were asked to review these documents for additions or corrections by June 1, 2006. They should let Frank know of any adjustments that might need to be made.
- C. **Awards** Vice President Peot reported he is looking toward instituting two awards at AACTFest'07. One would be for an individual and another for a theatre group. He is still working on a biography of Mary Dwyre to accompany the Mary Dwyre traveling trophy.
- D. **Nominations** Nominations for board positions are already being sought. Anyone with suggestions should contact Frank.

VII. Committees Reporting to the Treasurer

- A. **Finance** Treasurer Dee Baldock commented all information was given under the Treasurer's Report.

A discussion was held concerning some things the Finance Committee might consider for future activities. Some of these suggestions follow:

- Diversify income potential
- Examine the possibility of getting grants
- Look into corporate donation sources
- Solicit advertising for the newsletter
- Work on a cooperative arrangement to get our logo in front of people

- Develop a budget before the end of the fiscal year

B. **Membership** Treasurer Baldock referred to the Membership Reported Submitted by Secretary Lynn Ruhl.

A discussion was held concerning some things the Membership Committee might consider for future activities. Some of these suggestions follow:

- Work on listing and adding to membership benefits
- Develop a membership packet
- Additional information for organizational members
- Program art work
- Up date and further develop data base
- Feature member organizations in the newsletter – might also include individual members
- Articles congratulating groups or individuals on special accomplishments
- Renewal time table

VIII. Committees Reporting to the Secretary

A. **Newsletter** The latest newsletter has gone out. It contained a tech article. We are looking for topics of interest to the membership. Perhaps some historic articles from past WTA newsletters might be included. It is important that all information on the history of WACT be sent to Elaine Jellings. She should also be kept on the board mailing list so she gets minutes and other correspondence of importance to our history.

The next newsletter deadline for articles is May 15, 2006.

Carla Gallun volunteered to assist with mailing opening night Break-a-Leg cards to our organizational members

MOTION: Pitch/Ebert A motion was made by Jeanne Pitch and seconded by Allen Ebert to authorize the purchase of Adobe Page Maker at a cost of \$50.00 to be used for the publication of our newsletter. The motion passed.

Jeanne Pitch suggested some type of contest to come up with a catchy name for our newsletter.

B. **Publicity** A discussion was held on ways to get our name before the public so we become a known factor in the state.

Suggestions included:

- Display board for art fairs – could include our presence at these fairs
- A promotional video to be made available to groups
- Ambassadors to make presentations to local community theatre groups
- Send ready made art to be included in organizational members' programs
- Boiler plate presses releases on elections, AACTFest Winners, awards
- Develop and maintain a media contact list – we could get some of this information from our organizational members
- Ads in magazines
- Develop our relationship with Portal Wisconsin.org
- Find other websites we should be linked to or should link to us

IX. Other Reports

Vice President Frank Peot reported on our involvement with Arts Day Wisconsin which he attended representing WACT. He made many contacts and helped get our name in front of many people. He suggests we continue to do this in future years.

X. Old Business

None

XI. New Business

President Kafka reported on a contact he had received from Amadeus Books requesting assistance in publicizing their books. It was agreed we are not set up for this type of project at this time. We would entertain an ad in our newsletter if they were interested.

XII. Next Meeting

The next WACT Board Meeting will be in LaCrosse, Wisconsin on May 20, 2006, at 2:00 PM. Persons interested in attending the show at the LaCrosse Community Theatre that evening should let Allen Ebert know before May 1, 2006.

XIII. Adjournment

MOTION: Holten/Gallun A motion was made by Mark Holten and seconded by Carla Gallun to adjourn the meeting. The motion passed.

The meeting was adjourned at 4:47 PM.

Frank Peot, Acting Secretary