

**Wisconsin Association of Community Theatre
Board of Directors' Minutes
August 12, 2006 – Verona, 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 Mark Holten, Member at Large Russ Stetler, Member at Large Allen Ebert, Member at Large Heidi-rose Creuziger

Board Members Absent: Member at Large Jeannie Pitsch

Guests Present:

I. Call to Order

President Bob Kafka called the meeting to order at 3:05pm.

II. Approval of Minutes

Moved the May, 2006 minutes be approved with corrections. The minutes were corrected to show a date of 05/20/2006.

(Mark Holten/Frank Peot – Passed)

III. Financial Report

Presented the Year to Date Financial Report for FY06.

Motion – To approve the Year to Date Financial report for FY06

(Frank Peot/Allen Ebert – Passed)

IV. Administrative

A. There have been e-mail problems Bob will reset everyone.

B. There are more pens available for those who need them.

C. Bob has not received reports from many of the committee chairs, they were due in June.

D. The information for the insurances were sent out, the cost is approximately the same as last year.

V. Committees Reporting to the President

A. Off Year Festival – 2006 – The Festival Post Mortem was distributed. Carla distributed a final financial report for the festival showing a loss of \$17.60.

B. History – None, please remember to send any historical information to Elaine Jellings.

C. Website – The site has been partially updated, there is now a forward on the old website to our new website.

VI. Committees Reporting to the Vice President

A. AACTFest –

- a. The organizational membership survey has been sent out, Allen is just waiting for the results.
- b. The 2007 Festival will be held February 9-11, 2007 in Verona. We have received confirmation from two of the adjudicators, Geoff Leonard and John Munsell. People have started asking for the forms for the event. There is one form yet to be finished then all will be available. They will be done in time for the next newsletter and will be put on the website.

B. Bylaws/Operations Manual – The newest version was distributed, there will be no changes going to the full membership this year.

C. Awards –The draft forms for the Individual and Organizational Awards were distributed and discussed. It was suggested that a deadline of January 1st of the year of the award be set as the deadline for both awards. There were small changes made to the wording for the organizational award. It was also suggested that the organizational award be for both theatre groups and businesses or organizations. The nominations would then be reviewed and decided on by the Awards Committee. The award would be presented at the AACTFest.

Motion – To approve the awards for AACTFest as changed.
(*Mark Holten/Russ Stetler– Passed*)

D. Nominating Committee – No Report. Frank will start working on nominations now.

VII. Committees Reporting to the Treasurer

A. Finance

- a. **FY2007 Budget** – A proposed budget was distributed by Dee. It was suggested that three new lines be added to expenditure at \$100 each: Fundraising, Publicity, and Membership. This would result in a projected revenue of \$4,700, a projected expense total of \$2,950 and a net profit of \$1,150.

Motion – To approve the budget as amended.
(*Frank Peot/Mark Holten– Passed with one abstention*)

- b. **Income Diversification** – Dee spoke about the possibility of putting some of our cash into a CD.

Motion – That the organization invest \$5,000 for no longer than 12 months.
(*Frank Peot/Dee– Passed*)

- c. **Grants** – No Report.
- d. **Corporate Donations** – No Report.
- e. **Newsletter Advertising** – No Report.
- f. **Logo Co-op Advertising** – No Report.

B. Membership –

- a. **Current Membership Report** – Lynn handed out the current membership report and a listing of those who have not yet renewed their membership.
- b. **Membership Benefit List** – Marie handed out a draft of a new brochure which included an updated membership benefit list. Any suggestions for the brochure should be sent to Marie by Aug 31st.
- c. **New Member Benefits** – See above.
- d. **Individual Membership Packet** – Marie distributed draft copies of membership packets.
- e. **Organizational Membership Packet** – Marie distributed draft copies of membership packets.
- f. **Drop in show Program Advertisement** – This should be reassigned to the publicity committee.
- g. **Database revamp** – This should be done.
- h. **Newsletter Member Profiles** – Marie distributed a questionnaire that would be distributed to members in the membership packet that should be a good start to create member profiles for the newsletter.
- i. **Congratulatory Newsletter Articles** – See (h) above.
- j. **Membership Renewal Timetable** – A membership renewal reminder should be in the June Newsletter; the renewal forms should be sent out mid-July; renewal reminders should be sent after September 1st, one month after the renewals are due.

VIII. Committees Reporting to the Secretary

- A. Newsletter** – Any articles for the newsletter should be received by 8/15/06. It was

suggested that the board of director list should be on an inner page of the newsletter, this will be done from now on.

B. Publicity

- a. **Opening Night Cards** – Carla has started sending the cards.
- b. **Display Board** – The committee will e-mail information to Allen by 8/31 and he will forward the information to Bob.
- c. **Promotional Video and Ambassadors** – The committee will e-mail information to Allen by 8/31 and he will forward the information to Bob.
- d. **Drop in Artwork** – The committee will e-mail information to Allen by 8/31 and he will forward the information to Bob.
- e. **Boiler Plate Press Releases** – The committee will e-mail information to Allen by 8/31 and he will forward the information to Bob.
- f. **Media Contact List** – The committee will e-mail information to Allen by 8/31 and he will forward the information to Bob.
- g. **Magazine Ads** – Allen asked what the publicity is for to let everyone know that we exist or to get new members; Answer Hopefully both.
- h. **Portal Wisconsin Relationship** – Have gotten the information and will be submitting up to date information after the September newsletter.
- i. **Website Links** – The Mad Stage site should be updated.

IX. Other Reports - None

X. Old Business – None

XI. New Business – None

XII. Other – None

XIII. Next Meeting

The next meeting will be held on Saturday October 1st at 10:00 AM in Verona.

XI. Adjournment

Motion – That the meeting be adjourned.
(*Mark Holten/Russ Stetler– Passed*)

The meeting was adjourned at 4:34 PM

Respectfully submitted,

Lynn Ruhl, Secretary, WACT