

VCCT Board Meeting 4/1/15

Meeting called to order at 7:02pm with 8 members in attendance: Dianne Jenner, Erin Johnson, Amy Frank, Will Mingus, Kim Ekes, Jeani Camplain, Carrie Johnson, and Doug Kroupa

Committee Reports

Secretary - Amy

February minutes approved

Treasurer – Jeani

Jan Deposits-\$0

Jan Checks-\$455.37

Interest-\$.29

CDs unchanged

Balance \$3545.56

Checks & deposits for Wrong Window will post next month.

The outstanding check from Printing Etc will be added back into our balance since it's been over a year.

Another outstanding check was mailed to Hannah Zamuto for the Glass Menagerie's artwork.

Payment for 3-month rental of the storage shed was paid.

Hickory Grove bill was given to Jeani.

No bill has come yet for Ordinary People scripts.

Jeani reported she has 4 small, 5 medium, 1 large, and 3 XL black polo shirts stored at her house. Let her know if you would like to purchase one (\$20 each).

Season – Erin

Summer 2015 – Ordinary People directed by Jim Doherty: Move in July 12; Show July 24-26, 31-Aug 1 Jim is still looking for an AD & a producer.

Fall 2015 – Escanaba '39 directed by Carrie Johnson: Move in changed to Oct 4; Show set for Oct 16-18, 23-24.

Again discussed Doug & Dianne obtaining the rights to Joseph to co-direct Summer 2016.

Motion was made to pursue and put down a down payment if required. Carrie will look into Paddock; Dianne will call about the rights.

Discussed rumors about VCCT reputation for "casting the same 5 people in every show." Also discussed rumors & feedback from previous shows demonstrating the need for improved organization and communication.

Membership (Carol not present)

Membership flyers need to be available at all shows.

Resource – Doug

Doug was given notice that the RACF grant will award us with \$800. (\$1600 was requested with our commitment to contribute \$800 so our commitment is now \$400.) They will contact us to provide the check. Once in hand, Doug will order microphones (expected to be \$300 each) and a light that zooms in & out (expected to be \$600). Jeani reminded him to turn in receipts once purchased. Amy will mail a thank you card to RACF c/o Kim Montgomery.

Although OCCCA refused painting the walls black at Paddock, Doug has received approval from them and from Robin to drape black material over the walls for shows using 2 sets of hooks and 3/4" conduit. He expects 12' lengths of material will be needed, running approximately \$500-600. Someone will need to sew the casing, and it will be stored under the stage between shows. Everyone agreed to pursue the option. Doug will measure and look into the cost of a heavy, washable material.

Doug also received approval to paint the ceiling black above the stage. AIP has been hired to repaint Paddock Hall because of ceiling damage. Doug made a motion to offer to contribute up to \$200 towards the purchase of the black paint once Hickory Grove provides AIP's estimate. Dianne seconded. Voted to approve. None opposed.

Hotline was disconnected because the payment was late. Carrie set up automatic payments to avoid lapsing in the future. Doug offered to see if AT&T will sponsor/donate the phone line.

Moore's Hardware has 400-500 gallons of various types & colors of paint they're willing to donate. Agreed we could use primary colors of latex-based paint. Doug has climate-controlled storage space available. Peri Query will be in contact after Easter.

No current equipment issues. Everything is in working order.

Will donated a new vacuum which will be kept in the light booth. Doug will place the receipt/warranty in the file cabinet in the light booth.

Special Events – Diane

Weekends are filling up fast at Hickory Grove because other banquet center in town has closed so a concert might not happen as hoped.

Discussed a beer & wine tasting that another organization is hosting which Dianne will look into as a fundraising event for VCCT.

Social – Kim

Information was shared from NICNE, but it consists of workshops and classes that take place in Rockford during the day and all cost significant amounts of money. Our membership affords us 10% off, but the 4-hour personalized board training (which can be done in our chosen location at our chosen time) would still be \$640. A marketing class is available on Tuesdays in October from 4:30-7:00pm in Rockford for \$250/person. All agreed this is more money than we are willing to spend.

Web – Will

In general, the new ticketing system worked well. A need was identified for wi-fi backup and to print a list of seats sold once the cutoff has passed for online sales (2 hours prior to each show). Carrie needs to be trained on the ticket system so she can sell tickets from the hotline. Due to pressure from lines forming at the ticket table, email addresses were not always collected so a simpler, quicker system needs to be utilized in order to capture that information. A member invite needs to be sent to the emails collected from Wrong Window (Will has already uploaded them to our address book).

A better system is needed if 2 people continue to work the ticket table because there was confusion over payments made, seats chosen, etc. Suggestion was made to create an actual window/edifice so only 1 person is accessible to the public. Also, table markers need to be more visible.

Will is putting pictures from Wrong Window on the website as soon as he gets them.

Newsletter – Will

The newsletter will be sent in April and will include a recap of Wrong Window and of the Adams & Jefferson luncheon, success of the ticketing system, and the upcoming show Ordinary People.

Fundraising/Liaison – Carrie

Focus House did not come as promised for tear down. Carrie is calling to follow up.

Hickory Grove was able to move an event upstairs so we could move the Fall show up a week to avoid Halloween.

Fundraising letter draft will be ready by next month & ready to mail in June.

Old Business

Summer Producer

Debby Katzman has agreed to produce Ordinary People. Jeani will run the ticket table & arrange for ushers. Erin will line up a board member to be present each night of the show.

Exit Laughing

Amy currently has the script.

Wrong Window

Chris still needs to turn in receipts so Jeani can finish the financial recap.

365 total tickets were sold for the show (57% of capacity). The majority (67%) were prepaid with PayPal.

Issues with Hickory Grove were discussed, specifically not being ready for us to move in. Carrie made Ashley aware of the state the room was in and asked that we not pay for the bartender as compensation, but that “didn’t go over well.” The contract states the room will be “broom clean” but the majority of board members felt it would degrade the relationship with Hickory Grove to push the issue considering we only pay \$700 for 3 weeks. The contract is up for renegotiation in February 2016, and the suggestion was made to change the wording in order to increase/reduce the rent if the room is not clean. Carrie will work on a new contract so we’re ready to present to Hickory Grove come February.

Successor Notes

Board members were reminded they should be keeping notes detailing their position responsibilities for their successor.

New Business

Nominating Committee

A nominating committee is needed for the 4 elected positions. Last year Will, Debby, and Chris volunteered. This year Doug and Kim volunteered, and Doug will ask Debby if she will participate in the committee again.

Instead of a standard board meeting May 27 for board elections, Kim will check with Kurt about using the Marina.

Upcoming Meetings

April 22 - Board Meeting at Erin's house: 912 N 15th Street, Rochelle
Meeting adjourned at 9:20pm

Action Point Summary

Kim – check with Kurt to see if he can get the Marina for us May 27

Doug – measure stage to determine amount of material needed & look into cost of a heavy, washable material

- get painting estimate from Hickory Grove & extend offer to contribute towards purchase of black paint

- ask AT&T about donating/sponsoring the hotline

- get in touch with Peri re: paint from Moore's

- put vacuum receipt in the light booth's file cabinet

- ask Debby Katzman if she will serve on the nominating committee

- meet as nominating committee with Kim & Debby

Kim – meet as nominating committee with Doug & Debby

Amy – send Will minutes as a word doc so he can post online

- send thank you card to RACF

Carol – send member invite to new email addresses collected from Wrong Window ticket sales

Will – put Wrong Window pictures on website

- send newsletter

- train Carrie on ticket system for the hotline before next show

Carrie – look into Paddock for Joseph

- finish fundraiser letter draft

- start reworking Hickory Grove contract

Dianne – call about obtaining rights to Joseph for Summer 2016

- look into fundraising event (beer & wine tasting)