VCCT Board Meeting 10/22/14

Meeting called to order at 7:00pm with 9 members in attendance: Carol Weidmann, Jeani Camplain, Sally Sawicki, Erin Johnson, Amy Frank, Susan Young, Carrie Johnson, Will Mingus, and Doug Kroupa

**Committee Reports**

Secretary - Amy

September minutes approved.

Treasurer – Jeani

Deposits $0
Checks $642.56
Interest $0.49
Certificate #1 renewed for one year @ .25%. New amount is $6339.72
Certificate #2 is unchanged $6182.60

Current Balance $5,393.20

$1653.60 was paid to Butterbraid

Some memberships are paid. Member info was passed to Carol.

Jeani has received letters from Query Insurance regarding insuring our traveling laptops. Inquiry was made last year because, although they’re older model laptops, the software is expensive.

Letters have also been received from Pekin Insurance regarding our liability and property coverage. $511 is due.

Cash box is ready for Friday (opening night of Menagerie), and Jeani has tickets in hand.

Discussion about In Kind Donations took place. Thank you letters are sent to donors, but we currently have no method of tracking them. Doug made a motion to track date, items donated, and amount. Carol seconded the motion. Susan will create a form we can use.

We were asked to donate a basket for St. Pat’s bazaar Nov 6. After discussion, decision was made not to.

Resource – Doug

Will found a ticket printer for $300 that we can use with the current laptop. When tickets are purchased online, they can print their own at home. Doug made a motion to purchase the equipment and start using for the summer show. Carol seconded. Will suggested amendment to purchase software and start using for Wrong Window ($169 for the first year; $100/year after that). Voted to approve.

Additional cords were purchased ($100 total) for Menagerie. The microphones are not needed for this show, and LED lights are being used. Doug reported more people were needed for set construction.

Doug shared that electrical work is needed in the theatre: 120 nondimmable outlets in ceiling; $2000 of additional LED equipment; 2-4 spotlights that move & change color ($400 each). Carol suggested hiring a lighting consultant to come in with a second opinion. Everyone agreed to pursue the possibility, and Carol will ask at NIU to determine their fee.

Chet approached Doug & Sally about the downtown theatre. There is an offer to buy the theatre to be used as a warehouse, but Chet wondered if VCCT would be willing to buy it back from the city if they purchased it instead. Key discussion points included:

* The city might put up money for capital improvements and community members might donate time &/or money.
* Rent at Hickory Grove is $700/show
* Utilities are currently reported to be $900/month at the downtown theatre
* Additional income could come in for other events held at the theatre

Discussion revealed more information is needed. Agreed to tell Chet we are interested but not committing.

Season – Erin

Jeani to direct A Shot in the Dark

Brief discussion regarding Tuna

Membership – Carol

New member list was distributed.

Decision was made to discontinue the prizes under seats at shows.

A membership booth will be constructed at Menagerie which Carol agreed to work.

Carol will send info to past members to let them know it’s time to renew their membership.

Discussion regarding membership requirements resulted in Carol making a motion that directors and board members are required to be VCCT members. Susan seconded.

Publicity – Susan

Yard signs, posters, marquees, and radio spots are done for Menagerie. The newspaper article was turned in Sunday so it’s expected to print in Thursday’s paper.

Web/Newsletter – Will

The domain name has officially been removed from RMU to Go Daddy.

Clarification was made that the newsletter is distributed only to current members.

Fundraising – Carrie

The Butterbraid fundraiser brought $1102.40 profit to VCCT. ($5.20 of every $13 sale, and 212 were sold.) Carol sold the most. Amy came in second.

**Old Business**

Menagerie Update

Last minute stuff has been coming up. Stairs are on loan from the city. The daybed from Susan is in place. The budget is approved. If expenses are over budget, director/producer must get approval or donate overage. The producer’s job is to manage the budget so all receipts go to the producer.

Sally will be house manager although Carrie is setting up opening weekend.

Carrie asked about making Menards purchases easier by applying for a Menards card, setting up an account there, or purchasing gift cards to use. If requested beforehand, a VCCT check will be given to make the purchase instead of asking for reimbursement.

Media night is not officially taking place for Menagerie although Cathy Cox has been invited to attend rehearsal Thursday night.

Summer Show – determined to be Ordinary People

Halloween Safe Room – everything is set & ready

**New Business**

Notecards

Carol has a big box of VCCT notecards. Producers & directors can use as thank yous, but if you have a use for them just ask Carol for some.

Nov Agenda Items

* Bylaws should go to board members every fall.
* Process for savers cards & donations is inefficient. Carol is now picking up member forms from the mailbox.
* Carol has drafted Duties & Responsibilities for producers and house managers.

Upcoming Meetings

November 19 at Erin’s house (912 N 15th St, Rochelle)

December 17 at Sally’s house

\*Note changes to standard meeting date for Nov & Dec

Meeting adjourned at 8:50pm

**Action Point Summary**

Amy –update member email list & email minutes to members

Jeani – pay Pekin Insurance

Erin – talk with Renee about Tuna

Will – purchase ticketing software for Wrong Window

Carol – pursue possibility of lighting consultant

 send membership renewal reminder to past members

Susan – create form for tracking In Kind Donations

Doug/Sally – talk with Chet about interest in downtown theatre. Schedule time for board to walk through.