

ICTA May Minutes

President Jason Paull convened the Iowa Community Theatre Association's May board meeting at 11:09 A.M. at the Ankeny Community Theatre. Also in attendance were Helen Beneke, Donna Smithson, Gerard Schwickerath by telephone, Loween Getter, Cheryl Clark, Molly Ketchum, Christal Lewiston, Norman Ussery, Mel Wilson, and Cheryl Zieringer. Absent were Rick Myers, John Olson, Pam Ratliff, and Tracy Rhodes.

The secretary's minutes as shared with members after the March meeting were approved on a motion by Norman; seconded by Mel; carried.

Treasurer Gerard explained the financial statement which had been previously provided. Questions were answered regarding the L.K. Boutin fund, resulting financial report from the state convention, and the treasury bonds invested at 4%. Loween reminded people that she had received a hotel/motel funding in Webster City which was partially used for expenses and to offer stipends for the presenters. She suggested that members check out that option of fund raising in their own communities. ICTA had paid for the Kathy Pingel workshop on adjudication which was open to only ICTA board members. Corning Opera House has shared pictures of the use of their grant money and a thank you for the Boutin funds. Helen moved approval of the treasurer's report; Mel seconded; carried.

Jason thanked the committee chairs for submitting reports of their meetings and thanked everyone who participated in the executive committee call. The purpose of this pre-work is to expedite the flow of business at the regular meetings and to keep the board fully informed, even if they are unable to attend meetings.

Committee reports —

Awards Committee - Mel, Chair. They would like to know specifically the charge of their committee. Kathy Pingel had made suggestions as to a different format which might make a less subjective reporting on performances that were reviewed. Is the awards committee supposed to devise the new form to be shared with the board? Kathy was demonstrating a set of rubrics with descriptors whereby the reviewer could assess how well the performance met each of those descriptors. The new reporting which uses the computer by the reviewers rather than one board member's recording seems to be working well. Even though results are entered as whole numbers (decimals were permitted in the past), Jason said that ties are not being a problem. The computer has a system for breaking any ties that might appear. Ensembles were discussed again, especially stating that a lead actress, for example, may not also be listed as an ensemble person. It was suggested that a couple of clarifications could be placed on the form that the theatre used for nominating. It was also suggested that the committee develop a step-by-step explanation on how to enter the Iowa Awards in Excellence Program. There is always a concern when one theater wins many awards. However, some theaters have only entered one production while another theater may have entered four productions. The ICTA goal is to encourage as many productions as possible in order to let the Iowa actors celebrate their achievements on the stage.

Events Committee - Cheryl Clark, Chair. Cheryl shared the results of a survey of the 2018 Convention. The numbers were quite positive. Comments were both positive and negative, and both kinds of these comments will be considered when planning upcoming conventions and festivals. A form is going to be developed regarding the responsibilities of hosting one of the state events in order to encourage more theaters to want to be hosts. A welcome letter will be developed to send to theaters who are new to ICTA as well as one for theaters who have rejoined the state association. It is felt that one goal of ICTA should be to let theater and individual members know of events or information that might be beneficial to everyone in the state who has interest. This committee is working with Newton, host of the 2019 Festival, in regard to announcing the date as March 28-31, 2019, acquiring adjudicators, and delineating the roles of the hosting theater and the ICTA Board.

Institutional Review Committee - Norman, Chair. A copy of the current by laws have been copied for the board's perusal and opportunity to suggest changes. Comments were shared about some of the areas that need updating. The board was reminded that it does not have the power to make changes. It can only suggest them at the next membership meeting which will be at Festival in March. The membership makes the decisions.

Membership Committee - Loween, Chair. The committee is contacting Chamber offices in communities to help flesh out the list of existing community theaters. A letter from the ICTA president and an ICTA brochure will be sent to every unaffiliated theater to encourage their membership. Board members may be assigned to make direct, personal contacts in their areas of the state. More brochures may need to be printed. A suggestion was made to compare the ICTA membership list with the list of Iowa theaters and individuals who are AACT members.

Nominations Committee - Helen, Chair. Names of the five up for election was collected so that recruiting of members may begin. The name of the proper ICTA contact will be placed on the web under the nominations topic.

Methods of handling the monetary side of Festival registrations was discussed since ICTA will now be receiving those registrations rather than the host theater. The host could pay costs and be reimbursed; an advance of money from ICTA to the host could be employed; invoices could be obtained by the host and sent to the ICTA treasurer for payment. Yes, credit cards can be used. Pay Pal is linked to the individual's bank account, and ICTA pays a small fee for every transaction using this method. Receipts can be given for those who need them as a business expense, and are automatically generated when an individual registers for an event online and provides an email address.

Has the materials which Elise King was willing to give to the board been received? Christal will follow up on this.

The next ICTA Board meeting will be August 11, 2018, with the site to be determined.

Molly moved adjournment; Mel seconded; meeting adjourned at 1:25 P.M.

Respectfully submitted,
Donna Smithson, Secretary