

## IOWA COMMUNITY THEATRE ASSOCIATION

The Iowa Community Theatre Association (ICTA) Board of Directors met at the Wilson's Performing Arts Center in Red Oak November 2, 2013, at 11:00 A.M.

Present: President Rick Myers, Vice President Jason Paull, Secretary Peg Brown, Treasurer Gerard Schwickerath, Past President Loween Getter, Carol Bellairs, Helen Beneke, Julie Karns, Pam Ratliff, Donna Smithson, Mel Wilson and Cheryl Zieringer. Guests: Don Beneke and Kara Sherman.

President Rick called the meeting to order at 11:15 A.M. Kara and Julie were thanked for hosting the meeting today.

The minutes of the July meeting were previously distributed. Gerard made a motion, second by Jason to approved the minutes as printed. Motion carried.

The treasurer's report revealed ICTA checking \$10,385.81, Boutin account \$11,432.75 plus \$20,000 invested and available interest earned \$399. Mel made a motion, second by Loween to accept the treasurer's report. Carried.

Boutin Grant application summaries are:

ANKENY COMMUNITY THEATRE - This grant would help our Children's Summer Drama Camps to purchase materials needed to improve the quality of our 2014 sessions (and beyond) with the purchase of costumes, make-up kits and speakers.

MARSHALLTOWN COMMUNITY THEATRE - MCT is embarking on a five-year audio systems improvement plan. Improvements will insure quality sound during our productions. With this five hundred dollar grant we will be able to purchase one AKG wireless microphone system and one Countryman microphone, used with the wireless microphone system.

NEWTON COMMUNITY THEATRE - Newton Community Theatre would like to host a stage combat workshop and invite other community theatres to learn correct and safe techniques for stage combat. How to maneuver a physical fight choreography and all of the actors not be injured. We would like to invite Allan Ebert from Wisconsin to facilitate the workshop and also make it free of charge for all the participants.

SIoux CITY COMMUNITY THEATRE has created the Spotlight on Literacy Project to provide a new exciting approach to reading and free access to the art of live theatre for up to 1200 students and partnering with Sioux City, South Sioux city and surrounding our elementary schools as well as KTIV news Channel 4. We provide students with a free copy of the book, thereby allowing for and supporting family reading time at home as well as classroom activities

that include a study guide for teachers to use in the classroom followed by a visit from SCCT and a KTIV news personality who will read the book to the class. We have carefully designed Youth Theatre programming to be paired with a book that is used in the classroom. The week following the classroom activities, students are provided free tickets to the theatre to see their new book come to life on the stage.

After review and discussion, Helen made a motion, second by Jason, to fund all four grant applications in the amount of \$500 each as requested. The motion carried. There was one abstaining vote, one "no" vote. Gerard will send letters of award to each theatre. Discussion was held about expanding the check list to include "partially funded by ICTA" on promotional materials.

Don Beneke, an attorney, was present to discuss ICTA filing for 501(c)3 status. Don had reviewed the Articles of Incorporation, By-Laws and Standing Rules for ICTA. He explained the advantages of having a 501(c)3 status. Gerard was complimented for his work in data collection and preparing the Form 1023 to be filed. Don shared a copy of his suggested changes in the Article of Incorporation and By-Laws. By-Laws and Standing Rules do not have to be filed with the state. Gerard made a motion, second by Jason, to approve the re-stated Articles of Incorporation with the corrections as agreed upon. The By-Laws and Standing Rules will be each separate documents and not filed with the Secretary of State. Motion carried upon vote.

A suggestion was made to have a committee of two review the By-Laws and forward suggested changes to the board prior to the next meeting so discussion and approval will occur. Donna and Jason were appointed as this committee. If you have suggestions for changes, please forward to Donna and Jason. The document will be distributed to the board prior to the next meeting.

Cheryl shared an e-mail from Evan Hilsabeck regarding setting up a new website for ICTA. Jason suggested using Durpal or Word Press - a Content Management System (CMS) set up. Evan has stated he will set up the system free of charge for ICTA. It was agreed that a contract with Evan should be in place outlining the agreement. The current server must be given a 30-day notice of the change. After considerable discussion, Jason and Cheryl were appointed the committee to follow through with this project. Jason made a motion, second by Carol, to proceed with the project of re-designing the website with Evan Hilsabeck contracted for the work, and transferring the current website server to an industrial standing solution. Motion carried. The committee will notify the current server.

The Center Stage was discussed. Jason said the fall letter was not mailed as he received only three items for the publication; minutes from Peg, Regional Report from Donna and one theatre notice. A newsletter will be mailed in December. Publication costs are approximately \$83. and postage \$190. Ads will not be pursued. Members were asked to get information to Jason. It is important to share theatre information in a timely fashion.

Jason reported on an idea for gaining new members. He divided an Iowa map into 6 sections with the volunteers to contact theatres and seek interested future members. Northwest section - Rick Myers; Southwest - Julie Karnes; Southeast - Bobbi Lutzen; Center - Jason Paull; North Central - Loween Getter; Northeast - Donnalea Burns. Several ideas were given to Jason to publish in the newsletter about this project.

Rick has established a Facebook page for ICTA---  
[www.facebook.com/iowaCommunityTheatreAssociation](http://www.facebook.com/iowaCommunityTheatreAssociation). People were encouraged to take advantage of it.

Discussion was held about forming a Marketing Committee. Jason offered to work with this along with Loween and Julie. They will report back at the next meeting.

Helen stated for various reasons she did not get information together for the festival review. Carol and Julie were on the committee. They will report at the next meeting.

Kara Sherman was introduced as the CEO for the Wilson's Arts Center. She stated she was thrilled to be hosting Convention in June next year. She has three confirmed speakers, had visited with the Red Coach Inn regarding rooms and the banquet. She was given ideas on time frames for the Gala, registration, setting costs, etc.

Jason reported he had surveyed the board about holding a Skype or telephone conference call meeting and way less than half responded. He will attempt again to see if this type of meeting will work.

Loween had a sample award for the Gala winners. After lengthy discussion, it was agreed to continue using the goblets currently on hand. It was also clarified that the award is given to the nominated theatre. The theatre management can then do what they wish with the award. Members were encouraged to keep looking for something different for an award.

The 2015 Regional meeting is scheduled to be held in Newton. A site has not been identified for the 2015 Festival. Suggestions for a site should be made soon.

The next meeting is scheduled for February 1, 2014, at the Actors Theatre in Ames, at 11:00 A.m. A production is scheduled for that night.

Jason made a motion, second by Mel, to adjourn. President Rick closed the meeting at 2:34 P.M. Kara offered tours of the theatre.

Peg Brown, Secretary