



Wabeno Area Players Board of Directors Meeting
Monday, September 19, 2016
Minutes

1. Meeting at Wabeno Town Hall called to order at 6:03PM. Present: Linda Harter, Josh, Daniel, Carol, Kathy Millan
2. Approved minutes from August 8, 2016 and August 28, 2016
3. Treasurer's Report - \$3608.55 Approved. (Kathy, Daniel)
Letter for a receipt of donation discussed and approved
4. Purchase of Equipment – 6 items were approved for purchase, contingent of satisfactory solution with Madonna Hall (new requirements of Liquor Liability Insurance and 2 Million \$ liability)
 - a. 3 pak readers
 - b. XLR Microphone cable (20 ft.)
 - c. 2 Clear Max 3 Prong 1-4 Power Cord Splitter Cable
 - d. Tripod Lighting Tree Stand
 - e. Extra Lamp bulbs for Lights
 - f. Leyden TM Home Care Bars (contingent on permission from St. Ambrose)
5. Purchase of Portable Stage Materials and Construction – Approved – (Linda, Daniel)
6. Approval of Setting Up Accounts
 - a. Amazon, will go through Linda's Amazon Prime
 - b. EBay – approved (Kathy, Daniel)
 - c. PayPal – approved (Carol, Kathy)
 - d. Square – for charging - Approved - (Kathy, Daniel)
7. Website & Facebook created by Michelle Gobert - Approved – (Daniel, Linda)
8. October Production-*Planting Season – October 13-15, 2016 – Four Performances*
 - a. Director Report – Daniel pleased with progress. Ginnie withdrew from cast due to Bob's death. Linda Harter stepped into the role.
 - b. Production Report
 - 1) Bar-Permit , we have it (given to Carol)
 - 2) Budget Approved –\$2140 – Not to exceed without other prioritization (Daniel, Linda)
 - 3) Marketing – Posters made and in circulation
 - 4) Tickets/Reservations – Josh and Carol taking reservations
9. November Production-*Cemetery Club-November – November 17-19, 2016 – Four Performances*
 - a. Bar-Permit – Have it (in Carol's possession)
 - b. Budget Approved – \$2640 – Not to exceed without other prioritization (Daniel, Kathy)
 - c. Marketing
 - d. Tickets/Reservations hope to have automated reservations by that time
10. December Production-*Under The Mistletoe – December 15-18, 2016 – Four Performances*
 - a. Venue Contract – With the Easel. Offer to Tim and Connie will be \$250.00 per show or \$1000.00 including marketing
 - b. Budget Approved - \$620.00 Not to exceed without other prioritization – (Carol, Linda)
 - c. Marketing

d. Tickets/Reservations

11. Arts People Presentation - tabled

11. 2017 Season and Venue Contracts - Approved that the Season Committee can prepare contracts and negotiate for venues

13. Patron/Sponsor Documents Approval – tabled – discussion focused on amounts of donations

14. House Manger Responsibilities Approved – (Linda, Kathy)

15. Performance Volunteer Handbook Approved with modifications (Linda, Kathy)

16. Old Business

a. Insurance Policy – discussed earlier. Carol will talk to St. Ambrose officials

b. Evaluations – Valuable information acquired – need to continue

17. Adjourn at 9:00PM

Respectively Submitted,
Carol Bartlein