



OSHP Board Meeting Minutes

1/17/06 Subach Residence

Attendees: Duane Draper, David Lawver (arrived 7:13), Pat Hetland, Tom Elmer, Erin Dammen, Sarah Karlen (7:13), Theresa Fosbinder (arrived 7:13), Dan Subach, Pam Crary (arrived 8:05)

Not attending: Stan Hill

Meeting called to order at 7:08

DECEMBER MEETING MINUTES

- Minutes need some minor grammatical corrections – corrections discussed and will be made before publication.
- Move to approve the minutes with grammatical changes – Duane. Seconded by Tom. Motion approved.

TREASURER'S REPORT

- Uriah from MTI is looking into the refund check for “Annie” and has forwarded to their accounting department
- The attendance amendment for “Annie” sent to MTI on 12/21
- Tom will call Uriah at MTI to follow up
- #1 Amended copy from December
- #2 Copy of balance per register period ending 1/16/06
- #3 reconciled amount for period ending 1/16/06 with 12/05/05 bank statement - \$1400 difference: reconciled vs. registered
26,363.60
635.74
5159.25
- From conversation later when talking about the grants: need to go back to the annual meeting minutes and correct the bank balance – otherwise it looks like we spent \$1400 we did not spend.
- [Sales and use tax filings went from monthly to quarterly.](#)

OLD BUSINESS

Tickets

Issue:

Is reserve seating a good idea?

Discussion:

From the house perspective this went smoothly – we never had a late curtain or any significant issues, but from the ticket perspective we know that Jen and Annette had some issues with this but have not heard exactly what they were.

We went to reserve seating because:

- We were going to be selling tickets ahead of time anyway
- Some people thought they should have reserve seats – like big groups, cast members wanted to put coats on chairs to reserve certain seats, etc.
- Sight lines can be controlled so people truly get the best seats
- The group gets more money in sooner because people get the seats they want.

We learned last year – don't sell a single ticket until you know which ones you can sell. Ticket staff needs to work with the production staff to know which ones to sell. By mid-June we need to be able to tell which seats are OK to sell – set design has to be done. Sometimes this communication was not effective last summer – we need to have a meeting about this and get everyone on the same page with what we will do. We think we would benefit with a dedicated team working on tickets.

We might want to open up a time and place to sell tickets at the school or at Bill's, use parent/member volunteers to staff the table.

If we do this, we know we have to be careful not to double sell the tickets – if there are sales going on at Bill's, don't be trying to fill other orders at the same time.

Decision: We will try reserve seating again for Tom Sawyer.

Grants

Discussion - Dane County grant:

David sent an email to Lynn Eich seeking advice on whether or not we should apply for a grant. We want to stay on their radar, yet we are not in as great a need for a grant this year as we have been in the past and also as other groups may currently be.

Her reply: "If the company is financially stable and does not need our funding, you should not apply for it. (Don't worry. We won't forget you!) On the other hand, we love opportunities to support OSHP. So, if you foresee some smaller than usual budget needs facing your summer production, by all means, apply now. We would welcome hearing from you."

Decision: We will not apply for a Dane County grant for Tom Sawyer.

Discussion - Alliant Energy grant:

Dan handed out a copy of a proposal letter he wrote to the Alliant Energy Foundation on our behalf. We will apply for 1500.00 to fund the workshops (both March and May). The due date for the proposal is Feb 4. Chris Weigt will assist Dan with the review of the final submission. We should know March 15 if we have to fill out the full application and be notified of the grant approval in April.

Summer Show Producers

There will be a production group:

Co- Producers: Theresa Fosbinder & Tom Elmer

Assistant producers: Erin Dammen & Dan Subach

Production Mentor: Sarah Karlen

Audition Workshop (May)

- The audition workshop will be Saturday May 6 to occur between the hours of 8:30 and 6 (for example: 9-11:30 session, then lunch, then a p.m. session from 12:30 until about 3:00)
- All spaces are available at the middle school.
- As discussed last month, David researched and Jen Grey is interested in participating. David or Pat will see if Jace Nichols is interested. We will offer a payment of around \$100 apiece for Jen Grey and Jace Nichols participation. We can add this piece of information to the grant application - that we are paying professionals to assist.
- The audience for this workshop may need to have an age limit like 10 or 11 up to adult. We need to find a way to make sure that the composition and size of the group allows for maximum learning experiences for the learners. So we may need some way to allot the slots, e.g. we could say that x% of spots are reserved for people over 16.
- David will write up a plan for the workshop and for how to get the right the participant mix and present it at the next board meeting. We should not accept reservations until after that.
- Logistics: Erin will post more details on the website so folks know this is coming. She will indicate that advance registration is required and that it is at the middle school. David will be listed as the contact for questions (they should not call the middle school).
- We should consider some kind of a form to accept registrations – may work best to have it available on line as a PDF but still have to have them physically send it in with payment, rather than attempt full online registration.

March workshops

- Workshops will be held Friday March 24 and Saturday March 25 at the Brooklyn Community Center.
- Brooklyn Community Center suggested cost is 100/day, they may be willing to adjust, e.g. Friday could be prorated. Tom will continue to work with them on this, they will be discussing it at their next board meeting
- The target age and group size per our last discussion are 5th grade through adult, splitting into 4 groups of about 10. Each group is responsible for a 15-minute performance at the end of the workshop. So we need 4 people to run a group - Sarah and Duane are willing – Eric Mogenson would like to but is unavailable. Pat will ask Chris Phistry. Pat is willing to assist/oversee or jump in as needed.
- With the current script there are 6 people per cast (plus costumes and props and tech which could either be included in each of the 4 groups or in a separate group of their own – per previous discussion, Pam (props), Erin (costumes) and David (tech) will be responsible for the non-acting functions.
- Budget and fee discussion: There should end up being 30-36 participants total. Give each group a small budget (\$25) for props and stuff, need about \$200 total for food – meal, snacks, consumables. We think that based on the cost and previous situations it should be reasonable to charge \$20 per participant for this workshop.

- **Publicity:** We don't want to do this only on the website. We are considering a mailing that deals with both workshops and info on the summer show. Mailing postage last time cost \$200. We should send the mailing out about Feb 15. We will also try to get an article in the Observer (Dan will do this by the end of February) and on the workshop information section on Madstage.
- **Registration:** We should consider some kind of a form to accept registrations – may work best to have it available on line as a PDF but still have to have them physically send it in with payment, rather than attempt full online registration.
- There will be a production meeting before the February board meeting – Sarah is the project chair and will organize a meeting and present a plan.

Summer show dates

Assumptions:

Options for dates are August 12-19 or August 19-26

Director prefers a Saturday opening date.

Discussion:

- Earlier vs. later dates will mean something to the rehearsal schedule and to potential cast conflicts – we have to make sure there is enough rehearsal time. The director has several ideas about how to schedule this based on when we start.
- Consideration of the football schedule – the first game on Friday the 25th will be an away game at LaFollette so there is no impact like there was last year.
- The school prefers the earlier dates so we are out sooner but Dee has indicated they can work with the later dates, especially since they will still have a full week between the end of our run and the beginning of school.
- Motion by Dan: Performance dates will be Sat August 19 - Aug 26. Seconded by To. Motion carried unanimously.

Decision:

Performance dates will be Sat August 19 - Aug 26, 2006

Other discussion:

- Note that these dates are our guidance but if there are necessary changes we should make them. Dan will work with Dee to tell her this is our decision and ensure that the school is satisfied. We then need to submit to MTI for the rights keeping in mind that there is penalty for changing dates. Tom will work with MTI to get the rights. We will apply for 288 seats per show as we have done in the past.
- Note: Ticket prices will stay the same - we just raised them recently.

NEW BUSINESS

Winter Show 2007

Review of “Christmas Schooner” by David and Duane

Comments:

The music is intricate and difficult. Must have one actor who is a “stunning” actor and singer. Lots of male quartet, boy soprano, and strong female singers but in ensemble.

Need 15, have to be good singers. Our audience would receive it well. It does not need an orchestra – needs a good piano player. It would only work at Christmas time. The production values are not difficult – one set, simple lighting, adaptable to space other than the PAC.

Decision:

The board decided that this is not the show we would want to do as a winter show next season.

Winter show discussion:

- We want to have a winter show announced in time to advertise in the summer show program and announce at summer show.
- We should still be considering shows to do - Honk Jr. is still under consideration.
- This item will go on the April board agenda – we can't wait until June/July to make this decision. We need a final decision by May.
- When we do a mailing, and also on the website, we will mention that we are trying to figure out Winter 07 show (February 07 since not doing Christmas Schooner) and folks should let us know if they have ideas. David will be the contact as the artistic chair.

Board meeting schedule

- March 9 meeting move to 4:30 p.m on March 12, 2006 at Subach's
We will focus on whatever needs to be done for the workshop.
- February 15 at 7pm is at Fosbinder's.
- April meeting date: April 22, at 2 pm. at Elmer's

What's Happening Email

Pat will talk to Q about this – the main problem with continuing it is that it has the old web address on the auto generated email.

Other issues

Pat has been checking the phone - there have been 2 calls wanting to know the summer dates – Pat will follow up with both who called.

Agenda item for the next meeting

Finances - How are we meeting expenses for the year?

Idea – get sponsorship for the workshops – maybe several cosponsors – put them on a handout for the workshops and in the summer program. These would be a defacto Shining Star. We could even get shirts with logos of all sponsors that people could wear during the workshops. Dan will follow up on this idea.

Tom Sawyer staffing issues

- Duane will be the set designer, and ask Beth to help.
- Sarah has no show at church so is available for the summer.
- Other names we mentioned at the last meeting are still viable.
- David will follow up on the orchestra.

- David and the production team will meet in early February for more discussion and planning.

Motion to adjourn 9:20 – Dan

Pam second

Motion carried.

Respectfully submitted,

Duane Draper and Theresa Fosbinder for Pam Crary