



Board of Directors Annual Meeting Minutes

August 30, 2015

Updated September 10 to correct an error in the reported election results

- 1) Call to Order at 6:50 PM. Present: Jason Teeter, Amy Nelson, Angela Griffith, Jeannie Vechinsky, Breck McHenry, Scott Vechinsky, Kim Stachiowak, Alyssa DeJong, Bob Horton, Eve Horton, Nikolai Vechinsky, Nick Dingman, Beth Miller, Laurie McHenry, Jodi Landowski, Wilbur Waggoner, Jeanne Waggoner, Danielle Moser, Jocelyn McGurk, Aimee Hanyzewski, John Collins
- 2) Annual Board Meeting minutes from 2014: Motion to approve by Nick; seconded by Jeannie. Approved by a majority of members present.
- 3) Treasurer's Report (attached as addendum): The Comstock amount from Fiddler remains TBD as it has not yet been voted in. Financial assets of FACT are greater than \$17,000. Motion to approve by Alyssa; seconded by Kim. Approved by a majority of members present.
- 4) Vice President's Report:
 - a. Prior to the annual meeting, there were 23 active memberships over the past season. There have been 9 new members since the introduction of the Friends of FACT program. Because there are such a small number of members, it was suggested that multiple methods of communication be used with those members.
 - b. This year, FACT's enhanced membership program, Friends of FACT, was introduced. The membership levels are similar to those previously developed for the membership program. Benefits include recognition at each show (by a sign, mention in the program or some other manner), a pair of season tickets for top membership categories, advanced ticket prices at the door, priority seating at all shows, free costume rentals, discounts on FACT membership, and invitations to monthly board meetings as well as the annual gala.
 - c. Board members are required to be friends of FACT.
- 5) Team Reports
 - a. Costume: Over the past season, many man-hours were spent to increase the cleanliness of the costume storage facility, specifically providing more access and getting all items off the floor by request of the Fort Community Credit Union. Permission has been granted by Fort Community Credit Union to lock the "vault" area, which would allow storage of more valuable items. Costumes were provided for FACT and some Fort Atkinson High School shows. FAHS costumes are maintained at the FACT costume storage location; all FACT costumes have

been removed from the High School. Costumes are also rented out to the public, including other school and community theater performances. Costume rental is free of charge for members; otherwise the cost is \$10 per costume with a maximum rental fee of \$100.

- b. Sunshine: A number of memorials and get well wishes were sent. Those with donations are listed in the treasurer's report. If anyone hears of someone associated with FACT who could use sunshine, they are requested to notify Kim Stachiowak.
- 6) 2014-2015 Review: This was a great year, with lots of great effort. Thank you to the other members of the 2014-2015 Executive Board, plus the multiple members who worked behind the scenes on various shows.
- a. Theater workshop: A Broadway actress performing at Fireside offered a theater workshop October 6, 13 and 20 for two age groups. This was well received and well attended.
 - b. Fall production: *Cliffhanger* was performed October 10-11 at Luther for 3 shows. The attendance was not as high as hoped but it was well received, performed and directed. Thanks to Scott Vechinsky for his directorial debut!
 - c. Fort Atkinson Holiday Parade: FACT decorated and drove a float in the annual parade on November 8th.
 - d. Winter production: A readers theater style performance of *Christmas Carol* was directed by Scott Vechinsky for a single performance December 26th. Food and money was raised for the food pantry in lieu of admission.
 - e. A cappella concert: A Matter of Fact hosted and opened for Cat's Pajamas on February 26th. This was the first big performance for A Matter of FACT.
 - f. Youth FACT: Bob Horton directed *Once Upon a Leprechaun* March 14-15 at the Fort Atkinson High School (the first time the youth FACT performance was not at Luther). There was an overwhelming response by the cast and community.
 - g. Summer production: *Fiddler on the Roof* was directed by Jeannie Vechinsky and performed July 11, 12, 17 and 18. This huge production was very well performed and attended.
 - h. Gala: The Gala was again catered by Tim Stachiowak after an evening performance of *Fiddler on the Roof*. Thanks to Tim for a wonderful job!
 - i. Reader's Theater: A new show, *The True Story of the 3 Little Pigs*, was debuted for the entire Luther Elementary school March 3rd and was very well received. The show *Frog and Toad* was also performed for the Cooperative Preschool over 3 performances.
 - j. A Matter of FACT: The a cappella group currently has 20 regular members and is directed by Jason Teeter. Along with the winter concert (discussed above), the group performed with *Tangled Up in Blue* in March and *Under Arrest* in April. The group raised \$750 at a benefit for Tomorrow's Hope in June and provided prelude music for *A Christmas Carol* and the national anthem for a General's Game, and performed at the July 4th event at Fort Atkinson High School.
 - k. Comstock Scholarships: This spring we awarded \$1000 to Sam Landowski and \$750 to Capri Gehred-O'Connell. The awards were presented at the annual awards banquet in May. Assuming they meet the requirements of the scholarship, the scholarships will be provided to the students in the spring.

- l. FACT clothing: Screenprinted FACT t-shirts have been printed by Arneson Impressions and are available for sale. The FACT logo has also been set up for embroidering through LogoWorks. Amy will email this information to Nick for inclusion on the website.
- m. New website: FACT rolled out a new website design, which was relaunched this Spring. Special thanks to Nick Dingman for his countless hours of time and effort on the new site.

7) 2015-2016 Preview

- a. Fall production: *Dracula: The Musical?* will be directed by Jeannie Vechinsky and Kim Stachiwak. Performances will be October 23 and 24 at the Fort Atkinson Club. This will be the first performance at the club.
- b. A cappella concert: A Matter of FACT would like to host another concert in February or March 2016, possibly with Cat's Pajamas or Revoiced.
- c. Youth Fact: This year's musical will be a pirate show directed by Bob Horton. There are currently 4 story lines in contention. The performances will be the first weekend of March or the first weekend in April. Jodi offered to help with costumes.
- d. Summer production: *Sound of Music* will be directed by Jeannie Vechinsky for the summer of 2016. This will be very ambitious and lots of help will be required.

8) Proposed changes to FACT by-laws: Scott, Nick and Kim made up a bylaw committee that has reviewed and proposed changes to clarify and clear up conflicts within the existing by-laws. These changes (provided as an addendum) are summarized as follows:

- a. Article II: Clarified that the student representative can vote regardless of age. Defined that membership will be for a season; those joining within 60 days of the end of a season will remain members through the end of the next season. The season runs from September 1 through August 30.
- b. Article V: Classified that voting for all board members will be by secret ballot. The first vote will be for 2-year terms. The next vote will be for 1-year terms; those receiving the highest votes and at least 3 votes, will be granted those positions. Vacancies existing after the annual meeting can be filled later by the board. The board is permitted to vote for a member's removal after the 3rd missed board meeting in a season. The section specifying that there will be no term limits was moved from another section. The student rep will be appointed by the majority of the board.
- c. Article VI: Clarified language about the end of term for executive officers.
- d. Article X: Stricken (described the nominating committee).
- e. Article XI: Voting by email between board meetings is permitted for \$200 or less. Voting for expenditures of more than \$200 requires a special meeting or waiting until the next regular board meeting.
- f. Article XII: Added language specifying the dissolution of FACT.
- g. Thank you to the by-law committee for their hard work updating the by-laws!
- h. Motion to approve the by-law changes as a whole by Alyssa; seconded by Kim. Approved by a majority of members present.

9) Board Member Election for 2015-2016

- i. Board members with one year of their two-year term remaining: Angela Griffith has resigned her two-year term.
 1. Scott Vechinsky
 2. Amy Nelson
- ii. Elections:
 1. Election of the following people for two-year appointments:
 - a. Jason Teeter
 - b. Nick Dingman
 - c. Bob Horton
 2. Election of the following people for one-year appointments:
Motion to select the seven nominees receiving the highest number of votes to fill the six open seats and Angela's seat by Scott; seconded by Nick. Approved by a majority of members present.
 - a. Jeremy Winters
 - b. Danielle Moser
 - c. Jeannie Vechinsky
 - d. Alyssa DeJong
 - e. Jodi Landowski
 - f. Kim Stachiwak
 - g. Breck McHenry
 3. Student Representative: Motion for Nikolai Vechinsky to become the student representative by Nick; seconded by Jeannie. Approved by a majority of members present.

10) Other Business

- a. Acting workshop: Per John Collins, several cast members of West Side Story at Fireside are interested in providing acting workshops for FACT, similar to those given over the previous season. Actors who are interested are requested to pitch their ideas for a workshop to the board.
- b. Fort Atkinson High School upgrades: FAHS has received a \$25,000 grant to allow for upgrading of theater tech and other property. FACT had previously approved \$1,000 to add to the funding as long as FACT can be involved in how it is spent. Nick will work with John to work on the funding.

11) The first meeting of the new board will be held Sunday, September 13 at 6:30 pm at St. Peter's church in Fort Atkinson.

12) Motion to adjourn at 8:45 PM by Scott; seconded by Nick. Approved by a majority of members present.

Respectfully submitted,



Angela Griffith, FACT Secretary 2014-2015

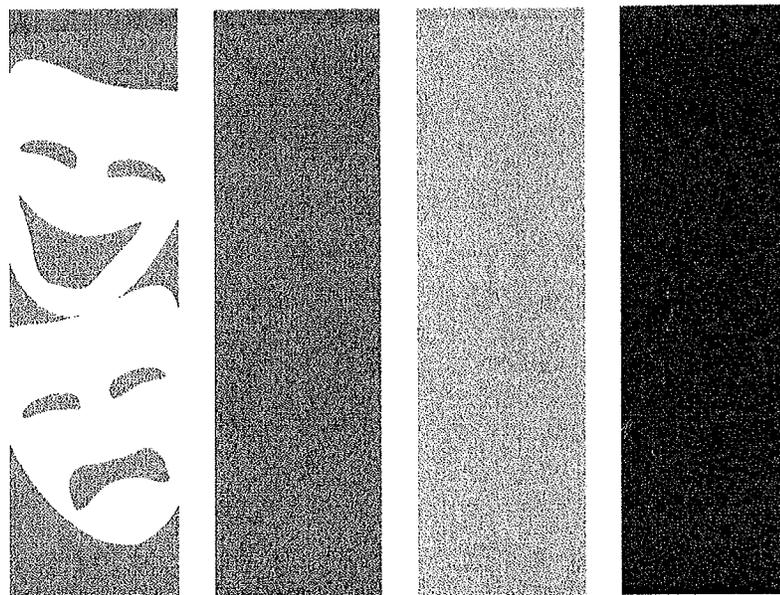
ANNUAL TREASURER REPORT

Respectfully Submitted:

Jeannie Vechinsky

FACT Treasurer

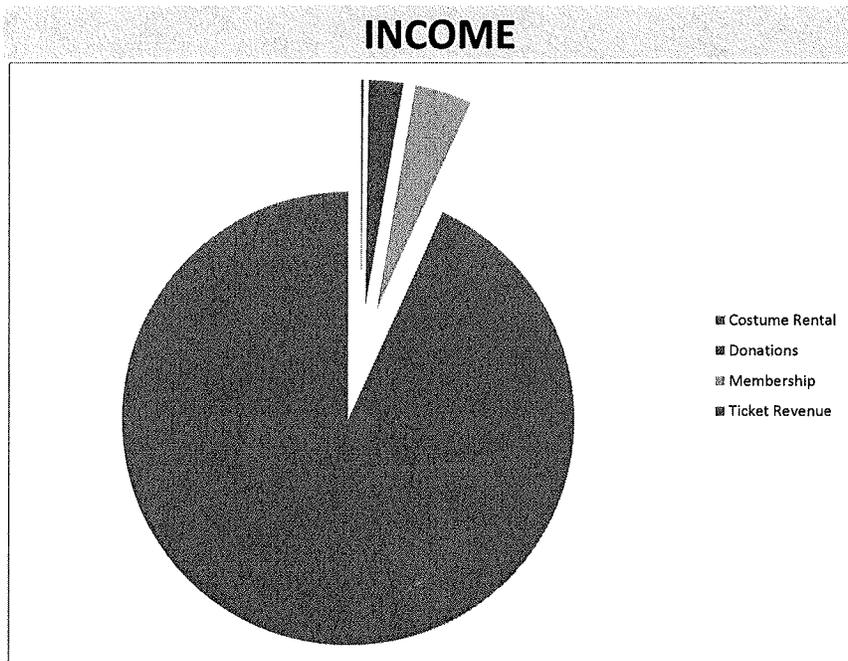
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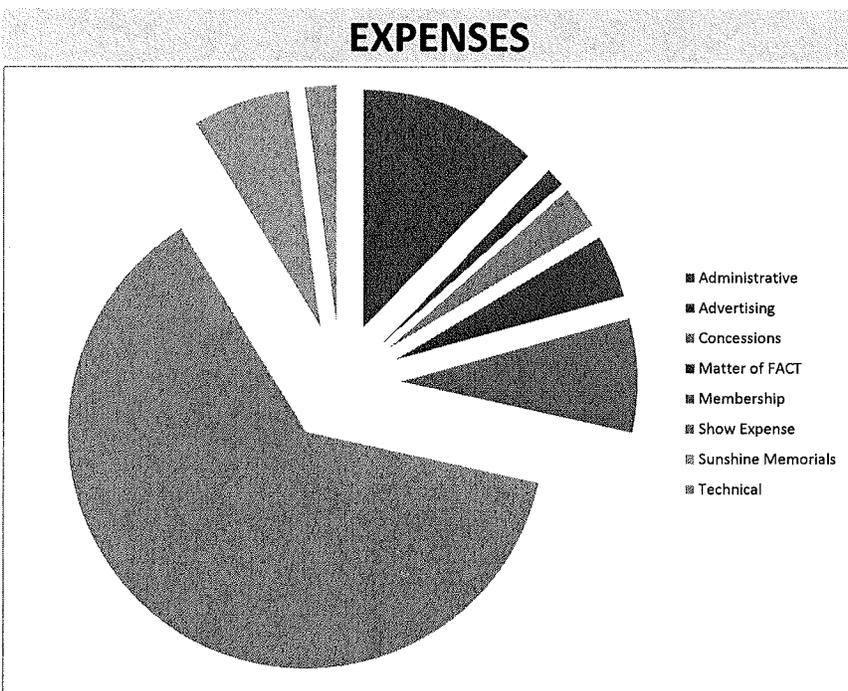
F A C T
F O R T A T K I N S O N
C O M M U N I T Y
T H E A T R E

**FORT ATKINSON COMMUNITY THEATRE
2014 - 2015 SEASON AT A GLANCE**

Costume Rental	30.00
Donations	330.60
Membership	550.00
Ticket Revenue	12,511.17
TOTAL	13,421.77



Administrative	1,385.33
Advertising	150.00
Concessions	331.70
Matter of FACT	489.18
Membership	883.55
Show Expense	7,155.61
Sunshine Memorials	750.00
Technical	247.56
TOTAL	11,392.93



FORT ATKINSON COMMUNITY THEATRE
2014 - 2015 FINANCIAL SUMMARY of SHOWS

	CLIFFHANGER	CHRISTMAS CAROL	CAT'S PAJAMAS	ONCE UPON A LEPRECHAUN	FIDDLER ON THE ROOF	TOTAL
Ticket Revenue	346.00	-	2,011.32	2,452.00	7,701.85	12,511.17
Donations	28.00	-	5.00	132.30	165.30	330.60
TOTAL INCOME	374.00	-	2,016.32	2,584.30	7,867.15	12,841.77
TShowTix4U Fee	-	-	(117.35)	-	-	(117.35)
Set	(107.95)	-	-	-	(253.87)	(361.82)
Costume	(39.17)	-	-	(48.51)	(146.50)	(234.18)
PR	(26.38)	(36.93)	(198.34)	(125.00)	(474.86)	(861.51)
Props	(106.26)	-	-	-	(88.52)	(194.78)
Tech	-	-	-	(67.50)	(695.99)	(763.49)
Royalty/Scripts	(60.17)	-	-	(715.70)	(1,935.09)	(2,710.96)
Misc **	-	-	(1,508.49)	(207.84)	(195.19)	(1,911.52)
TOTAL EXPENSE	(339.93)	(36.93)	(1,824.18)	(1,164.55)	(3,790.02)	(7,155.61)
PROFIT/LOSS	34.07	(36.93)	192.14	1,419.75	4,077.13	5,686.16
Comstock				(520.00)	TBD	(520.00)

TOTAL TICKETS	12,511.17
TOTAL DONATIONS	330.60
TOTAL EXPENSE	(7,155.61)
TOTAL SHOW PROFIT	5,686.16

MISC ** Descriptions

Cat's PJ per agreement, payment made to Cat's PJs
 Leprechaun cast party
 Fiddler cast party

NOTE: Christmas Carol was free to public with donation to Fort Atkinson Food Pantry

NOTE: board has not approved Comstock allotment for Fiddler

FORT ATKINSON COMMUNITY THEATRE
2014 - 2015 FINANCIAL STATEMENT

EXPENSES

<u>Category</u>	<u>Description</u>	<u>Amount</u>	<u>Date</u>
Administrative	West Bend Insurance	252.00	September
	PO Box rental	84.00	September
	USB Drive	8.31	October
	Quicken Software	52.74	November
	Christmas Carol scripts - annual use?	107.95	November
	Re-order checks	56.73	February
	USPS - stamps	19.60	February
	Costume shop rent @ FCCU	600.00	February
	State of WI, annual filing	10.00	February
	FA Chamber of Commerce	144.00	January
	WACT membership dues	50.00	January
	<i>Administrative Total</i>	<i>1,385.33</i>	
Advertising	Banner ad - season	150.00	January
	<i>Advertising Total</i>	<i>150.00</i>	
Concessions	Cliffhanger	60.00	November
	Leprechaun	138.62	May
	Fiddler	133.08	July
	<i>Concessions Total</i>	<i>331.70</i>	
Matter of FACT	sheet music	149.43	December
	sheet music	177.84	January
	logo design for t-shirts	75.00	February
	sheet music	2.25	April
	sheet music	2.90	April
	scarves	62.42	April
	sheet music	12.44	June
	sheet music	6.90	March
	<i>Matter of FACT Total</i>	<i>489.18</i>	
Membership	Room rental @ Sals for annual mtg	64.00	September
	Logo Works (FACT T-shirts)	100.23	February
	Gala @ Fiddler	668.84	July
	Friends of FACT fliers	50.48	August
	<i>Membership Total</i>	<i>883.55</i>	
Show Expense	Cliffhanger	339.93	October
	Christmas Carol	36.93	December
	Cat's Pajamas	1,824.18	February
	Once Upon a Leprechaun	1,164.55	March
	Fiddler on the Roof	3,790.02	July
	<i>Show Expense Total</i>	<i>7,155.61</i>	
Sunshine Memorials	Rainbow Hospice - Audry Fixmer	350.00	February
	Horses for Healing - Jack Carpentier	400.00	October
	<i>Donation Total</i>	<i>750.00</i>	
Technical	Peg board for FAHS	38.07	September
Technical	Inverter	209.49	February
	<i>Technical Total</i>	<i>247.56</i>	

GRAND TOTAL **11,392.93**

FORT ATKINSON COMMUNITY THEATRE
2014 - 2015 FINANCIAL STATEMENT

INCOME

Category	Description	Amount	Month
Costume Rental		30.00	July
	<i>Costume Rental Total</i>	<i>30.00</i>	
Donations	Cliffhanger	28.00	October
	Cat's Pajamas	5.00	February
	Once Upon a Leprechaun	132.30	March
	Fiddler on the Roof	165.30	July
	<i>Donations Total</i>	<i>330.60</i>	
Membership	dues	110.00	September
	dues	10.00	February
	dues	50.00	May
	dues	25.00	June
	FACT t-shirts sold	15.00	July
	dues	340.00	July
	<i>Membership Total</i>	<i>550.00</i>	
Ticket Revenue	Cliffhanger	346.00	October
	Christmas Carol	-	December
	Cat's Pajamas	2,011.32	February
	Once Upon a Leprechaun	2,452.00	March
	Fiddler	7,701.85	July
	<i>Ticket Revenue Total</i>	<i>12,511.17</i>	
	GRAND TOTAL	13,421.77	

PROFIT/LOSS FOR 2014-2015 SEASON **2,028.84**

COMSTOCK SUMMARY

Comstock paid	Thomas McDonald	500.00
	Hannah Engstrum	1,000.00
	<i>Comstock Total Paid</i>	<i>1,500.00</i>
Comstock deposit	Once Upon a Leprechaun	520.00
	Fiddler on the Roof	TBD
	<i>Comstock Total Deposit</i>	<i>520.00</i>

TOTAL ASSETS as of 8.30.2015

Checking account	8,861.84
Comstock	2,111.13
Edward Jones	6,390.16
TOTAL ASSETS	17,363.13

Fact Constitution Proposed Changes

Article II - Membership

Section 1

B. Non-voting membership-open to all persons under age 18 with an interest in theatre who have paid dues. (Non-voting status does NOT apply to the student representative)

C. Membership is for a FACT Season and must be renewed each season. New members joined within 60 days previous to the season's end shall be advanced membership through the following season.

Article V – Board of Directors

Section 2

- A. At the annual Meeting of the members of this organization, three (3) Directors shall be chosen to hold office for two (2) years. The Directors elected shall be the three persons receiving the highest number of votes *using a secret ballot method to include all eligible members seeking a term in attendance at the annual Meeting (inclusive of sitting board members and floor nominees).*
- B. The following language will supersede existing language: *The remaining positions will be filled for a one (1) year term by the circulation of an additional secret ballot with the persons receiving the highest number of votes on the second ballot. A candidate must receive a minimum of three votes to qualify for a seat.*
- C. The following language will supersede existing language: *Any vacancy occurring within the Board of Directors shall be filled by the nomination of candidates and secret ballot conducted by the remaining board members. After any Board member missing a third (3rd) meeting in a season may be removed by the majority vote of the remaining board members. Such appointments shall be valid until the next annual meeting, or until removed by action of the Board of Directors.*
- E. *Any member wishing for consideration for a term and NOT in attendance at the annual meeting must contact an existing executive officer to explain absence from the meeting.*
- F. *No Term limits shall be enforced on any position.*
- G. Nominations must be members in good standing, or must pay membership dues by the end of the annual meeting to be valid.

Section 3: (Add) The Student Representative must be a member in good standing as defined in Article II.

Article VI

Section 1: The general officers of this organization shall be a President, Vice President, Secretary and Treasurer, who shall be elected at the first meeting after the annual meeting by and from the Board of Directors and **shall hold office until the end of the of the season, (unless removed under Article IV Section D,) when they may be re-elected** or successors chosen.

Article X – Nominating Committee: Propose Striking ALL language.

Article XI - Electronic Voting (email, forum)

Section 1- Between scheduled meetings, an issue involving expenditures of up to \$200 may be conducted via electronic means. Issues involving monies greater than \$200 will require a special meeting or addition as an agenda item at the next regular Meeting.

Section 2 – All issues, calls and results of electronic voting shall be tabulated and read into the minutes of the next regular Meeting by the Secretary.

Article XII – Dissolving of this organization (new proposed article)

If a six member Board of Directors can not be maintained, or on a two-thirds (2/3) vote of members at an Annual meeting calls for it, this organization will be disbanded. All properties monetary and physical will be donated to School District of Fort Atkinson Auditorium and/or Theater Department as directed by a majority of vote of active members in attendance.