

**Minutes of the Board Meeting of the Northwest Indiana Excellence in Theatre Foundation
April 2017 – Hosted by Crown Point Community Theatre**

Attendance: Maggie Reister, Wayne Puchkors, Caroline Herrera, Jerald Jascoviak, Becky Jascoviak, Michael”Doc” Kuhn, Aaron Breford, Matthew Byerly, Angela Heid, Jared Riddle, Luke Bouwan, Andrew Ross

Approval of previous minutes tabled until next month.

Treasurer’s Report: Motion to accept as presented. Motion J. Jascoviak, 2nd L. Bouman. Approved with one abstention (A. Breford).

- Total Expenses February/March: \$1108
- Total Income: \$331
- Current Balance \$7663

Viewing Secretary

- Update of information current to the time of the meeting has been posted for Viewers to double check in the Facebook Group: <https://www.facebook.com/groups/101563956959835/files/>

“This Is My Brave”

- Cast members and NIETF Board members are being asked to please attempt to sell 6 tickets each
- Asking for volunteers (5-6 needed) Similar to last year, will hold Sponsor reception prior to or following event; actual date May 21, 2017 at 3 pm at Memorial Opera House in Valparaiso.
- General Organizational Information: <http://thisismybrave.org>
- Tickets are available at <https://squareup.com/store/nietf> for \$20 in advance, \$25 at-the-door (if available), or \$50 VIP including pre-show reception.
- Facebook Event: <https://www.facebook.com/events/915172348624975/>

Park Plays

- every other Thursday evening, June through August.
- Link will be available for each theatre to give a description of the show they will be presenting, so that the park can help to promote
- See minutes from March 2017 for more details
- M. Reister has agreed to be the coordinator/liaison for the program
- Thus far, Highland Parks is the only group to have reserved a date

Theatrepalooza:

- Targeting excerpts that would sit around 10 minutes apiece
- J. Riddle to serve as master of ceremonies.
- Merge visioned event with Shakespeare in the Park in Valparaiso on July 7-8?
 - Clarity of Cutting length, etc. expected for park festival vs.past Theatrepalooza events

- A. Breford suggest that theatres self-select who would present at Shakespeare in the Park; NIETF then could select by invite short cuttings to preface Musical Theatre Workshop.
- 25 minute excerpts to be scheduled (to slot into half-hour schedules)
- Booth space; ask for 2 people in a time slot in order to get materials on the table for those who present at Shakespeare festival
- Video presentation edited together to talk about NIETF?

Musical Theatre Workshop:

- Currently sitting at week long workshop for \$1500 cost, if people sign up ahead of time and have music in advance to rehearse prior to first gathering.
- Week of July 30 – August 5; evenings 7-10 PM, all-day that Saturday.
 - A. Breford suggest requesting a local music director to rehearse in advance
- staged reading format.
- Charging \$150 set price for masterclass, with scholarships available.
 - Participants vs. Class Auditors – in audience and rehearsals, but not on stage, at \$50 per person.
 - video auditioning to pre-screen participants for selection to be full participant, those who not make it would be at the audit level.
 - All pay application fee – if selected as full participant, pay an additional fee
- L. Bouman asked to know number of students total willing to be instructed, also information on the threshold of ages for participation. (16+)

Park Plays in Lake County

- Program was to be funded through a Challenge Grant from the Legacy Foundation; we did not receive it this year, but can try again in the future

Creation of Ethics Statement for NIETF Representatives

- Board Members are asked to survey options for wording to implement a policy for the next season; said code of ethics would be signed by all representatives of the organization, from Board member to Viewer.
 - http://ethics.unl.edu/ethics_resources/online/fnp_arts.shtml#codes_of_ethics
 - <http://www.notinourhouse.org/>
- Suggestion that there be a carefully worded statement on due diligence on screening volunteers, public safety PSA to shows, hearing of various problem; Put together a series of PSAs on safety overall in the theatre for our member theatres?
- Board entered into Executive Session for half-hour discussion
 - Motion to advise for dismissal of viewer discussed in Executive Session (name not revealed to full board in discussion) directly and discreetly, due to repeated complaints from member theatres who approached the Executive Board, and to begin a process to research on vetting/screening process for viewers and board members moving forward. **Motion** L. Bouman, 2nd M. Kuhn. Approved with 1 abstention (J. Jascoviak)
 - Reasoning to be given to the viewer “We have received complaints from viewers and theatres.”

Sketch Comedy Update:

- “SKITS” is current name; presented that it is an hour long show (YouTube portion would be half hour, other portion is live show)
- Presented a general storyboard; feature a special guest performance similar to SNL format
- be sure to thank the sponsors (in a skit format!) – sponsors purchase the spot; “put the community back in community theatre – on local TV, on YouTube, bring in new patrons to live theatres; look to have split pot.
- Checking idea of receptiveness of each theatre to discount card
- asking theatre to provide tech, concessions, venue – show provides the rest.
- August-May 8 show season (once per month)
- Hosting theatres Required to put ad sheet in their playbills throughout the whole year; portion of split would be put towards covering the cost of the production
- Theatre scheduling: three options for set and skits planned -- use show which exists set; block a time to build a set; black box option
- Presentations scheduled within the month for 4th street, CPCT, Hammond
- establish a line-item for sketches, or have donations be for general funds or open usage – initial line-item to be able to get program running, but later to get the funds and awareness increased in area

Adjourn 8:55 pm