



Nicolet Performing Arts Committee

PAC Meeting Notes

September 10, 2019

Attendees: Sue Richards, Kimberly Voigt, Devin Rozansky, Tom Dorgan, Ellen Zaitchyk, Loretta Mlekoday, Craig Abrams, Jill Maertz, Adria Willenson, Deb Stevens, Angela Pierro, Pam Olson

1. Welcome

2. Finance Update

- Budget for 2019-20 not yet complete. Information is needed from music and theater departments to complete this (see liaisons under Planning for Year below), it will be reviewed and discussed at the October meeting
- \$3,900 in donations was received from registration - it appears that this amount was over \$6,000 last year, so additional outreach may be needed.
- As in the past each music program (band, choir, orchestra) will have a \$500 standing budget for middle school outreach, with the ability to request additional funding via a grant.
- The PAC Discretionary Fund of \$5,000 that has been shown on the budget reports does not appear in the statements received by the Treasurer. **Sue Richards** will follow up to determine why.
- After the meeting a request was received from Trinny Schumann for \$500. The funds are to sponsor lunch on September 20th for 50 male middle school choir students from our partner schools after an event called 'Real Men Sing' at UWM. This is outreach intended to increase the participation of males in choir. Because this event is before our next meeting **Loretta, Sue and Angela discussed offline and agreed to fund half of the request (\$250)**. The decision to fund only half was made due to both budget uncertainty and knowledge of a number of other choir outreach events needed funding.

3. Calendar of Activities

- November performing arts activities include the fall play, partner school choir concert and an orchestra concert.
- PAC support for these activities will be discussed at the October 8th meeting.

4. Planning for the year

- **Kimberly Voigt** volunteered to be the Theater Liaison. She will reach out to Laura Anderle and Colleen Lentz regarding anticipated theater needs for the school year.
- **Angela Pierro** is the Music Liaison. She is already in contact with the Band, Choir and Orchestra teachers regarding needs for the year.
- A PAC Meet & Greet was discussed. We will pursue this in the fall. **Kimberly Voigt** will follow up with The Brick regarding a space for this, as well as a potential PAC fundraiser night.
- The PAC Website is out of date. **Loretta Mlekoday** is working on having it updated, and have a connection to the PAC Facebook page added.

5. Other discussion items

- Raising the prices for ads: The committee would like to keep our prices in line with other schools and Nicolet organizations. **Angela Pierro** will follow up with **Marylyn Scheuer**.
- **Deb Stevens** requested new water heaters for hot cocoa at concessions. This will be discussed in October with overall budget discussion.
- Procedures (or lack of) for turning in concession money: **Deb Stevens** will follow up with Kirk Krychowiak, Athletic and Recreation Director. In addition **Angela Pierro** will consult with Eliz Greene regarding past practice and **Tom Dorgan** will check in with Dr. Kabara.
- Access to keys for the storage rooms by the theater: Putting a key in a lock box for PAC use was suggested. **Mr. Dorgan** will follow up with Dr. Kabara on options.
- Protocol for issues during concerts: **Deb Stevens** will follow up with Mr. Coyle and SRO Abby Lorenz. This will be discussed at a future meeting and a Standard Work document will be developed. Making handheld QUIET signs for use by people working in the lobby was suggested - **Volunteer still needed**.
- Thank you letters to donors: **Angela Pierro** will follow up to determine if something is automatically produced. **Loretta Mlekoday** will look into using MailChimp to send a personalized thank you.
- Meeting protocol: We will strive to stick to the agenda and keep the PAC committee meetings to an hours time. After the meeting **Tom Dorgan** shared a template of roles used by other committees to facilitate efficient meetings.

Next meeting: Tuesday, October 8th, 7:00 p.m., Room B113