



Nicolet Performing Arts Committee

PAC Meeting Notes

November 12, 2019

Attendees: Sue Richards, Kimberly Voigt, Tom Dorgan, Loretta Mlekoday, Deb Stevens, Angela Pierro, Colleen Schultz, Rick Krueger, Karen Krueger, Adria Willenson, Laura Anderle, Jamin Hoffman

1. Theater Programs and Inserts

- Laura Anderle joined to discuss the cost of the Footlights programs and PAC created inserts - costs are fairly substantial, there is waste due to estimating quantities.
- Background:
 - Footlights contains a cast list and show information, insert contains ads and shout outs.
 - Insert is used for band, choir and orchestra in addition to theater.
 - Were initially separated due to early deadlines for Footlights - about 3 weeks before the show.
- **PAC will continue to discuss ideas to improve cost, efficiency and environmental impact.**
- Ideas offered at the meeting included combining programs (Ms. Anderle brought Footlights pricing) and having electronic programs (electronic document and QR code).

2. Anaheim trip support

- Jamin Hoffman joined to ask for support for the Anaheim orchestra and theater trip. He offered 5 ideas for support:
 - Pay for chaperones - 7, total cost \$9,700
 - Pay half the cost for free/reduced lunch kids - about 12, total cost \$8,740
 - Pay for tour of LA on Friday - \$1,150
 - Pay for lunch or supper on Friday - about 50 per person, \$3,150
 - Scholarship for kids who cannot afford - may be too late for this, deposits paid. 3-4 @ \$1,500 each
- **The PAC will discuss and decide at December meeting.**

3. Finance Update

- Budget for 2019-20 was reviewed and approved. The current projection shows the PAC ending the year with revenue exceeding expenditures by about \$1,500, slightly building the funds available for the Kenn Miller Chair program.
- The Brick fundraiser netted \$225 - thanks to the Brick for this great fundraising opportunity!
- The Kenn Miller chair funding and process was reviewed for new committee members.

2. Music and Theater Liaison Updates

- The ticket process for the fall play identified two opportunities for improvement:
 - An additional parent volunteer is needed on show nights for traffic control near the ticket table - they can ensure only people who need to purchase tickets are in line.
 - The student ticket process needs improvement - **Karen and Rick** are discussing options with Ms. Anderle.
- SignUp Genius is needed for serving food at the 12/3 band concert and for concession donations for the 12/5 winter concert. **Loretta will check with Zia regarding creation.**
- **Deb Stevens** will be on point to run concessions during the 12/5 winter concert, **Loretta** will follow up with Amy Lee regarding money lockbox.
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3. Ad Sales

- We had record ad sales this fall, thanks to all who sold ads.
- Some ads have not yet been paid for, **Angela** will circle back with **Marylyn** regarding outstanding payments.

4. Other discussion items

- Concession money procedures is still open, will be finalized after December concert.
- Deb Stevens researched water heaters on Amazon, others suggested visiting Boelter and a restaurant resale store, perhaps even getting something donated. The committee approved \$110 for a water heater, for whichever option **Deb** deems appropriate. **Sue Richards** will check with Boelter.
- Thank you letters have been sent to donors, Loretta will continue to produce as new donations come in.
- **Angela** will follow up regarding putting photos from Almost, Maine on the PAC Facebook.
- Succession planning for graphic design for the inserts was discussed, we will keep this on the agenda.
- **The PAC needs a secretary to take and publish meeting minutes. Contact the PAC (nicoletpac@gmail.com) if you are willing to take on this role.**

Next meeting: Tuesday, December 10th, 7:00 p.m., Room B113