



Nicolet Performing Arts Committee

PAC Meeting Notes

October 8, 2019

Attendees: Sue Richards, Kimberly Voigt, Tom Dorgan, Loretta Mlekoday, Deb Stevens, Angela Pierro, Colleen Schultz, Rick Krueger, Karen Krueger

1. Finance Update

- Budget for 2019-20 not yet complete. **Loretta** will gather a small group to work on it offline and bring it to the November meeting for approval.
- The PAC Discretionary Fund of \$5,000 that has been shown on the budget reports is actually not a separate fund - it was already included in the budget. Sue has updated the budget to reflect the correct total.
- The committee approved \$750 requested by band for the joint concert with the middle schools.
- Angela located the concession funds from the end of year orchestra concert. She brought the cash \$83 to the meeting, and gave it to Sue to deposit.
- The need for water heaters for hot chocolate at concessions was discussed. **Deb Stevens** will follow up on cost and bring a request forward.

2. Music and Theater Liaison Updates

- Budget will be set as described in Finance Update above.
- Needs for fall play
 - **Zia Maskara** will put together a SignUP Genius for food needs.
 - **Karen Krueger** will follow up regarding ticket needs.

3. Ad Sales

- A number of committee members have been soliciting ads. There is a document on the Google Drive to track who has been solicited and what the response was.
- Ads should be to Angela by 10/18 to appear in the programs for all events.

4. Other discussion items

- Kimberly Roller-Voigt followed up with the Brick, and they offered to have a fundraising night. It is scheduled for **November 6**. We will publicize this on the **PAC Facebook**, the **PAC Website**, and **Loretta** will send an email via MailChimp. The PAC will receive 10% of total sales (food, alcohol, dine in and take out).

- Concession money procedures was pushed to the November meeting - **Deb Stevens** will report.
- Access to keys was discussed. PAC members can work with Mr. Dorgan's assistant (Heather Polinske, 414-351-7522). She can schedule a 'school dude' to unlock and relock doors for PAC members at a specific time. In addition, PAC members can check out a key during the school day, but it needs to be returned during school hours that day.
- Protocol for issues during events (unruly people, emergencies) was discussed. In all cases, the school administrator present at the event should be contacted to deal with the situation. There will be an administrator at all events. Putting some emergency information in programs or making a pre-show announcement was discussed, but not approved.
- Thank you letters for donors was discussed, but there are still open questions regarding procedures. **Loretta** will continue to follow up.

Next meeting: Tuesday, November 12th, 7:00 p.m., Room B113