

## Minutes for the Coralville Arts Commission

8/2/2022

A regular meeting of the Coralville Arts Commission was held on 8/2/2022 at the Coralville Public Library Board Room. The meeting was scheduled for 12:00 PM and was presided over by Susan Sondrol Jones.

The following Commissioners were present: Susan Sondrol Jones, Ann Burton, Chloe Angyal, Bob Goodfellow, Wes Habley, Sara O'Donnell

The following Commissioners were absent: Hai Huynh, Carrie Houchins-Witt

The following staff were present: Sherri Proud, Evan Hilsabeck, Nancy Mayfield

The following citizens or guests were present: None.

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### Approval and Comments

1. Call to Order

*The meeting was called to order at: 12:00 PM*

2. Citizen Comments

*None.*

3. Approval of Agenda

*No changes.*

*A motion to approve the agenda was made by Wes Habley. All ayes.*

4. Approval of July Minutes

*Edits:*

- *Add street address 860 Quarry Road for the CCPA Rehearsal Hall.*
- *The first time an organization or show name is used, use the full name and then include the abbreviation. Example: City Circle Theatre Company (CC)*
- *"Our Chitty" refers to the prop car used in the show Chitty Chitty Bang Bang.*
- *Spelling correction: Spriestersbach*

*A motion to accept the July Minutes as corrected was made by Ann Burton. All ayes.*

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### Reports

5. *City Council – Hai Huynh was absent.*

- *Sherri: Work is coming along quickly for the new Food Pantry.*

6. *Parks and Recreation: Sherri Proud*

- *Sherri is back in the office today following RAGBRAI.*

- *5th Street Social is scheduled for Saturday, August 13. The event will be a fun night of food, craft beers, music, car show, and a huge kids zone. Additional volunteers are still needed.*
- *During August, the carpets at both the theatre and at the new rehearsal hall will be cleaned. Additional work at the rehearsal hall includes finishing the safety updates and painting.*

7. *Managing Director: Evan Hilsabeck*

- *The CCPA is preparing to launch the new season. This week and next week are our last two weeks of summer programming.*
- *We have received a \$10,000 grant from the Iowa Arts Council for Young Footliters touring programming.*
- *Two events of note during August include:*
  - *This Friday, August 5th is the final performance of the Footliters Traveling Playhouse (FTP), The Call of the Mattherhorn. The performance is at 6:30 PM at the Coralville Center for the Performing Arts if anyone is interested in seeing the program.*
  - *On August 20<sup>th</sup>, Joseph Hall will return in his touring act of Elvis: Rock 'n' Remember.*
- *On September 9, the CCPA will present a concert of Irving Berlin music, conducted by Ed Kottick.*

8. *City Circle Theatre Company (CC): Wes Habley*

- *Little Shop of Horrors (Little Shop) has been cast, and we are ready to go.*
- *The Season Selection committee is narrowing down the list of potential shows and we plan to have a final list prepared at the November meeting.*
- *There is a committee looking at the role of the music director to define the job description / responsibilities.*
- *We have concluded the nomination process for the volunteer awards, and had plenty of names to sort through at the last meeting. Those names are usually announced at the Change of Seasons Party, but this year we will announce them during Elf in December.*
- *This year is the 25th Anniversary of City Circle Theatre Company (CC).*
- *Evan and Wes spend a lot of time talking about the role of the Board, and clarifying which responsibilities fall to staff members and which fall to board members.*

9. *Young Footliters Youth Theatre (YF): Sara O'Donnell*

- *Rehearsals have started for Wings, a new show by Matt Falduto. The production team is hard at work on the huge, beautiful prop wings for the cast members to wear. The show will include some stylized fight choreography set to music.*

*There have been two cases of Covid in the past two weeks, so a lot of the rehearsals were virtual; in-person rehearsals resumed last night, with masking strongly encouraged.*

- *Evan: Footliters Traveling Playhouse (FTP) and summer programs*
    - *For the first time since we started our summer education program (in the last 5 or 6 years), we have filled every single available slot, that's over 400 students.*
    - *We have been touring with FTP in Washington, Cedar Rapids (CR), etc.*
    - *There were technical challenges at Wilson High School in CR, but it was worthwhile to get 25 kids who had never done this sort of thing before involved in theatre.*
    - *We have a number of new sites already interested in next summer, so we are planning to expand the program for next year.*
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## **Old Business**

### *10. Evan Hilsabeck*

- *Anyone who hasn't been to the new rehearsal hall can schedule a tour with Evan.*
  - *Evan purchased 3 new humidifiers for the space because the AC was not keeping up with the humidity; the situation is already much improved.*
  - *After carpet cleaning and painting, our next challenge will be building signage and parking signage.*
  - *Our real use of that space will begin at the end of August and the beginning of September with the launching of our fall education programs and rehearsals for Rudolph the Red Nosed Reindeer.*
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## **New Business**

### *11. Evan: Budget Update*

- *There have just been a few changes; the two biggest ones are accounting for the wage scale change and hiring a half-time staff member to run our education program.*
- *In addition, we were able to adjust for what FTP expenses look like after a summer of practical application, and adjusting for the growth to a 3-team model next summer.*
- *Highlights:*

- Page 5: Risk Assessment: 71% of income is already secured (under contract, in the bank, extremely low risk). 21% of income is average risk.
  - Under facility rentals, those are “high risk” because we don’t know who those renters are yet to fill the schedule; that is in part because they are in the schedule for next May/June, and we just haven’t filled the calendar that far out yet.
  - Some of the education income falls in “high risk” because it is brand new.
  - We are currently budgeted for 255 days of rental in the space (70% capacity). There is space to grow, but those are Monday and Tuesday nights, etc. There are not a lot of week-long rentals available. There are probably fewer than 4 empty weekends, and they are usually major holidays.
- Page 6: Cash Flow Budget
  - The vast majority of our income comes in during the last half of the year.
- Page 9: Part time staff
  - Changes in wage scale and the additions to education staffing needs, both in Katie’s role and the additional team of three for FTP.
- Page 11: Development Goal is very manageable, and we are working on the narrative version of this.
  - This does just tip us over the million dollar point for operating expenses.

## 12. Annual Meeting

*It is required in the by-laws that we have an annual meeting. We determined to hold the meeting at noon in the CCPA lobby on Tuesday, September 6. We will offer a tour afterward for anyone interested.*

## Conclusion

### 13. Comments from the Commission

*There were no comments from the Commission.*

### 14. Adjourn

*Sara O’Donnell moved to adjourn at 1:03 PM. All ayes.*

*The Commission was adjourned until 9/6/2022*

**Next meeting: September 6, 2022 at Noon in the lobby of the CCPA.**