

Peter Quince Performing Company
Pre-Production Meeting Minutes
May 23, 2005

I. Call To Order

The Pre-production meeting at 2402 Franklin St on May 23, 2005 was called to order by Missy Strutz at 7:02.

II. Roll Call

The following members of the executive board of directors were absent:

Aaron Mueller - President - Summer classes

Scuba Steve LaFond - Treasurer - Working

Stefanie Voeltz - Alumni - Prior Engagements.

III. Agenda Approval

The following changes were made by Mark Quistorf:

Producer speech under new business.

n/a moved to approve the agenda. n/a seconded the motion.

IV. Minutes Approval

The following changes were made by None:

n/a.

Jamie Strutz moved to approve the minutes from the meeting of March 26, 2005. Kate Wellner seconded the motion.

V. Financial Report

Erik Weiss reported that the amount of \$1,109.70 was present in the checking account and \$11,412.06 in the savings account giving a total of \$12,521.76.

VI. Communications

a. *Secretary*, reported by Erik Weiss:

None.

b. *Alumni*, reported by Stefanie Voeltz:

None.

c. *Internet Relations*, reported by Erik Weiss:

Somebody wanted to know where auditions were, and I emailed them back as soon as I knew.

d. *Other*, reported by None:

none.

VII. Officer Reports

a. *President*, reported by Aaron Mueller :

Everyone needs to fill out a liability waiver. If you're a dependent of your parents, no matter how old, your parents need to sign it.

- b. *Producer*, reported by Mark Quistorf :
We will be getting the CCC contract in a week or so. We lost our music and pit director, and now Tricia and Chris are the pit directors. Mark is the music director. MTI forgot to send us pit materials, it was their fault. A piano will be rented in Milwaukee soon. Emilee buys Mark water and drives him around.
- c. *Vice President*, reported by Missy Strutz:
Sending out advertisement letters. Stamps are expensive. We have a total of \$1,045 in ad sales. People should try to sell sponsors/patrons. Deadline for the poster design will be in a few weeks.
- d. *Secretary/Treasurer*, reported by Erik Weiss:
I checked the mailbox, we got money from 10 people and 6 returned envelopes. I signed and sent the grant agreement to the West Foundation and they will be sending us \$1,000.
- e. *Public Relations*, reported by Melyssa Keil :
We got this building/rehearsal space. Went to all the schools in the area and put up posters about auditions.
- f. *General Director*, reported by Aimee Miller:
Auditions are done and the cast has been selected.

VIII. Committee Reports

- a. *Alumni Relations*, reported by Stefanie Voeltz:
Getting ahold of the alumni so they can see the show. Told them they should become sponsors.
- b. *Fundraising*, reported by Melyssa Keil:
There are 8 fundraisers planned for this summer. This Saturday at 8am people should setup for the brat fry fundraiser at pick-n-save. We are also looking for old pictures from past years fundraisers.
- c. *Internet*, reported by Erik Weiss:
None.
- d. *History*, reported by Melissa Strutz:
Working on historizing pictures for the website.
- e. *Bylaw*, reported by Neil Schneider:
Make copies of the brand new bylaws. Everyone should pick up a copy at the end of the meeting.
- f. *Education*, reported by Stefanie Voeltz/Neil Schneider :
Working on getting together and doing workshops.
- g. *Social Activities*, reported by Kate Wellner:
Perkins after the meeting.

IX. Old Business

Auditions - We have the cast and Amiee is excited.

X. New Business

Election of Social Chair - We have gotten a letter from Jamie Strutz and Scuba Steve LaFond. No nominations from the floor. Jamie and Scuba are white-balloted to the position of social chair.

Production Council - We now have a master carpenter, and it is Darrick Brunes. We are still searching for a sound designer. Our first production council meeting will be this Thursday at 9pm

Producer's Speech- No drugs, smoking, or drinking. Respect each other. Don't go off into other parts of the building/rehearsal space.

XI. Announcements

The post-production meeting will be on Saturday, August 13th 2005 at 6 pm for board and 7 pm for general members.

Additional Announcements: If you haven't signed up to be a member yet, or gotten a liability waiver, come to the front after the end of the meeting and remember to pick up bylaws. Read through tomorrow at 6pm. Remember Perkins.

XII. Adjournment

The meeting was adjourned by Missy Strutz at 7:32.