



Warrensburg Arts Commission Meeting

Minutes

September 18, 2023

5:00-6:00 pm

Arts & Craft Room

Warrensburg Community Center

445 E Gay St.

Warrensburg, MO 64093

Zoom option available

The meeting was **called to order at 5:01 pm**. Quorum was established.

Roll Call

All commissioners present: Allison Robbins, Sarah Chamberlin, Steve Carter, Cindy Bechtol, Maya Kucij, Sue Kraus.

City Liaison/Ex-Officio: Marcella McCoy, present. Eddie Osborne, present.

Guests: Marcy Barnhart, Amy Tobin.

Approval of Agenda

Sue motioned to approve, and Maya seconded. The motion passed unanimously.

Approval of Minutes

Maya motioned to approve, and Sarah seconded. The motion passed unanimously.

Introduction of Guests/Visitors

Amy Tobin attended the meeting as a representative of the Warrensburg Senior Center. Marcy Barnhart attended the meeting as the incoming City Liaison.

Updates

Marcella informed the commissioners that the FY24 City Budget has passed.

September Art Walk Updates

Allison and Sue will set up for the Art Walk this upcoming Wednesday. They will promote the Community Theater fundraiser and encourage people to take a survey about the Art Walks. Allison reported that Main Street will distribute a survey to the participating artists via email.

Community Theater Fundraiser Updates

Ticket Sales Update: Allison reported that tickets for the fundraiser are now available online and at the Chamber of Commerce. Sue and Allison are calling businesses to encourage table sales for the dinner theater shows. A few tickets have already sold online and at the Chamber. Marcella encouraged using a QR code as much as possible to direct people to the online ticket page.

Marketing and Promotion Update: Sarah will create an 11x14 flier, a webpage banner, and half sheets for promotion. Commissioners would benefit from having the promotional material ready by the morning of

Wednesday, September 21, so that they can be used at the Art Walk. Marcella can print the 11x14 fliers at City Hall; a file should be sent to her. Amy requested that the Senior Center receive a flier that highlights their participation and is targeted at seniors.

Cindy reported that Community Theatre is taking photos of the cast this Thursday, which they will use to further promote the show on social media.

Allison has emailed the *Star Journal* about a possible feature and will check back in with a reporter. Commissioners encouraged contacting radio stations in Clinton and Sedalia, as well as speaking with Woody at KOKO and contacting Student Activities at UCM.

RISE Update: Sue reported that RISE will provide concessions for the matinee performances, including popcorn, candy, water, and soda. They will arrive at 1:30pm to set up before the show and come back at intermission. They will require an 8 ft. table, which will be set up outside of the multi rooms. RISE needs to know the number of people expected at the matinees so that they can plan appropriately.

Community Theater Update: Cindy reported that rehearsals are going well and that everyone should be off book this week. They now have a person dedicated to costuming who will organize those needs. There are ongoing scheduling challenges related to constructing the stage before the dress rehearsal and shows. Allison and Cindy will continue to work with the Community Center to finalize set-up and rehearsal times.

Cindy asked about comp tickets for the cast. Two complimentary tickets will be given to each cast member, and they will have the option of selecting a dinner theater performance provided they pay the balance for the dinner. Allison will send an order form to the cast via email, once the cast list is provided.

Senior Center Update: Amy reported that the meal plans for the dinner theater performances are ready. The Board of the Senior Center will provide homemade desserts for intermission.

Coordinating Volunteers: Allison noted that volunteer needs for the performances, including dishwashing, preparing tables, bussing tables, and moving chairs and tables on Saturday especially. Commissioners suggested local groups to contact, and she will reach out to them.

Commissioners also discussed their roles at the performances. Allison and Sue will be on site at the performances, with help from Sarah for some shows and Eddie possibly on Sunday. Two point people will need to work ticket sales and admissions, and one point person will need to serve as volunteer coordinator.

Week of Show Needs: Maya asked about the table decorations for the dinner theater. Commissioners discussed tablecloths, agreeing to purchase vinyl tablecloths for 84-inch (6 ft.) round tables.

Next Meeting - October 23, 5:00-6:00 pm

Commissioners agreed to meet the third Monday given the scheduled dates of the Community Theatre fundraiser. Commissioners congratulated and applauded Marcella on her upcoming retirement and thanked her for her dedicated work with the Commission. The meeting was **adjourned** at **5:58**