



belle fourche area
Community Theater

2019 - 2020 ANNUAL REPORT

BOARD OF DIRECTORS

PRESIDENT

Robert Soderstrom

VICE PRESIDENT

Toi Lyn Flick

SECRETARY

Rebecca Tinsley

TREASURER

Kelsey Gronlund

FUNDRAISING CHAIR

Heather Pittman

PUBLIC RELATIONS CHAIR

Nathan Schreier

MEMBERSHIP CHAIR

Jonathan Tinsley

EXECUTIVE DIRECTOR

Derek Olson

MISSION STATEMENT

Our mission is to stimulate, promote, teach, and develop interest in the theater arts. We strive to share in providing cultural opportunities that serve the educational and entertainment needs of our community. And so, we welcome and provide opportunities of participation for all volunteers interested in the theater arts.

Belle Fourche Area Community Theater

PO Box 427

Belle Fourche, SD 57717

EMAIL: director@bellefourcheact.com

www.bellefourcheact.com

Belle Fourche Area Community Theater is

a South Dakota Nonprofit Corporation (#31954)

a 501(c)(3) exempt Public Charity

PRESIDENT'S OPERATIONAL SUMMARY FOR THE 2019-2020 SEASON

Despite a devastating national pandemic the Belle Fourche ACT board of directors have conducted regular business throughout the year. We have conducted 11 regular meetings, 1 special meeting, 2 closed session meetings and our 2018-2019 annual meeting. Due to safety concerns the board ceased conducting meetings in person in April. All meetings since have been conducted virtually. I have presided over all but two meetings, in both cases the Vice President presided in my stead.

It is not technically the responsibility of the president to report on the performance of the BFACT Board of Directors at large but it is my observation that this board has acted exceptionally well considering the devastating year our nation has endured.

BFACT has only officially existed as an independent organization for little over a year; in fact, this annual meeting marks our first full year in operation. Given that circumstance and the hardship placed on us by the COVID-19 pandemic, the fact that we are still in operation and are relatively unscathed is a testament to the dedication of each individual officer of this board.

PRESIDENT

Robert Soderstrom

president@bellefourcheact.com



*“Never doubt that a small group of thoughtful, committed citizens can change the world;
indeed, it’s the only thing that ever has.”*

Margaret Mead, American Anthropologist 1901 – 1978

VICE PRESIDENT'S ANNUAL REPORT

We began our year with a Christmas show. We faced several challenges with this show, including the city rescheduling the Parade of Lights on opening night, and a change of date which impacted our adult actors and caused much juggling of various events in the BFACC. However, the show was a success. The script worked well, the bake sale was well supported, the live music in the foyer was an excellent addition and Arts People worked smoothly.

Covid-19 shook things up for us, but Kelsey and I still did our quarterly audits which showed that BFACT managed to stay solvent throughout our first year. Our creative committee and fundraising committee both did an excellent job keeping money in the coffer.

We had an entry in the annual 4th of July parade. This was done largely to keep us in the public eye as we were unable to be on stage. Thank you to those who participated in that.

Creatively, we have done our best to think outside of the box. We tried numerous things such as a radio play, dramatic readings, and stories in the park. More about all of this can be found in the executive director's report, I'm sure.

The official annual report has been filed with the state of South Dakota and is available for anyone who would like to see it. Great job on an impressive, albeit challenging, first year BFACT!

SECRETARY'S ANNUAL REPORT

BFACT has met monthly since October, 2019 for regular sessions. We have held additional meetings for show budget requests and executive sessions for personnel topic discussions. All meeting minutes and agendas are now being stored electronically in a shared BOD folder as well as available to the membership through the BFACT website.

In April, 2020 due to Covid-19 and the need for social distancing, I secured the ability for the BOD to meet virtually through the use

of the Zoom platform. At this time, we are still utilizing this online format to continue to conduct all meetings as the BOD does not feel that the risk of Covid-19 infection transmission has been satisfactorily reduced to allow for in person meetings. I have compiled the performance review assessments from BOD members to enable the President and committee members to conduct the annual performance review with the Executive Director.

FUNDRAISING CHAIR ANNUAL REPORT

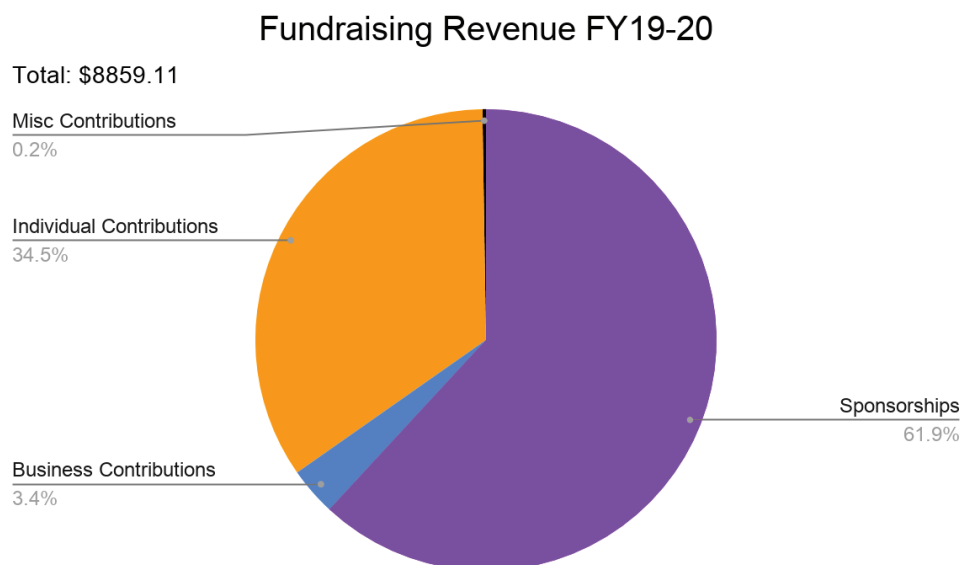
Fiscal year 19-20 was an interesting first year for our organization. Our initial Christmas show and accompanying bake sale were promising beginnings to our year but, unfortunately, we were quickly derailed by the global health emergency. We had to postpone and ultimately cancel Mr. Beautiful Fork. We had hoped it would be our biggest fundraising event of the year. With this revenue off the table, we had to find new avenues to generate funds and keep ourselves running through tough times. The complete breakdown of fundraising revenues is as follows and is displayed visually below:

SPONSORSHIPS: \$5481.90

BUSINESS CONTRIBUTIONS: \$300.00

INDIVIDUAL CONTRIBUTIONS: \$3055.40

MISC CONTRIBUTIONS: \$21.81 (merch store)



CONTINUED ON THE NEXT PAGE...

FUNDRAISING CHAIR ANNUAL REPORT

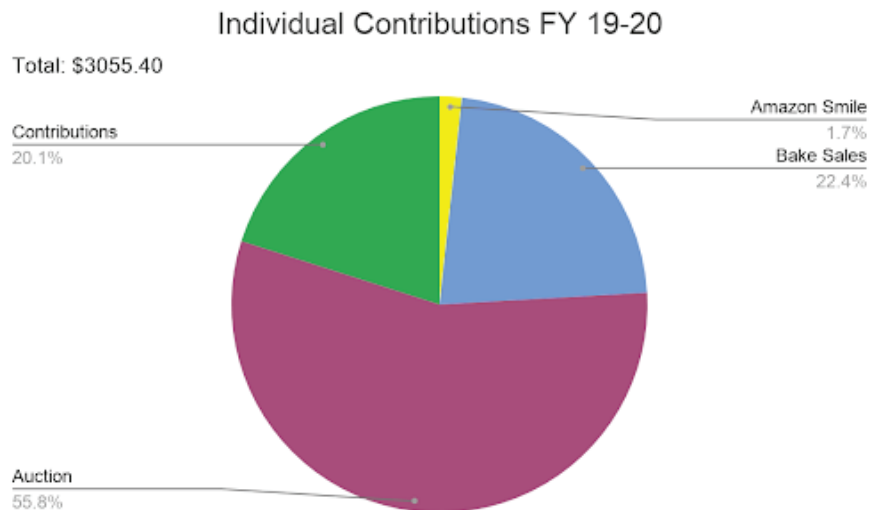
Community sponsorships and business contributions made up nearly $\frac{2}{3}$ of our intake. We are extremely grateful for their support and are thrilled to continue forging mutually beneficial relationships with local businesses and organizations in the FY 20-21. Individual contributions made up slightly more than $\frac{1}{3}$. The breakdown of individual contributions is as follows and visually represented below:

AMAZON SMILE: \$52.86

BAKE SALES: \$683.19

AUCTION: \$1706.00

DONATIONS: \$ 613.35



We are so pleased and humbled that our local community members have been so generous in supporting our organization. Though Amazon Smile is not a direct contribution, we appreciate that our supporters remember us while they do their regular shopping and continue to choose us as their non profit of choice. We thank everyone that has participated with us so far, whether it be donating time to help with a sale booth,

donating treats for sale or items for auction, purchasing fundraising items, or simply spreading the word. We have proven that we can raise enough, with the help of the community, to stay afloat in hard times. We look forward to continuing to find new ways to keep moving forward together and to keep providing enrichment and creative outlets through theater arts.

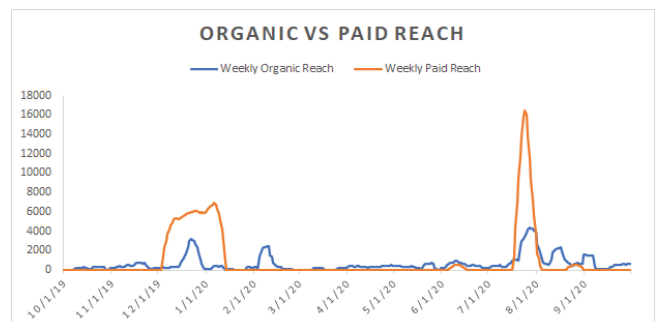
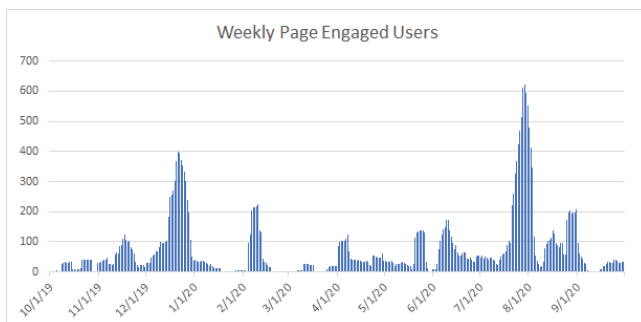
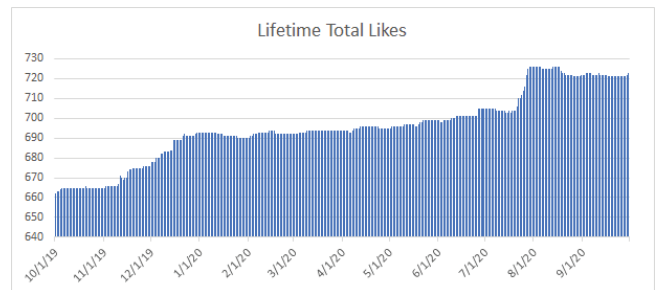
MARKETING CHAIR ANNUAL REPORT

The Marketing Chair has been focused on developing social media presence as an addition to our traditional forms of outreach, such as newspaper and poster displays. From the data we have gathered through Facebook page insights, we have maintained steady growth throughout our first season. The large spikes in data correlate to our various ad campaigns we have run for our events. Unfortunately, the COVID-19 pandemic threw a wrench in our plans for our Spring and Summer events, hence the lack of activity. We rallied our presence and outreach with the premier of our web series Jupiter & Mars, along with other creative outlets such as our storytime collaboration with the public library, and our resulting Storytime in the Park events.

As for our future plans, we would like to track more in-depth measurement of our outreach results once we are able to resume our regular indoor events, tracking how our attendees are made aware of our activities. This will give us insight into what forms of marketing are effective, as we continue to expand our outreach methods. We will continue to scale physical poster outreach, and want to expand further into newspaper, radio, and even television presence.

On that note, for our first major foray into these alternative media, we will be bringing Jupiter & Mars to the actual radio waves as we continue to produce and release more episodes!

BEFACT FACEBOOK STATISTICS



MEMBERSHIP CHAIR ANNUAL REPORT

During the 2019-2020 Season we had 18 individual membership donations. These are the active individual members of the Belle Fourche Area Community Theater. We have registered 58 people in our contact database. This number is expected to increase with the additional shows being produced when we are able to return to normal operation.

With the coming new season we will be actively fielding a three person committee that will be responsible for membership correspondence, renewal, recruitment and collection of member donations.



EXECUTIVE DIRECTOR ANNUAL REPORT

The 2019 - 2020 season will go down as the craziest year of community theater in the Belle Fourche area. To be fair, it was our first season as a nonprofit organization, but we did have a lot of highs and lows this year. We started a year ago creating Belle Fourche Area Community Theater and have been working since then to iron out a lot of the nitty gritty of what this organization will be. A big thing we accomplished was creating an agreement with the city that puts BFACT as a partner in managing the Community Center Theater.

We created a new organization website <https://www.bellefourcheact.com> which will keep people updated on everything we are doing. It will also help us keep a history of everything we have done before, including the years before our nonprofit status. We have also increased our social media presence across multiple platforms. I have worked closely with our head of marketing, Nathan Schreier to keep the word out about what and who we are.

We have worked on multiple fundraising events completely online this year including a silent auction that helped raise almost \$2,000 and a pledge drive to celebrate our ten year

anniversary that will last through the rest of the year. To help raise some money and to have some great swag we have created a TeeSpring account that has shirts, stickers, bags and more. We will continue releasing new merchandise, some with our branding and others that will be for anyone who enjoys theater.

We had a plan for a full season this year. We had our Christmas show 'The Little Town of Christmas' that went amazingly well. We had a great turnout of volunteers and actors and people to see the show. It was a huge success that we were hoping to use as momentum for the rest of the season. We had planned our fundraiser 'Mr. Beautiful Fork,' a night of locally written one-acts in June, a murder mystery dinner theater, a night of one acts with other local community theaters and our main stage show 'The Man Who Came to Dinner' in August. Due to the pandemic we had to cancel all of these events. This caused us to scramble to come up with a new season on the fly.

Due to the pandemic the Belle Fourche Public Library had to cancel their yearly summer reading series. We worked with them to come up with 'Storytime Reading,' a program where

CONTINUED ON THE NEXT PAGE...

BFACT volunteers record themselves reading classic stories and we put them online for the library to use. The stories are still online and can be viewed by anyone at any time. We also had an in person 'Storytime Reading' in the park that went great and are preparing for another one in October for Halloween.

Our focal point for this summer has become our online audio play 'Jupiter & Mars.' We created a writer's group of current and past community theater members to come up with the show and write the episodes. We did auditions and recorded them all online. We have created three episodes and are online for people to be able to watch. Currently there are six more episodes in different stages of production for release this year and next.

With the hope of life getting a little bit more back to normal in 2021 we are planning on our new season. We are looking to have several shows and bringing back our awesome fundraiser 'Mr. Beautiful Fork,' plus much more.

This year has been nothing but trying but we have adapted and put ourselves into a position for success in the future. We are even looking to continue some of our pandemic programs into the future because of the flexibility they give us. Expect to see us in person and online in the future, because it is indeed a bright future for community theater in the Belle Fourche area.

EXECUTIVE DIRECTOR

Derek Olson

director@bellefourcheact.com

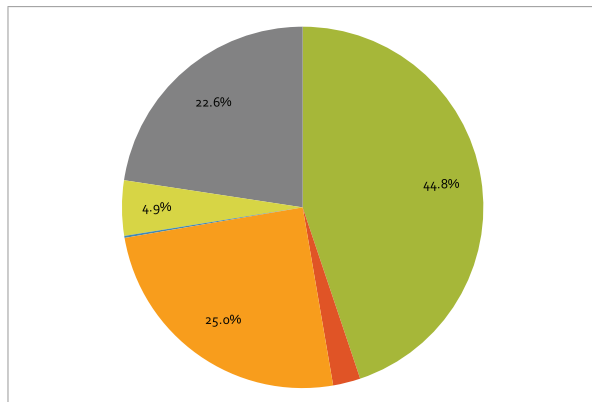
PROPOSED 2020 - 2021 SEASON BUDGET

Night of One Acts			Main Show	
Rental	768		Rental	768
Marketing	50		Marketing	75
Costumes and Set	300		Costumes and Set	500
			Licensing	450
Total	\$1,118		Total	\$1,793
Mr. Beautiful Fork			Possible Third Show	
Marketing	50		Rental	450
Prizes	50		Marketing	50
			Costumes and Set	150
Total	\$100		Total	\$650
Possible Dinner Theater			Christmas	
Marketing	50		Marketing	50
Rental	300		Misc	50
Costumes	50			
Total	\$400		Total	\$100

TREASURER ANNUAL REPORT

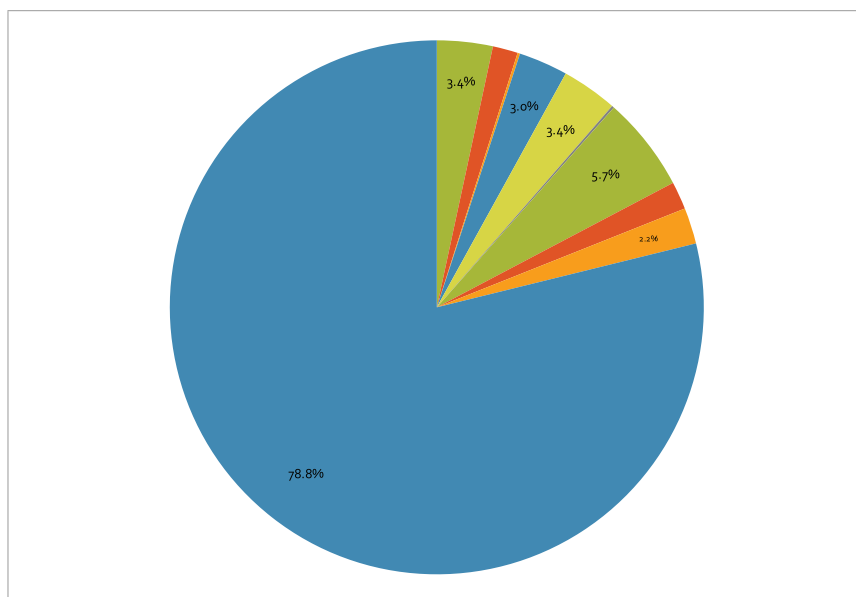
With your amazing generosity, we were able to have a successful first year.

Revenue and Support



Sponsorships	\$5,481.90	44.8%
Business Contributions	\$300.00	2.5%
Individual Contributions	\$3,055.40	25.0%
Miscellaneous Revenue	\$21.81	0.2%
Membership Donations	\$602.95	4.9%
Ticket Sales	\$2,762.37	22.6%
Total	\$12,224.43	100.0%

Expenses



Advertising	\$300.95	3.4%
Arts People Fees	\$135.60	1.5%
Bank Fees	\$13.50	0.2%
Office Supplies	\$265.28	3.0%
Play Scripts	\$301.75	3.4%
Printing and Reproduction	\$12.14	0.1%
Rent Expense	\$512.00	5.7%
Royalties	\$150.00	1.7%
Theater Production Supplies	\$194.99	2.2%
Salary & Wages	\$7,031.25	78.8%
Total	\$8,917.46	100.00%

CONTINUED ON THE NEXT PAGE...

Cash Flow

Belle Fourche Area Community Theater

Date Range: Oct 01, 2019 to Sep 30, 2020

CASH INFLOW AND OUTFLOW	Oct 01, 2019 to Sep 30, 2020
Operating Activities	
Sales	
PETTY CASH	\$0.00
Direct Public Support - Sponsorships	\$5,481.90
Direct Public Support – Business Contributions	\$300.00
Direct Public Support – Individual Contributions	\$3,055.40
Miscellaneous Revenue	\$21.81
Program Income – Membership Donations	\$602.95
Ticket Sales	\$2,762.37
Total Sales	\$12,224.43
Purchases	
Advertising	-\$300.95
Arts People Fees	-\$135.60
Bank Fees	-\$13.50
Office Supplies	-\$265.28
Play Scripts	-\$301.75
Printing and Reproduction	-\$12.14
Rent Expense	-\$512.00
Royalties	-\$150.00
Theater Production Supplies	-\$194.99
Total Purchases	-\$1,886.21
Inventory	

CASH INFLOW AND OUTFLOWOct 01, 2019
to Sep 30, 2020

Payroll	
Payroll – Salary & Wages	-\$7,031.25
Total Payroll	-\$7,031.25
Sales Taxes	
Other	
Net Cash from Operating Activities	\$3,306.97

Investing Activities	
Property, Plant, Equipment	
Other	
Net Cash from Investing Activities	\$0.00

Financing Activities	
Loans and Lines of Credit	
Owners and Shareholders	
Other	
Net Cash from Financing Activities	\$0.00

OVERVIEW

Starting Balance	
First Interstate Bank Checking	\$0.00
Total Starting Balance	\$0.00 As of 2019-10-01
Gross Cash Inflow	\$12,324.43
Gross Cash Outflow	\$9,017.46

OVERVIEW

Net Cash Change	\$3,306.97
------------------------	-------------------

Ending Balance	
-----------------------	--

First Interstate Bank Checking	\$3,306.97
--------------------------------	------------

Total Ending Balance	\$3,306.97
	<i>As of 2020-09-30</i>

Profit and Loss

Belle Fourche Area Community Theater

Date Range: Oct 01, 2019 to Sep 30, 2020

ACCOUNTS	Oct 01, 2019 to Sep 30, 2020
Income	
Direct Public Support - Sponsorships	\$5,481.90
Direct Public Support – Business Contributions	\$300.00
Direct Public Support – Individual Contributions	\$3,055.40
Miscellaneous Revenue	\$21.81
Program Income – Membership Donations	\$602.95
Ticket Sales	\$2,762.37
Total Income	\$12,224.43
Total Cost of Goods Sold	
	\$0.00
Gross Profit	\$12,224.43
As a percentage of Total Income	100.00%
Operating Expenses	
Advertising	\$300.95
Arts People Fees	\$135.60
Bank Fees	\$13.50
Office Supplies	\$265.28
Payroll – Salary & Wages	\$7,031.25
Play Scripts	\$301.75
Printing and Reproduction	\$12.14

Operating Expenses	
Rent Expense	\$512.00
Royalties	\$150.00
Theater Production Supplies	\$194.99
Total Operating Expenses	\$8,917.46
Net Profit	
As a percentage of Total Income	\$3,306.97 27.05%

Balance Sheet

Belle Fourche Area Community Theater

As of Sep 30, 2020

ACCOUNTS	Sep 30, 2020
Assets	
Cash and Bank	
First Interstate Bank Checking	\$3,306.97
Total Cash and Bank	\$3,306.97
Other Current Assets	
Total Other Current Assets	\$0.00
Long-term Assets	
Total Long-term Assets	\$0.00
Total Assets	\$3,306.97
Liabilities	
Current Liabilities	
Total Current Liabilities	\$0.00
Long-term Liabilities	
Total Long-term Liabilities	\$0.00
Total Liabilities	\$0.00
Equity	
Retained Earnings	
Profit between Oct 1, 2019 and Sep 30, 2020	\$3,306.97
Total Retained Earnings	\$3,306.97
Total Equity	\$3,306.97



2019 Winter Show Budget	
Scripts	\$246.85
Royalties	\$150.00
Theater Rent x2 nights	\$512.00
Costumes/Set	\$300.00
Advertising	\$150.00
Printing- Programs	\$50.00
Total Budget \$1,408.85	

2019 Winter Show Actual	
Scripts	\$246.85
Royalties	\$150.00
Theater Rent x2 nights	\$512.00
Costumes/Set	194.99
Advertising	\$132.58
Printing- Programs	\$12.14
Total	\$1,248.56
Over/Under Budget	-\$160.29
Ticket Sales	\$2,785.00
Profit/Loss	\$1,536.44

Under Budget



belle fourche area
Community Theater