



SIMI VALLEY CULTURAL ARTS CENTER

3050 East Los Angeles Avenue Simi Valley, California 93065

SIMI VALLEY ARTS COMMISSION SPECIAL MEETING

Wednesday, November 15, 2017, 3:30 p.m.

City Manager's Conference Room

City Hall, 2929 Tapo Canyon Road, Simi Valley, CA 93063

AGENDA

1. Call to Order/Welcome/Roll Call
2. Agenda Review
3. Approval of Minutes: September 20, 2017
4. Public Statements
This is the time allotted for statements or comments on matters within the subject matter and jurisdiction of the Arts Commission.
5. New Business
 - a. Approval of the Revised FY 2017-18 Operating Budget
 - b. Update on Unauthorized Cultural Arts Center Bank Account Charges
 - c. Discussion of the Cultural Arts Center Marquee and Sponsorships
6. Reports
 - a. Cultural Arts Center Programming Update
 - b. General Manager's Report
 - c. Update on Simi Valley Cultural Arts Center Foundation Activities and Revenues
7. Commissioner Comments
This is the time allotted for statements or comments from Arts Commissioners on matters within the subject matter and jurisdiction of the Arts Commission.
8. Adjournment

/s/

Sommer Barwick

Community Services Director

If any interested individual has a disability that may require accommodation to participate in this meeting, please contact the Deputy Community Services Director, Anna Medina, at (805) 583-6811. Upon advance notification of the need for accommodation, reasonable arrangements will be made to provide accessibility to the meeting.

DRAFT MINUTES

1. Call to Order/Welcome

Mayor Pro Tem Judge called the meeting to order at approximately 3:30 p.m., welcomed Arts Commissioners, and verified that a quorum was present.

Present: Mayor Pro Tem Mike Judge, Commissioners Drago, Harrell, Hayes, Kunicki, and Cultural Arts Center Foundation Representative Knepper.

Absent: Mayor Bob Huber, Commissioner Jones.

Staff Members: Sommer Barwick, Anna Medina, David Ralphe, and Fred Helsel.

2. Agenda Review

No changes were recommended.

3. Approval of Minutes: April 19, 2017

A motion was made by Commissioner Hayes and seconded by Commissioner Drago to accept the minutes as drafted. The motion was unanimously approved.

4. Public Statements

None

5. New Business

a. Receipt of Simi Valley Cultural Arts Center FY 2016-17 Operating Budget Report

Ms. Medina stated that total revenues are reported at \$441,094, cost of goods sold was \$311,021, and other expenses are at \$148,102. This results in the Cultural Arts Center reporting a deficit in the amount of \$18,029.

Approximately \$9,232 of the deficit was caused by low attendance at three of its productions; *Peter and the Starcatcher*, *Assassins*, and *Putman County Spelling Bee*. All were artistically successful but unable to find an audience. Also, not producing a January and February production to allow outside groups the opportunity to utilize the Center, left the Center dark for several weeks. For FY 2017-18 staff is exploring leaving a period between productions open. The other element of the deficit is currently being reviewed and a full report will be provided at the next meeting.

Even with the deficit, the CAC remains in a strong financial position. Its Contingency Account and Performance Account each contain over

\$19,000 and its checking and savings accounts average a combined balance of \$60,000. The CAC has completed the maintenance and replacement of production related equipment and maintained its commitment to reimburse the City for 10% of earned income and for one staff position. With the popular programming scheduled through the end of the year staff anticipates continuing operations with a positive cash flow in FY 2017-18.

A motion to accept the Simi Valley Cultural Arts Center FY 2016-17 Operating Budget Report was made by Commission Drago and seconded by Commissioner Hayes. It passed unanimously.

b. Receipt of FY 2016-17 Simi Valley Cultural Arts Center Year-End City Reimbursement Report

Mr. Ralphe stated that in 2002, the City Council approved a reimbursement program for the CAC that requires the City be reimbursed 10% of earned income (total income less grants, donation, interest, and reimbursed technical costs) minus subsidized activity (providing rental space for non-profits and public entities). For FY 2016-17, the Center's earned income totaled \$36,009 and subsidies totaled \$12,510 resulting in a total of \$23,499 due to the City.

A motion to approve the FY 2016-17 Simi Valley Cultural Arts Center Year-End City Reimbursement Report was made by Commissioner Hayes and seconded by Commissioner Drago. It passed unanimously.

c. Discussion of Rentals and Subsidies

The CAC Mission Statement is to develop, support, and encourage cultural activities and educational programs to enhance the quality of life of the citizens of Simi Valley and surrounding communities. The Arts Commission has the authority to set rental fees, set discount policies, and review requests for special subsidies.

Currently there are three forms of subsidies available: Not-for-profit discount, CAC Performance Fund, and Individual or special case subsidy. Since 1996 the not-for-profit agencies have received a discount between 12% and 25%. The CAC receives credit for this subsidy in the yearly reconciliation payment to the City. The CAC Performance Fund is a restricted fund that supports CAC sponsored events that are in line with its mission statement. Individual or special case subsidy allows individuals or organizations the opportunity to apply for a special subsidy with the Arts Commission. The Reflections Program, sponsored by the Simi Valley Unified School District and the Actors' Repertory Theatre of Simi (ARTS), receives an ongoing rental waiver (approved by the Commission in 2008) through action of the Arts Commission because the Commission determined that the program fulfills the CAC mission of providing

educational programs. Reflections uses the building for one day each year to gather visual and performance arts for display and adjudication. ARTS conducts musical theatre workshops for youth during the summer approved 1996 and the Literature in Action program for students of high school age.

6. Reports

a. Cultural Arts Center Programming Update

The CAC production of *Cabaret* received a Gold Star Review. Many of the productions have sold out. The CAC has a new group from Westlake called Studio C for a two weekend production of *All Shook Up*. ARTS will have their production of *A Christmas Story*, which is based on the movie classic that runs every holiday season. Next year, we are looking at having the production of *Sister Act the Musical*.

b. Simi Valley Cultural Arts Center Statistics

Overall, for the first six months of the year, attendance is down slightly due to mainstage attendance. However, given the popularity of the remainder of the year productions it is expected that it will equal or surpass last year.

c. Simi Valley Cultural Arts Center Capital Improvement Program

The CAC replaces equipment as needed. Due to the Judy Dwyer bequest the Center was able to complete Phase 2 of the greening of the Center. The CAC fine-tuned the sound system, piano, and wireless microphones, replaced and upgraded the lighting, purchased technical supplies, and replaced the current cyclorama. Capital projects in progress include replacing the hazer and upgrading the sound package and projector.

d. General Manager's Report

The CAC is looking at creating a DownStage series, possibly having Coffee and Jazz evenings or Storytelling events. If popular, they can be moved to the mainstage. The CAC is also working on reinstating bluegrass. The Regal Cinemas have done really well with its Indian based evenings and the CAC would like to reach out to the Indian community and possibly have an Indian themed event.

The CAC is finalizing three bids for the purchase of a marquee. The landscaping is an issue and will have to be reconfigured due to water possibly getting on the marquee. The CAC would like to consider the possibility of acquiring production sponsorships and including the sponsor's name on the marquee. The Commission indicated interest in discussing.

Ms. Barwick indicated that a new full-time Theater Technician was hired that will be assisting with Capital Projects and technical direction. Ms.

Barwick asked if the Commission would like a special meeting held, prior to next February, and the consensus was yes.

e. Update on Simi Valley Cultural Arts Center Foundation Activities and Revenues

Mr. Knepper reported that the Foundation hosted Kiki Ebsen (honoring her father Buddy Ebsen) at the CAC. This event was a success bringing in over \$4,000. Union Bank sponsored one row of seats and the tickets were awarded to seniors at the Senior Center. The Foundation has proposed three additional events including the Spotlight Awards which will be held at the CAC. Union Bank has asked the Foundation to submit a grant request at the beginning of 2018 for sponsorship of future events. As of June 30, 2017, the Foundations Endowment Fund is at \$429,559. The Foundation will be taking a \$20,000 distribution to be used for future expenses.

7. Commissioner Comments

Commissioner Hayes welcomed the new Commissioners.

Commissioner Kunicki expressed interest in expanding the marketing budget and would like to look into bringing more people to the Center, possibly inviting corporate leaders to the CAC.

Commissioner Drago thanked staff for answering all his questions and providing explanations. The CAC is a fantastic place and the jewel of Simi Valley due to staff.

Commissioner Harrell found the meeting very interesting and looks forward to the next. Everyone had great ideas.

Foundation Representative Knepper loves the productions at the CAC and wants to see it continue. Stated the CAC was the jewel in the crown.

8. Adjournment - The meeting was adjourned at approximately 5:11 p.m.

CITY OF SIMI VALLEY • MEMORANDUM

DATE: November 15, 2017

TO: Simi Valley Arts Commission

FROM: Sommer Barwick, Community Services Director

SUBJECT: APPROVAL OF THE REVISED FY 2017-18 OPERATING BUDGET

During the April 2017 meeting, the Arts Commission approved the FY2017-18 Center Operating Budget. At that time, the CAC Technical Director position was listed as a contract position reimbursed from a \$45,000 budget line covering contract labor. However, during the budget process, the City Council approved a full-time benefitted Theater Technician position to replace one contract position at \$66,600 per year with the City's General Fund responsible for \$31,600 and the CAC reimbursing the City \$35,000 per year toward the Theater Technician's compensation. The recruitment to fill the Theater Technician position was initiated and the position was filled in September. The following represents the **prorated** changes being made to the CAC FY 2017-18 Operating Budget:

	Adopted Budget	Change	Revised Budget	Prorated Budget
Contract	\$45,000	(\$35,000)	\$10,000	\$18,000
Technical Staff	\$76,000	\$35,000	\$111,000	\$103,000

Therefore, staff recommends that the Arts Commission approve the Revised FY 2017-18 Operating Budget. Staff will be available to answer any questions at the November 15, 2017 Arts Commission meeting.

Attachment

**COMMUNITY SERVICES DEPARTMENT
FY 17-18 REDUCTION PROPOSAL**

TITLE: Reclassify a 1.25 FTE Temporary Part-Time Theater Technician I/II to 1.00 FTE Permanent Full-Time Theater Technician I/II to be offset by increased reimbursement to the City for technical services rentals and anticipated overtime

TOTAL: \$34,400

ACCOUNT: 1002310-41000/1002310-38203

PRIORITY: 4

SAVINGS BREAKDOWN	
<u>Current Expenses</u>	
Temporary Salaries/Benefits (reduction)	\$66,000
Regular Salaries/Benefits (increase)	(\$66,600)
<u>Proposed Increased Revenues</u>	
Cultural Arts Center Reimbursement	\$35,000
TOTAL:	\$34,400

A permanent full-time Theater Technician I/II will provide the Community Services Department with high level technical support required for the Cultural Arts Center's various productions, rentals, meetings, productions, events, marketing, and purchasing; in addition to supporting the Department's multiple facilities, events, and programs with capital projects, community outreach and marketing, productions, and events. This position will be partially offset by revenue provided by the Cultural Arts Center production revenues and reallocation of existing temporary salaries and benefits resulting in a net savings to the General Fund of \$34,400.

**SIMI VALLEY CULTURAL ARTS CENTER REVISED OPERATING BUDGET
FY 2016-17 & 2017-18 BUDGET REPORT**

	FINAL BUDGET 2016-17	ACTUAL 2016-17	VARIANCE 2016-17	PROPOSED BUDGET 2017-18
INCOME				
Advertising Income	\$500	\$638	\$138	\$500
Box Office Income				
<i>Box Office</i>	\$255,000	\$245,038	(\$9,962)	\$262,000
<i>Gift Certificate Sales</i>	\$17,000	\$10,469	(\$6,531)	\$15,000
<i>Off Site Box Office</i>	\$500	\$0	(\$500)	\$0
<i>Service Charges</i>				
<i>Handling Fee</i>	\$100	\$0	(\$100)	\$100
<i>Provider Credit Card Fees</i>	\$4,000	\$3,863	(\$137)	\$3,750
<i>Ticket Printing</i>	\$100	\$75	(\$25)	\$100
<i>Ticket Surcharge</i>	\$14,000	\$13,512	(\$488)	\$14,500
Total Box Office Income	\$290,700	\$272,957	(\$17,743)	\$295,450
Concessions				
<i>Cnc's - Beer/Wine</i>	\$3,000	\$1,463	(\$1,537)	\$2,500
<i>Cnc's - Food/Soft Drinks</i>	\$6,000	\$4,248	(\$1,752)	\$5,000
<i>Cnc's - Promotional Items</i>	\$1,500	\$147	(\$1,353)	\$1,200
<i>Cnc's - Gallery Sales</i>	\$750	\$3,233	\$2,483	\$750
Total Concessions	\$11,250	\$9,091	(\$2,159)	\$9,450
Contribution Income				
<i>Foundation Contributions</i>	\$30,000	\$30,116	\$116	\$30,000
<i>Miscellaneous Income</i>	\$0	\$65	\$65	\$100
<i>City Employee Payroll Deductions</i>	\$500	\$327	(\$173)	\$500
<i>Sponsorships</i>	\$500	\$5,000	\$4,500	\$500
Total Contributions Income	\$31,000	\$35,508	\$4,508	\$31,100

**SIMI VALLEY CULTURAL ARTS CENTER REVISED OPERATING BUDGET
FY 2016-17 & 2017-18 BUDGET REPORT**

	FINAL BUDGET 2016-17	ACTUAL 2016-17	VARIANCE 2016-17	PROPOSED BUDGET 2017-18
Grants	\$1,000	\$3,636	\$2,636	\$1,000
Reimbursed Technical Costs				
<i>LCD Projector</i>	\$500	\$167	(\$333)	\$400
<i>Microphone Rentals</i>	\$6,500	\$8,564	\$2,064	\$7,500
<i>Piano Rental Fee</i>	\$100	\$0	(\$100)	\$100
<i>Spotlight Rental Income</i>	\$750	\$360	(\$390)	\$500
<i>Technical Staff Costs</i>	\$26,000	\$31,096	\$5,096	\$27,000
<i>Other Reimbursed Tech Income</i>	\$3,000	\$1,638	(\$1,362)	\$1,500
Total Reimbursed Technical Costs	\$36,850	\$41,825	\$4,975	\$37,000
Rental Fee Income				
<i>Cleaning/Damage Income</i>	\$700	\$727	\$27	\$700
<i>Rental Fees - Multipurpose Room</i>	\$39,000	\$39,112	\$112	\$38,000
<i>Rental Fees - Theater</i>	\$42,000	\$37,600	(\$4,400)	\$41,000
Total Rental Fee Income	\$81,700	\$77,439	(\$4,261)	\$79,700
TOTAL INCOME	\$453,000	\$441,094	(\$11,906)	\$454,200

**SIMI VALLEY CULTURAL ARTS CENTER REVISED OPERATING BUDGET
FY 2016-17 & 2017-18 BUDGET REPORT**

	FINAL BUDGET 2016-17	ACTUAL 2016-17	VARIANCE 2016-17	PROPOSED BUDGET 2017-18
COST OF GOODS SOLD				
Advertising/Marketing				
<i>Advertising/Marketing</i>	\$6,000	\$7,148	(\$1,148)	\$6,000
<i>Postage & Delivery</i>	\$800	\$623	\$177	\$800
<i>Printing & Reproduction</i>	\$8,000	\$4,662	\$3,338	\$8,000
<i>Program/Playbills/Tickets</i>	\$750	\$0	\$750	\$500
Total Advertising/Marketing	\$15,550	\$12,433	\$3,117	\$15,300
Booking/Artists Fees				
<i>Artists Fees</i>	\$22,000	\$25,600	(\$3,600)	\$22,000
<i>Booking Fees</i>	\$0	\$0	\$0	\$0
Total Booking/Artists Fees	\$22,000	\$25,600	(\$3,600)	\$22,000
Concession Supplies				
<i>Cnc's Supplies - Beer/Wine</i>	\$1,500	\$503	\$997	\$1,000
<i>Cnc's Supplies - Food</i>	\$3,000	\$2,032	\$968	\$2,000
<i>Cnc's Supplies -Promo. Items</i>	\$800	\$51	\$749	\$400
<i>Cnc's Supplies - Gallery Sales Payout</i>	\$600	\$4,072	(\$3,472)	\$750
Total Concession Supplies	\$5,900	\$6,659	(\$759)	\$4,150
Contract Labor	\$40,000	\$49,257	(\$9,257)	\$18,000
Special Events (Dinner Theater, NYE, Rotary)	\$32,000	\$32,877	(\$877)	\$32,000
Provider Payments	\$155,000	\$171,056	(\$16,056)	\$158,000
Supplies				
<i>Equipment Rentals</i>	\$1,000	\$675	\$325	\$500
<i>Technical Supplies</i>	\$18,000	\$12,464	\$5,536	\$15,000
Total Supplies	\$19,000	\$13,139	\$5,861	\$15,500
TOTAL COST OF GOODS SOLD	\$289,450	\$311,021	(\$21,571)	\$264,950
GROSS PROFIT	\$163,550	\$130,073	(\$33,477)	\$189,250

**SIMI VALLEY CULTURAL ARTS CENTER REVISED OPERATING BUDGET
FY 2016-17 & 2017-18 BUDGET REPORT**

	FINAL BUDGET 2016-17	ACTUAL 2016-17	VARIANCE 2016-17	PROPOSED BUDGET 2017-18
EXPENSE				
Capital Replacement	\$25,000	\$14,209	\$10,791	\$20,000
Technical Staff	\$74,000	\$65,387	\$8,613	\$103,000
City Reimbursement (10% of earned inc.)	\$20,000	\$26,273	(\$6,273)	\$23,000
Credit Card Service Fees				
<i>Service Fees</i>	\$500	\$515	(\$15)	\$400
<i>Credit Card Discount Fees</i>	\$10,500	\$10,686	(\$186)	\$9,500
<i>Credit Card Service Fees (Disputed)</i>		\$8,797	(\$8,797)	
Total Credit Card Service Fees	\$11,000	\$19,998	(\$8,998)	\$9,900
Dues/Licenses/Permits				
<i>Dues & Subscriptions</i>	\$2,000	\$2,248	(\$248)	\$2,500
<i>Licenses & Permits</i>	\$19,000	\$15,178	\$3,822	\$18,000
<i>Miscellaneous Expense</i>	\$0	\$101	(\$101)	\$0
Total Dues/Licenses/Permits	\$21,000	\$17,527	\$3,473	\$20,500
Office Expenses				
<i>Office Supplies</i>	\$2,500	\$1,708	\$792	\$2,500
Total Office Expenses	\$2,500	\$1,708	\$792	\$2,500
Transfer to Performance Fund	\$0	\$0	\$0	\$0
Professional/Special Services Total	\$3,000	\$3,000	\$0	\$3,000
TOTAL EXPENSE	\$156,500	\$148,102	\$8,398	\$181,900
NET INCOME	\$7,050	(\$18,029)	(\$25,079)	\$7,350
	Fund Balance July 1, 2016	Credits/Interest	Debits	Fund Balance June 30, 2017
CONTINGENCY FUND	\$19,439	\$18		\$19,457

**SIMI VALLEY CULTURAL ARTS CENTER REVISED OPERATING BUDGET
FY 2016-17 & 2017-18 BUDGET REPORT**

	FINAL BUDGET 2016-17	ACTUAL 2016-17	VARIANCE 2016-17	PROPOSED BUDGET 2017-18
PERFORMANCE FUND	\$19,273	\$12		\$19,285

CITY OF SIMI VALLEY • MEMORANDUM

DATE: November 15, 2017

TO: Simi Valley Arts Commission

FROM: Sommer Barwick, Community Services Director

SUBJECT: UPDATE ON UNAUTHORIZED CULTURAL ARTS CENTER BANK ACCOUNT CHARGES

During the FY 2016-17 budget preparations to close out the year, staff discovered that the credit card fee budget line item was markedly over what was projected. Upon closer inspection and after several meetings via phone and at the local branch of Union Bank, it was discovered that 50 unauthorized Automated Clearing House (ACH) charges totaling \$11,405.47 had been made against the Center's checking account from August 2016 through August 2017. These charges were made electronically. City staff immediately reported the crime to the Simi Valley Police Department.

Union Bank has reimbursed the Center \$6,027.39 leaving a balance not collected of \$5,378.08. However, Union Bank will continue their research and may reverse additional charges.

Since discovery of the fraudulent charges, staff has taken the following steps to increase monitoring of the accounts:

- Instituted a total ACH (electronic debit) block on the CAC checking account so that any electronic debits are automatically denied, and updated account signatories.
- Placed an ACH filter on the Money Market account to only allow authorized vendors to make electronic debits.
- Instructed the Bookkeeper to notify staff of all questionable items and only move forward once items are verified with the Bank.
- Fiscal Staff working with City's processes.
- Monitor the Union Bank accounts online on a daily basis to detect any suspicious activity.
- Monthly financial reports from the Bookkeeper to CAC Manager, CAC Assistant Manager, and Deputy Community Services Director in addition to the City's Fiscal Services Division.

With the additional oversight and safety measures in place, Staff is confident that all precautions are being taken to identify similar incidents in the future.

Staff will be available to answer any questions at the November 15, 2017 meeting.

CITY OF SIMI VALLEY • MEMORANDUM

DATE: November 15, 2017

TO: Simi Valley Arts Commission

FROM: Sommer Barwick, Community Services Director

SUBJECT: DISCUSSION OF THE CULTURAL ARTS CENTER MARQUEE AND SPONSORSHIPS

The Cultural Arts Center has solicited bids for a marquee (electronic/digital sign) to replace the current outdated sign located in front of the Center. The sign would be able to display the current productions in color and with graphics.

The City's Municipal Code Section 9-37.050(G) exempts cultural centers from the electronic changeable copy sign standards.

The Center would also like to solicit sponsors (as a revenue source) for the various productions. The sponsorship information would scroll as the production information appears on the marquee. Staff would like the Arts Commission's support pursuing sponsorship marketing on the marquee and direct staff to develop policies and recommend City Council approval if needed per the City Manager.

Staff is available to discuss further and answer any questions at the November 15, 2017 meeting.

SIMI VALLEY CULTURAL ARTS CENTER MEMORANDUM

DATE: November 15, 2017

TO: Simi Valley Arts Commission

FROM: David Ralphe, Community Services Manager

SUBJECT: CULTURAL ARTS CENTER PROGRAMMING UPDATE

Attached for the Simi Valley Arts Commission's review is the updated Calendar of Programming for the months of November, December 2017, and January 2018. Reflected is the Actors' Repertory Theatre of Simi Holiday production of *A Christmas Story* and the Cultural Arts Center production of *Sister Act the Musical*. Staff will be available at the November 15, 2017 Simi Valley Arts Commission meeting to address any questions.



A CHRISTMAS STORY November 18, 2017 - December 23, 2017
Presented by Actors' Repertory Theatre of Simi Valley.

Based on the movie classic that runs round-the-clock on television every holiday season, *A Christmas Story*, the Musical follows 9-year-old Ralphie Parker and his quest for the Holy Grail of Christmas gifts—an Official Red Ryder carbine-action 200-shot Range Model air rifle. You'll enjoy all the iconic scenes from the movie: Ralphie's friend, Flick, getting his tongue stuck to the flagpole; his brother, Randy, getting dressed in his snowsuit; the bullies, Farkus and Dill; the notorious leg lamp award; the bunny suit; and much more. The delightfully versatile score by Pasek and Paul (Dear Evan Hansen, Dogfight, Edges) ranges from gentle ballads to show-stopping full-ensemble numbers such as "Ralphie to the Rescue!", "Sticky Situation," and the inevitable "You'll Shoot Your Eye Out!"



SISTER ACT THE MUSICAL January 13, 2018 – February 18, 2018

SISTER ACT is a feel-good musical comedy smash hit based on the 1992 film that has audiences ready to rejoice! Featuring original music by Tony and eight-time Oscar winner Alan Menken, this uplifting musical was nominated for five Tony Awards, including Best Musical. Filled with powerful gospel music, outrageous dancing, and equally outrageous costumes, the show has multiple wonderful roles and audience-leasing moments.

Attachments

November 2017

November 2017							December 2017						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4						1	2
5	6	7	8	9	10	11	3	4	5	6	7	8	9
12	13	14	15	16	17	18	10	11	12	13	14	15	16
19	20	21	22	23	24	25	17	18	19	20	21	22	23
26	27	28	29	30			24	25	26	27	28	29	30
							31						

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Oct 29 - Nov 4	Oct 29	30	31	Nov 1	2	3	4
					7:00pm 10:00pm Studio C Performance (Main stage)	7:00pm 10:00pm Studio C Performance (MS)	1:00pm 4:00pm Studio C Performance (MS) 7:00pm 10:00pm Studio C Performance (MS)
Nov 5 - 11	5	6	7	8	9	10	11
	1:00pm 4:00pm Studio C Performance (MS)		11:30am 2:30pm Rotary Luncheon (MPR) 5:30pm 8:00pm Usher Meeting (MPR)	3:00pm 8:00pm Reflections (MS MPR) 6:00pm 8:00pm Foundation Meeting 7:00pm 10:00pm Sister Act Auditions in NO		7:00pm 10:30pm Sister Act Auditions (MPR)	A Christmas Story LOA 2:00pm 7:00pm Sister Act Call backs (Off Site)
Nov 12 - 18	12	13	14	15	16	17	18
	Tech Week A Christmas	Tech Week A Christmas	Tech Week A Christmas 11:30am 2:30pm Rotary Luncheon (MPR)	Tech Week A Christmas	Tech Week A Christmas	Tech Week A Christmas	7:00pm 10:00pm A Christmas Story Opens (MS)
Nov 19 - 25	19	20	21	22	23	24	25
	1:00pm 4:00pm A Christmas Story (MS) 7:00pm 10:00pm Sister Act Read Through (MPR)	7:00pm 10:00pm Sister Act Rehearsal (MPR)	11:30am 2:30pm Rotary Luncheon (MPR) 7:00pm 10:00pm Sister Act Rehearsal (MPR)		8:00am 8:30am CLOSED for Thanksgiving	7:00pm 10:00pm A Christmas Story Performance (MS)	12:00pm 4:00pm Sister Act Rehearsal (MPR) 7:00pm 10:00pm A Christmas Story Performance (MS)
Nov 26 - Dec 2	26	27	28	29	30	Dec 1	2
	1:00pm 4:00pm A Christmas Story (MS) 6:00pm 10:00pm Sister Act Rehearsal (MPR)	7:00pm 10:00pm Literature in Action Performance (DownStage Theater)	11:30am 2:30pm Rotary Luncheon (MPR) 7:00pm 10:00pm Literature in Action Performance (Down	7:00pm 10:00pm Literature in Action Performance (DownStage Theater)	7:00pm 10:00pm Literature in Action Performance (DownStage Theater)		

December 2017

December 2017							January 2018						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
					1	2		1	2	3	4	5	6
3	4	5	6	7	8	9	7	8	9	10	11	12	13
10	11	12	13	14	15	16	14	15	16	17	18	19	20
17	18	19	20	21	22	23	21	22	23	24	25	26	27
24	25	26	27	28	29	30	28	29	30	31			
31													

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	Nov 26	27	28	29	30	Dec 1	2
11/26 - 12/1						7:00pm 10:00pm A Christmas Story Performance (MS)	10:00am 5:00pm Stage 1 Music Concert (MS) 7:00pm 10:00pm A Christmas Story Perf
	3	4	5	6	7	8	9
12/3 - 8	1:00pm 4:00pm A Christmas Story (MS) 6:30pm 11:00pm Elvis Blue Christmas (MS)	7:00pm 10:00pm Sister Act Rehearsal (MPR)	11:30am 2:30pm Rotary Luncheon (MPR) 7:00pm 10:00pm Lit in Action Performance	7:00pm 10:00pm Lit in Action Performance (DownStage Theater)	7:00pm 10:00pm Lit in Action Performance (DownStage Theater)	7:00pm 10:00pm A Christmas Story Performance (MS)	7:00pm 10:00pm A Christmas Story Performance (MS)
	10	11	12	13	14	15	16
12/10 - 15	1:00pm 4:00pm A Christmas Story (MS) 5:00pm 10:00pm Buckles and Bows Party (MPR)	7:00pm 10:00pm Sister Act Rehearsal (Cultural Arts Center)	11:30am 2:30pm Rotary Luncheon (MPR) 7:00pm 10:00pm Sister Act Rehearsal (Cultur	6:00pm 8:00pm Foundation Meeting (Upper Lobby) 7:00pm 10:00pm Sister Act Rehearsal (Cultur	7:00pm 10:00pm Sister Act Rehearsal (Cultural Arts Center)	7:00pm 10:00pm A Christmas Story Performance (MS)	1:00pm 5:00pm A Christmas Story (Main stage) 7:00pm 10:00pm A Christmas Story Perf
	17	18	19	20	21	22	23
12/17 - 22	1:00pm 4:00pm A Christmas Story (MS) 7:00pm 10:00pm Sister Act Rehearsal (Cultur 7:30pm 10:30pm Down	7:00pm 10:00pm Chabad Simi Concert (MS) 7:00pm 10:00pm Sister Act Rehearsal (Cultur	11:30am 2:30pm Rotary Luncheon (MPR) 7:00pm 10:00pm Sister Act Rehearsal (Cultur	7:00pm 10:00pm Sister Act Rehearsal (Cultural Arts Center)	6:00pm 10:00pm A Christmas Story (Main Stage) 7:00pm 10:00pm Sister Act Rehearsal (Cultur	7:00pm 10:00pm A Christmas Story Performance (MS)	1:00pm 5:00pm A Christmas Story (Main Stage) 7:00pm 10:00pm A Christmas Story Perf
	24	25	26	27	28	29	30
12/24 - 29	Closed 7:00pm 10:00pm Sister Act Rehearsal (Cultural Arts Center)	Closed 7:00pm 10:00pm Sister Act Rehearsal (Cultural Arts Center)	11:30am 2:30pm Rotary Luncheon (MPR) 7:00pm 10:00pm Sister Act Rehearsal (Cultur	7:00pm 10:00pm Sister Act Rehearsal (Cultural Arts Center)	7:00pm 10:00pm Sister Act Rehearsal (Cultural Arts Center)	Sister Act Rehearsal (C	Sister Act Rehearsal (C
	31	Jan 1, 18	2	3	4	5	6
12/31 - 1/5	Closed						

January 2018

January 2018							February 2018						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6		5	6	7	1	2	3
7	8	9	10	11	12	13	4	11	13	14	15	16	17
14	15	16	17	18	19	20	18	19	20	21	22	23	24
21	22	23	24	25	26	27	25	26	27	28			
28	29	30	31										

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	Dec 31	Jan 1, 18	2	3	4	5	6
Dec 31 - Jan 6		Closed	11:30am 2:30pm Rotary Luncheon (MPR)			Sister Act Load In	Sister Acto Load In (M)
	7	8	9	10	11	12	13
Jan 7 - 13	Sister Act Tech Week	Sister Act Tech Week	Sister Act Tech Week 11:30am 2:30pm Rotary Luncheon (MPR)	Sister Act Tech Week 6:00pm 8:00pm Foundation Meeting (Upper Lobby)	Sister Act Tech Week	Sister Act Dress Rehea	7:00pm 11:00pm Sister Act OPENING (MS)
	14	15	16	17	18	19	20
Jan 14 - 20	1:00pm 5:00pm Sister Act (MS)		11:30am 2:30pm Rotary Luncheon (MPR)			11:00am 3:00pm Republican Women (MPR) 7:00pm 11:00pm Sister Act (MS)	7:00pm 11:00pm Sister Act (MS)
	21	22	23	24	25	26	27
Jan 21 - 27	1:00pm 5:00pm Sister Act (MS)		11:30am 2:30pm Rotary Luncheon (MPR)			7:00pm 11:00pm Sister Act (MS)	7:00pm 11:00pm Sister Act (MS)
	28	29	30	31	Feb 1	2	3
Jan 28 - Feb 3	1:00pm 5:00pm Sister Act (MS)		11:30am 2:30pm Rotary Luncheon (MPR)				