



WISCONSIN THEATER ARTS INC.

Building Committee Mandate & Orientation Guide

I. Mission

To serve as an agile, rapid-response task force dedicated to identifying, evaluating, and securing a suitable commercial storefront or retail unit along the Southeastern Wisconsin regional corridor. The committee's immediate focus is **real-time field execution**: scouting available spaces, vetting landlord lease terms, checking local municipal zoning codes, and launching our immediate **\$75,000 to \$100,000 Phase 1 capital retrofitting drive**.

II. Fluid Responsibilities & Real-Time Action Tracks

Because commercial properties become available and move quickly, this committee operates in a fluid, continuous rhythm rather than a slow academic schedule. Volunteers self-select into three immediate action tracks:

1. Real-Time Property Scouting & Vetting (Immediate Action)

- **Active Scouting:** Monitor regional commercial real estate listings and physically scout target storefront properties along the Burlington-Waterford-Mukwonago artery.
- **Rapid Vetting:** Step inside available units immediately to evaluate raw physical bones—specifically analyzing ceiling heights, open square footage, and landlord tenant improvement (TI) options.
- **Trade Cost Estimating:** Draft quick, real-time cost estimates for structural build-out essentials, including drywall partitions for fire code, 200+ amp electrical grid mapping for stage dimmers, and ADA plumbing retrofits for restrooms.

2. Local Zoning & Legal Compliance (On-Demand Vetting)

- **Zoning Checks:** The moment a promising storefront is identified, connect directly with that town's municipal planning department to verify occupancy permits for public assembly and educational use.
- **Lease Review:** Vette standard commercial lease clauses, common area maintenance (CAM) fees, and utility allocations in real time to ensure the organization is fully protected before the Board signs a lease.

3. Sponsorships & Community Capital Outreach (Continuous Pipeline)

- **The \$75k–\$100k Capital Drive:** Proactively build a continuous pipeline of funding to support our imminent build-out.
 - **Civic & Business Alliances:** Outreach to local downtown business owners for playbill advertisement sales, and build deep relationships with regional civic chapters like the Kiwanis, Rotary, and Lions Clubs to secure community sponsorships and regional grants.
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III. Simplified Committee Roster

We welcome an organic mix of specialized tradespeople and passionate community advocates:

- **Technical Advisors:** Real estate agents, local contractors, builders, electricians, carpenters, and legal/insurance professionals who can look at a building or a contract and give an instant, expert "green light" or "red flag."
- **Outreach & Sponsorship Organizers:** Friendly ambassadors, who love connecting with small business owners, dropped off promotional showbills, and pitching sponsorship packages to local civic clubs.
- **Community Advocates:** Energetic neighborhood coordinators who can help gather community feedback and enthusiastically spread the word about our active space hunt.

IV. Reporting, Meetings, & Governance

- **The WTA Efficiency Guarantee:** We deeply value and respect your personal time. To accommodate busy professional and family schedules, this committee will **never** hold rigid, mandatory weekly meetings. **Meetings will be held strictly on an as-needed basis, kept as short as possible, and conducted entirely via remote video conferencing.** Everyday collaboration, property scouting check-ins, and campaign milestones will be handled fluidly via quick email or text updates.
 - **Dynamic Governance:** This task force operates dynamically. As time-sensitive storefront properties or sponsorship leads arise, the committee communicates findings instantly to the WTA Board of Directors for rapid, real-time decision-making. The Board President and Treasurer serve as active, permanent members of this committee to ensure seamless approval loops without administrative delays.
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