

## Woodland Theatre Productions Meeting Minutes

October 17, 2023 at the Theatre and by Zoom

Meeting was called to Order at 5:38 by President Leslie Waters

Attending: Lou Janke, Peggy Townley, Susan Williams, Ara Bush, Jennifer Clark, Leslie Waters, Cassy Jones, Nancy Christopher, Stazy Richman, Buffy Jackson, and Jennifer Van Guilder. Wendy Woods joined at 6:30.

Guests: Gabe Pickett, Caitlin Rooks

### Review and Approval of Minutes

- Leslie discusses the minutes from August. It is mentioned that the minutes should reflect that Karen abstained from the vote. Leslie discusses the need for the minutes to be approved unanimously and suggests that the members who voted no choose to abstain. Peggy motions to approve the August minutes without the wording of “the motion was ignored”. There was no second. Jennifer C suggests changing the wording to “no vote was taken”. Susan motions to approve the minutes with Jennifer C’s suggested change. Cassy seconds and the motion is approved unanimously.
- September minutes were discussed. Stazy mentions that the discussion regarding community members and the conflict resolution process should be changed to adding a community member with a connection to the theatre in some way. Susan motions to approve the minutes with that change. Ara seconds and the motion is approved unanimously.
- Any changes proposed by a member of the board will then be voted on by the Board, and changes to minutes will be made if approved by a majority of the board.

### Board Updates:

- Board Retreat Concept – moved to November meeting

### Old Business:

- Susan and Jennifer VG discuss the code of conflict/conflict resolution policy. Due to illness, it is not ready for vote but will be by the November meeting.

- Business Registration – Peggy motions that Ara complete the business registration paperwork with herself as the contact person. Lou seconds and the motion is approved unanimously.
- The Board discusses the different options for rekeying the theatre. Lou moves to approve the restricted keyway option for \$1600. There is no second and discussion continues. Peggy motions that we rekey for \$600, and charge \$100 for lost keys, Susan seconds. All opposed. Jennifer C motions that we rekey for \$600, charge \$50 for the first offense of a lost key and \$100 for the second offense. Ara seconds, and the motion is approved unanimously.
- Review and decision regarding bylaws change recommendation for the division of duties of Secretary, Publicity chair, and Theater Manager. Ara motions to approve the bylaw changes as amended. Peggy seconds and the motion carries unanimously.

## **Board Reports:**

### **Financial Report:**

- The checking account balance is at \$25,859.31, the savings account is at \$1,282.94, and the silver money market is at \$100.06
- Taxes (990N) for 2022/2023 will be filed by 11/15/2023 by Deborah Larsen CPA.
- The budget for Into the Woods is discussed. Susan motions to approve the budget. Stazya seconds and the motion is approved unanimously.

### **Grants/Funding Report:**

- Peggy discusses the Covid Impacts Recovery Grant which is due 11/1/23. Peggy makes a motion to move forward to apply for the grant. Lou seconds and the motion is approved unanimously.
- Peggy discusses the upcoming walk-through with Joe Floener in November for an estimate on re-wiring the upstairs costume and lighting booth and the basement.
- Friends and Donors letters will go out in early November for end-of-year contributions. All Board members are encouraged to donate at some level.

### **Facilities Report:**

- Nothing to report at this time.

#### Theater Manager Report:

- Irish Dancers have changed their date again.
- Nancy is currently looking for sponsors.

#### Children's Productions Report:

- Nothing to report at this time.

#### Drama Report:

- Jennifer Van Guilder discusses Radium Girls. Ticket sales are over \$1500 so far.
- Into the Woods has nothing new to report at this time. Stazyia mentions the audition information needs to be added to the website.
- Nancy requests that whoever is selling tickets at the door ask the customers the questions we need for the hotel/motel grant. Jennifer C suggests that "I live local" be added as an option for online sales, as the only options at this time are either stayed at hotel or stayed with friends.

#### Instrumentals Report:

- The fall concert is discussed. Besides the band, the Brass Group, Flutes 3, and the JuBELLation Handbell group are also performing in the fall concert. Rehearsals will continue on Thursdays after the concert. The other bell group, RingJoy Handbell Choir, is planning on participating in the December concert.
- Nancy inquires if they have decided to sell alcohol at the concert. Peggy affirms that they will.

#### Choir Report:

- The choir has met for the last two weeks and will resume on 11/2/23.

#### Publicity Report:

- The newsletter was successfully sent out. Nancy discusses the goal of working with other theatres as much as possible.

#### Inventory Report:

- Buffy discusses it is a work in progress.

#### New Business:

- Gabe asks about board meeting minutes being posted online. Jennifer C. will let him know when they are posted.

- Jennifer C. asks for clarification regarding tracking attendance and contacting board members regarding missed meetings. Jennifer C. will send an email to the Board regarding reporting board meeting absences.
- Gabe asks if there is anything posted yet regarding the conflict resolution policy. He is shown a copy of the work in progress.
- Nancy wants to change the sponsorship levels from \$300, \$150, and \$50 to \$300, \$200, and \$100. No motion is made or formal vote taken, but all Board members approve.

Next Meeting: November 14, 2023, at 5:30 PM at the theater and via Zoom.

Adjourned at 7:13 PM

Jennifer Clark  
Board Secretary