

Woodland Theatre Productions Meeting Minutes

Date: November 14, 2023, at 5:30 PM at the Theater and by Zoom

Meeting Called to Order at 5:39 PM by President Leslie Waters

Attending: Leslie Waters, Ara Bush, Stazy Richman, Jennifer Van Guilder, Amy Cabral, Peggy Townley, Nancy Christopher, Jennifer Clark

Guests: Jaydin Ludeman, Gabe Pickett, Caitlin Rooks

Review and Approval of Minutes – Leslie requests adding a bullet regarding how board members shall accept all changes and then approve the minutes. Jennifer Van Guilder requests also adding that changes need to be voted on. The following was added to the October minutes: “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.” Amy motions to approve the minutes as amended. Peggy seconds and the motion passes unanimously.

Old/New Business:

- Jaydin Ludeman, Prevention and Training Coordinator at Rural Resources, gives a presentation regarding a storytelling event for assault/DV survivors she would like Woodland to sponsor in April. The board discusses the presentation. Jennifer C moves to accept the proposal, Bri seconds and the motion passes unanimously.
- Conflict Resolution Policy – Bri reads the proposed policy, discussion ensues. Edits are suggested and made. Stazy motions to accept the conflict resolution policy as amended. Leslie seconds and the motion passes unanimously.
- Code of Conduct – Bri reads the proposed policy, and discussion ensues. Some edits are suggested and made. Jennifer C moves to accept the code of conduct as amended. Ara seconds and the motion passes unanimously.
- Social Media Policy – Bri reads the proposed policy, and discussion ensues. The role of the Publicity Chair regarding the social media policy will need to be added to their job description in the bylaws. Ara moves to accept the social media policy. Leslie seconds and the motion passes unanimously.
- Discussion takes place regarding the implementation of the new policies. Stazy moves to implement immediately. Jennifer C seconds and the motion passes unanimously. Jennifer C and Nancy will work on an email to send out and get posted on the website in the next few days.

Board Reports:

Financial Report: Ara

- 990 N has been filed
- Business Checking - \$26,510.67, Friends - \$2,212, Silver MM Savings - \$100.06, Business Savings - \$ 1,275.97
- Jennifer C will ask Buffy about getting Ron's binders. Peggy will contact Ron, and the two will connect.
- Jennifer Van Guilder motions to reimburse Ara \$1,724.47 for the cost of QuickBooks. Jennifer C seconds and the motion passes unanimously.

Grants/Funding Report: Peggy and Susan

- Peggy reports we received \$2,212 in Friends donations at the recent concert performances.
- Peggy discusses end-of-year donor letters

Facilities:

- Peggy updates on the progress of fixing the leak on the roof.
- Lou and Peggy met with Floener Electric on November 8 to get a quote for electrical work on the upper floors and basement.
- Caleb has secured the services of Bill Rowe to snowplow again this winter.
- Caleb talked to the gas station construction crew about removing debris they have deposited on Woodland's property.
- Roof drain and heat tape have been checked and are operational.
- Trusses over the theater have been measured for structural evaluation.
- Caleb will be working to complete the basement firewall.
- Caleb will fix the loose outlet on the exterior north wall.

Theater Manager Report: Nancy

- Nancy discusses the trouble trying to get the remaining people with keys to sign for their keys
- Nancy discusses the upcoming rental of some of our costumes for an event.
- Nancy discusses Rotary's Christmas program and other calendar concerns.
- Sponsorship sales - \$3000 so far
- Ara and Nancy will be looking into obtaining a cell phone and a square reader for credit door sales

Children's Productions Report: Cassy

- April 20 there will be another teen leader meeting

Drama Report: Jennifer Van Guilder

- Into the Woods is discussed. Auditions are 12/2. Video auditions will be accepted through 12/1 for those unable to attend the auditions on 12/2. They plan to have the stuff up on the website by this weekend.
- Ara discusses the need to have PayPal fees accounted for in budgets to get an accurate accounting of profits.

Instrumentals Report: Amy and Linda

- The Sounds of Autumn concert had a total of 91 concertgoers... 36 on Saturday and 55 on Sunday. The budget currently shows a total profit of \$771.03.
- The Band currently has a core group of about 17-20 and continues to practice on Thursday evenings.
- Planning a Spring Concert at the end of April.

Choir Report: Bri

- "Harmony for the Holidays" performances will be on 12/16 at 7:00 PM and 12/17 at 2:00 PM

Publicity Report: Nancy

- Recently added over 200 people to our mailing list

Questions or Comments: Guests

- Gabe asks some clarifying questions about the conflict resolution policy.

Adjourned 8:10 PM

Next Meeting: December 19, 2023, at 5:30 PM at the theater and via Zoom

Jennifer Clark
Board Secretary