

## Woodland Theatre Productions Meeting Minutes

September 19, 2023, at the Theatre and by Zoom

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

Attending: Leslie Waters, Stazy Richman, Nancy Christopher, Susan Williams, Peggy Townley, Amy Cabral, Bri Snyder, Jennifer Van Guilder, Karen Heflick, Lou Janke, Jennifer Clark, Cassy Jones

- Review and Approval of Minutes from August Board Meeting: Discussion takes place regarding the minutes from last month. Jennifer Clark motions to accept the minutes without suggested edits. Peggy, Leslie, and Stazy vote no, and Karen abstained. Jennifer Clark questions if the vote needs to be unanimous, and the motion carries with a majority, per Leslie.

### Board Updates:

- Discussion regarding the use of Roberts Rules of Order. Jennifer wants to propose forming a subcommittee to develop a welcome packet for board members, to include a condensed, more understandable version of Roberts Rules. Bri discusses the possibility of adding that to the bylaw review subcommittee, which is agreed upon by the Board, and Jennifer joins that subcommittee.

### Old/New Business:

- Proposal for conflict resolution/behavioral expectations - Bri Snyder discusses edits made to the conflict resolution policies. The policy is not ready for a vote tonight, it will be ready for a vote by the October meeting. There is some discussion regarding adding a community member with a connection to the theatre in some way to assist with the conflict resolution procedures.
- Bri discusses the director's leadership guidelines. Susan suggests incorporating the producer's handbook from 2019.
- Bri Snyder discusses social media policy.
- Jim from Key Place gives a proposal regarding replacing the locks: \$600 to rekey and start fresh; Oddball key (regular key but harder to get) -

- \$1000; Interchangeable Core - \$2000; Restricted keyway - \$1600; Keyless entry (2 doors) - \$3400 for codes or \$4000 for cards.
- Jennifer Van Guilder discusses the proposed key sign-in/out policy. Jennifer Van Guilder motions to accept the key accountability policy. Lou seconds, the motion is approved unanimously.
  - Leslie leads the discussion regarding the division of duties of Secretary, Publicity Chair, and Theater Manager. Leslie will make the corrections in the bylaws.
  - Nancy discusses the production handbook progress.

#### Board Reports:

- **Financial Report:** Ara (emailed): Currently in checking: \$28,182.92; Currently in Savings: \$1,289.91; Currently in Silver MM Savings: \$100.06. Susan motions to have Ara added as a signer on the checking (xxxxxxxx2059) & savings accounts (business saver xxxxxxxx0464, and Silver MM Savings xxxxxxxx0209), and both Ara and Karen added to the mortgage loan (#0000000001) and line of credit (0000010001). Peggy seconds, all approve. Ara suggests paying down the line of credit to a minimum amount. Ara discusses her visit with Ron. She will be meeting with Ron's sister to get his key, checks and accounting records. Ara updates on the progress of developing a timeline for advertising for events/productions. There is some discussion regarding getting an Amazon card or credit card for productions. More research is needed. Nancy and Ara are still working on a template for a budget.
- **Grants/Funding Report:** Lou, Susan, Nancy, and Peggy met today to look at grant options and the needs of the theatre. Susan is assisting with the County lodging tax. Upcoming Grant opportunities are discussed. The condition of the roof and possibilities for replacing it are discussed. Peggy motions to approve the estimate for a structural evaluation of the roof by Tristan, maximum cost of \$2400. Lou seconds, all approve.
- **Facilities Report:** Lou – Caleb has been shopping for snow removal, the best option at this time is \$150 per hour. – Jennifer Clark mentions the possibility of buying our own equipment at some point. Lou motions to use the snowplow option Caleb has found for this winter. Peggy seconds, all approve.

- Theater Manager Report: Nancy discusses the upcoming events on the calendar. Would like to have some discussion regarding rental fees and insurance requirements. Nancy discusses progress on updating files. She still needs press from the band and choir for the newsletter.
- Children's Productions Report: Nothing at this time.
- Drama Report: Jennifer Van Guilder updates on the progress of Radium Girls. Into the Woods team is working on getting the music and scripts.
- Instrumentals Report: Amy reports that Gary Killings is going to direct.
- Choir Report: Rehearsals will start October 5<sup>th</sup>.
- Publicity Report: Nancy discusses getting signatures for those who have keys.
- Leslie discusses Buffy's email.

Adjourned at 7:42.

Next Meeting: October 17, 2023, at 5:30 PM at the theater and via Zoom

Jennifer Clark  
Board Secretary