

# Woodland Theatre Productions Meeting Minutes

Date: March 19, 2024 - called to order at 5:34 PM by President Leslie Waters - at the Theater and by Zoom.

Attending:

<input checked="" type="checkbox"/>	Leslie Waters	<input checked="" type="checkbox"/>	Lou Janke	<input checked="" type="checkbox"/>	Karen Heflick
<input checked="" type="checkbox"/>	Stazy Richman	<input checked="" type="checkbox"/>	Linda Colman	<input checked="" type="checkbox"/>	Peggy Townley
<input checked="" type="checkbox"/>	Jennifer Clark	<input checked="" type="checkbox"/>	Bri Snyder	<input checked="" type="checkbox"/>	Susan Williams
<input type="checkbox"/>	Ara Bush	<input checked="" type="checkbox"/>	Cassy Jones	<input checked="" type="checkbox"/>	Buffy Jackson
<input checked="" type="checkbox"/>	Nancy Christopher	<input checked="" type="checkbox"/>	Jennifer Van Guilder	<input checked="" type="checkbox"/>	Wendy Woods

Guests: Gabe Pickett, Caitlin Rooks

Review and Approval of Minutes – Linda motions to approve the February minutes. Susan seconds and the motion passes unanimously.

Old/New Business:

- Buffy discusses the possibility of purchasing a small curtain for the side wing. She will research cost.
- Christa spent \$3000 on advertising for Into the Woods, which is reimbursable.
- Leslie discusses when proposals for shows are due. Children's due in January, all others due in June.
- Linda discusses the need for a change in date for the Spring Concert due to band availability.
- Bri discusses choir availability and postponing doing the Messiah.
- Susan has purchased chairs for backstage. There is some discussion regarding leaving or removing the couches backstage. Big couch will get picked up during cast party.
- There is discussion regarding purchasing totes to use for cast members to keep their belongings in during a show. Nancy, Buffy, and Wendy will research.

Board Reports:

Grants/Funding Report: Peggy and Susan

- Peggy discusses the new brochures.
- Peggy inquires regarding access needed in costume rooms for wiring update.
- Woodland received the \$3300 from the WA State Arts Commission.

#### Facilities: Lou

- After electrical is done, I am hoping to invite kettle falls building inspector and fire chief to view our improvements and advise us on other needs.
- Front door and right-hand door to the theater needs to be looked at.

#### Theater Manager Report: Nancy

- Additions to the calendar are: April 24, May 1, 8, 25&24 6 pm-8 pm for the children's production meetings, and Concert changes from April 27 & 28 to May 11 & 12.
- Nancy updates regarding the Cannabis/liquor board. We are current until June of this year. There is some discussion regarding how to inventory and if profits should be included in the budget for shows or as a separate body.
- Haran Dancers and Star Fish dancers are renting the theatre. Performances April 13 & 14.
- Hotel/Motel grant for 2024 was discussed.
- We now have a credit card reader for the door sales.
- Nancy discusses using the garage to store large prop pieces.
- Some set pieces from Into the Woods have been borrowed by a school in Deer Park.
- We are planning on a summary meeting with the producers and possibly other staff, for into the woods.
- Peggy requests a report from Nancy showing attendance for each performance of Into the Woods.

#### Drama Report: Jennifer Van Guilder

- There is discussion regarding issues with Into the Woods (communication, scheduling, etc.) There will be an after-show debrief with the production team.
- Karen inquires if anyone in the cast for Into the Woods used the conflict resolution process during the show. Bri reports that three issues were raised. Buffy discusses the need for better communication as she didn't know about the mediators for the show.
- Karen moves to have a performance evaluation form created for cast and crew members to complete, the production team will discuss in a debrief with the Drama Chair, and the Drama Chair will write and present a summary of the meeting to the Board to then be included in the Production Handbook. Bri seconds and the motion passes unanimously. Susan and Leslie will prepare form for the Into the Woods cast and crew.
- Gabe asks what we're going to do with this information. There is some discussion regarding how to move forward. Jennifer C suggests using the performance evaluations to pair production team members who score low in certain areas (organization, communication, etc.) with someone who scored high in those areas.

- Caitlin discusses from the cast's perspective regarding the mediation process during a show.

#### Instrumentals Report: Linda

- Band and Brass has been in flux finding a new date for the Spring concert because of unforeseen conflicts. May 11-12 has been selected as it works for everyone.
- Band intends to meet at the Theater beginning March 21.

#### Publicity Report: Nancy

- Nancy discusses someone coming this fall to teach a class on character development.

#### Children's Productions Report: Cassy

- Cassy discusses the current team for Children's Productions. The next meeting is 3/25. Interviews for more teen leaders are on April 20.
- Cassy discusses proposed expectation and agreement forms for mentors and teens. Jennifer C moves to allow the use of the forms in addition to our standard conflict resolution forms. Susan seconds and the motion passes unanimously.

#### Financial Report: Ara and Karen

- We have a balance in PayPal of \$10659.95 this is including all tickets and the credit card swipe zettle funds-
- Bank Balances:
  - Checking \$37,090.78
  - Savings: 1248.09
  - Silver MM : \$100.07
- Ara has asked Amy at the Bank to reach out to underwriting to see if we can get a line of credit that does not require a guarantor on.

#### Choir Report: Bri

- Choir plans to restart March 19<sup>th</sup> at 6:30 and March 21<sup>st</sup> at 7:45.

#### Conflict Resolution: Bri

- Submitted conflicts have been resolved.

#### Inventory Report: Buffy

- A good chunk of time was spent organizing and cleaning the quonset. Nancy and Buffy are planning to do an overall walk through and access categories to include and create a map for said items to be stored.
- If possible when items are placed in the quonset, please keep the center pathway free of debris, stack items safely and in a navigable arrangement, leaving the back center area and front open for workspace. Allow access to

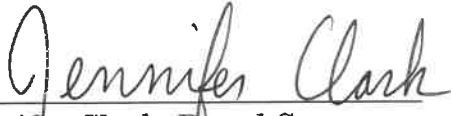
the flats and back areas in the main area and access to the various bins of shelves in the side room.

Nancy (other)

- The next Spring musical will be Fiddler on the Roof with Nancy directing, Brian McDougal as the orchestra director, and Stazya for vocal director. There is some discussion regarding Saturday performances.

Adjourned 7:45 PM

Next Meeting: April 16, 2024 at 5:30 PM at the theater and via Zoom

  
Jennifer Clark, Board Secretary