

Date: February 13, 2024 at the Theatre and by Zoom

Meeting Called to Order at 5:32 PM by President Leslie Waters

Attending:

X	Leslie Waters	X	Lou Janke		Karen Heflick
X	Stazy Richman	X	Linda Colman	X	Peggy Townley
X	Jennifer Clark	X	Bri Snyder	X	Susan Williams
X	Ara Bush	X	Cassy Jones		Buffy Jackson
X	Nancy Christopher	X	Jennifer Van Guilder		Wendy Woods

Guests: Gabe Pickett, Caitlyn Rooks, Christa McDonald

- Presentation by Christa McDonald on advertising for events
- Lou moves to accept Christa’s proposal. Bri seconds and the motion passes unanimously.

Review and Approval of Minutes

- Minutes need to be signed by the Board Secretary after approval before being uploaded to the website.
- Bri motions to approve the January minutes. Ara seconds and the motion passes unanimously.

Old/New Business:

- Peggy discusses the sound-dampening project backstage.
- Discussion ensues regarding chairs backstage. Stazy will do a chair count; Susan will buy folding chairs at Costco.
- Peggy requests that any late reports that were not included on the agenda get sent to board members with the minutes.
- Conflict resolution subcommittee – still working, hope to be resolved soon. Some small edits coming soon to some of the forms. There is some discussion regarding how conflicts will be resolved.

Board Reports:

Choir – Bri Snyder

- Discussion takes place regarding Messiah which is planned for around Easter. First rehearsal 3/19/24.

## Grants/Funding – Peggy & Susan

- Peggy discusses the Community Accelerator Grant (Paul Allen) through Arts Fund and the WA State Heritage Capital fund.
- Peggy discusses the details of what was included in the Vinson Fund Grant. Peggy motions to not request additional reimbursement from Vinson Fund regarding advertising, Lou seconds and the motion passes unanimously.

## Facilities Report: Lou

- Caleb continues to work on basement firewalls.
- Quonset Hut roof is leaking, Peggy will look into the cost of replacement.
- Sean would like to start removing the bricks from the chimney.
- Work on the re-wiring has now been rescheduled for March 25th – April 5<sup>th</sup>.

## Theater Manager Report: Nancy

- The poetry event had 46 people in attendance and \$244.99 profit.
- The sponsorship program finished at \$19,900.00 in sales.
- The programs are completed and the first printing of 500 is done.
- Nancy is looking for people interested in helping sort and organize the costumes.
- Portable corg keyboard without a speaker is available for sale.
- Looking for a vintage shop that will buy the bulk of remaining vintage hats.
- Peter Pan (Kettle Falls Elementary) is planned for May 22 & 23 all day each day.
- Looking for volunteers to help build more shelving in the q-hut.

## Financial Report: Ara

- Of the \$68,520.14, income (for the fiscal year) \$27,374.92 is from productions and \$41,127.22 is contributions.
- Of these contributed funds: \$27,661.19 is Friends or Capitol Improvement Dollars and \$13,466.03 is from sponsors.
- Of the expenses for repairs and maintenance (\$5511.74) \$2458.43 is Capitol Improvement. For NOW, we have in the Capitol Improvement Fund \$25,202.76.

- As of February 12<sup>th</sup>: Checking account balance: \$42,861.07, Savings account balance: \$1255.06, Silver MM (could be \$27,661.19 + \$100.07 = \$27,761.26 Less Expenses \$25,202.76): \$100.07
- We currently have no access to our Line of Credit, as Ron is the grantor. Ara is researching possible solutions for this.
- Mortgage balance as of 12.31.2023 is: \$95,990.35
- Ara discusses the details regarding Paypal and Tix and the misc. fees associated with them, as well as being able to use a swipe/tap/chip reader to sell tickets at the door.
- Jennifer C motions to refund a customer for his tickets but in the future have the no refund policy remain in place. Stazyia seconds, Lou votes no, the remaining board members vote yes, and the motion passes.

#### Children's Production:

- Budget has been updated to remove Colleen as director and the Actual Cost of Royalties as we have applied and received the contracts:
  - Mean Girls JR - \$3880.0
  - Jungle Book KIDS - \$2455.00
  - Total: \$6335.00
- Discussion regarding paying for the license for the summer shows takes place. Jennifer C motions to approve Ara to pay for the licensing. Lou seconds and the motion passes unanimously.
- Jennifer C motions to move the deadline for the Children's show from June to January. Jennifer VG seconds and the motion passes unanimously.
- There is discussion regarding having something on the website letting others know the deadlines for proposals for putting on a show.

#### Drama Report: Jennifer VG

- There is discussion regarding the struggles with Into the Woods.
- It is suggested that the production team have a self-evaluation at the end of productions.

#### Instrumentals Report: Linda

- The band will be rehearsing at the Kettle Falls HS until approximately the end of March. We are continuing to firm up acquiring a director for the spring concert.

Publicity Report: Nancy

- E-mails and advertising went out for the poetry event.
- The newsletter went out in February.
- Into the Woods advertising has started.

Inventory Report: Buffy

- Nothing new to report

Adjourned: 7:29 PM

Next Meeting: March 19, 2024 at 5:30 PM at the theater and via Zoom

  
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Jennifer Clark, Board Secretary