

# Woodland Theatre Productions Meeting Minutes

Date: August 19, 2025 - called to order at 6:05 PM by President Bri Snyder - at the Theater and by Google Meet.

Attending:

|                                     |                   |                                     |              |                                     |                 |
|-------------------------------------|-------------------|-------------------------------------|--------------|-------------------------------------|-----------------|
| <input type="checkbox"/>            | Leslie Waters     | <input checked="" type="checkbox"/> | Lou Janke    | <input checked="" type="checkbox"/> | Karen Heflick   |
| <input checked="" type="checkbox"/> | Stazya Richman    | <input type="checkbox"/>            | Linda Colman | <input checked="" type="checkbox"/> | Peggy Townley   |
| <input checked="" type="checkbox"/> | Jennifer Clark    | <input checked="" type="checkbox"/> | Bri Snyder   | <input type="checkbox"/>            | Camille Borodey |
| <input checked="" type="checkbox"/> | Ara Bush          | <input checked="" type="checkbox"/> | Cassy Jones  | <input checked="" type="checkbox"/> | Kelly Taylor    |
| <input checked="" type="checkbox"/> | Nancy Christopher | <input type="checkbox"/>            | Kira Olsen   | <input checked="" type="checkbox"/> | Ted Pancoast    |
| <input checked="" type="checkbox"/> | Melina Cosentino  | <input type="checkbox"/>            |              | <input type="checkbox"/>            |                 |

Guests: Wendy Woods

- Review and Approval of July Minutes – Melina motions to approve the minutes, Stazya seconds, and the motion passes unanimously.

## Old Business:

- Annual Key check – all done, Kara needs to sign for hers
- police report request – Karen – SCS, involved minor, no charges filed. Bri or Jenn C will inquire with prosecutors.
- Website – Camille (push to September)
- show participation forms – Jennifer (push to September)
- Audition discussion – new committee? Jennifer motions to push to September, Ara seconds, and the motion passes unanimously.
- Ara motions to make it mandatory for the producer of every show to read and use the production manual and to have a meeting before the show starts to discuss budget limitations. Lou seconds, and the motion passes unanimously.
- Peggy motions that VP and past president should be tasked with updating the documents as resolutions are passed in the minutes. Ara seconds, and the motion passes unanimously.
  - Ted and Stazya will update re: producer's manual and prepare new job descriptions for VP and Past President.

## Board Reports:

### Grants/Funding Report: Peggy

- We can receive our \$2000 in operating expenses as soon as we turn in a request. The items listed are Staff Salaries and Insurance, no documentation

needed, just an example of Arts WA logo on our materials. That is easy, as I have been listing them as grantors for the last several years. I need those amounts from July 1st on, and as soon as we have accumulated \$2000 in those expenditures, we will receive reimbursement.

- We have received \$10,000 from Innovia for the cable-to-rod project. So far, we have spent \$1937.58 on rods and related hardware to be delivered and stored in the Quonset for later installation. The outside channel will cost another \$3000 but cannot be ordered without precise measurements of where it needs to be punched. Adam Rainer may still be able to complete the installation but may need to put it off until next spring – after the musical – because of his crammed fall schedule. This project may be mostly covered by the grant funds.
- Peggy currently working on a list of checks that will be needed to document our match for the final roof rebuild project. We must match the funds we receive with twice the previously spent funds going back to July 2021. So far, she has documented \$150,655.08 in match from July 2021 to June 2022, 2 out of 3 of Ron's Notebooks. (Ron was our previous treasurer.)

## Theater Manager Report: Nancy

- We hauled off two more truckloads of junk and took apart a few set pieces. We've received a donation of ½ a unit of plywood from Boise for creating shelving for our large props in the hut (furniture and such.) We also sold some of our roofing that we no longer need, and plan on donating some of our overstock of doors to Shelly Bacon for use in the projects for the homeless.
- Chewelah Center for the Arts will be borrowing foley table items and furniture for their upcoming radio show. They would also like to borrow some Suessical and Lion King stuff.
- Nancy has been continuing to scan and to create a digital file of all of our historical documents, up to the year 1994.
- Wendy has washed and returned the costumes from Frozen, and we will be putting away and organizing the costume rooms soon.
- Christa and Nancy attended the commissioners meeting this week and were approved for the date changes for the fall play. We will need to have a rough schedule for next year (months are fine and titles like fall play, fall concert are also fine) by November.
- Rehearsals for Messiah are moving ahead with the first on the 8th of September.
- Bob Stevens and Sean Taboloff will be conferring with VIP lighting next Monday about a possible board upgrade for LED lighting. Please know that we will need a vote on this possible cost.
- There are a number of light boards/old speakers and such in the light booth that Nancy would like to take to Best Buy to recycle.
  - Items like this will be added to inventory and logged when recycled.

- We need a new liquor license for lobby.
- Nancy needs comps from Frozen.
- Sean is working on restoring old chairs into benches for lobby.
- Nancy will ask Jacob from KFHS to choose a different day than Thursdays.

## Facilities: Lou/Peggy/Caleb

- Kelly wants to look over electrical items and make suggestions for safety improvements.
- Caleb very busy with his business, did get fire extinguishers maintained.
- Weeds mowed.
- School district doing snow plowing will be secured by October.
- Ara discusses insurance issues. We are not able to obtain an additional insurance quote from another company beside Liberty Mutual Still being researched.

## Drama Report: Kira

- Kira met with the production team of Frozen Jr. for a the post-production meeting on August 1st and finished putting together the reports just a few days ago - the After Action Review that includes a detailed summary of the survey results and the After Action Review Summary which consolidates what was learned from the survey and at the meeting into some useful suggestions for the future. There are a couple of follow-up meetings needed with individuals about whom there were several negative comments on the survey. Kira will not attend those meetings but will add a succinct note about them in the Drama Chairperson binder once she has received that information from Jennifer or another CRSC member.
  - Frozen Jr AAR Summary is attached
- Kira plans to keep in touch with Jennifer over the coming weeks as we approach the fall play to make sure she's on track to fulfill her duties as Drama Chairperson for that production. Kira will attend next month's meeting in case there are any follow-up questions regarding the Frozen Jr. After Action Review.
- Kira recommends that copies of the After-Action Review Summaries from all productions are kept in a section of the Producers Handbook so they are more likely to be reviewed by future production teams. She has noticed there are some suggestions for improvement that are repeated within several summaries.
  - Jennifer motions to add the AAR summaries to the production handbook. Melina seconds, and the motion passes unanimously.

## CRSC:

- Lea and Karen have resigned; Peter Harrington has agreed to join and needs to be officially appointed.
  - Peter is officially appointed to subcommittee.

- Two meetings scheduled for Frozen post-production issues.
- Two new official complaints in progress, one more expected to be coming in. Parent from Frozen issue is no longer responding, issue will be considered closed after 30 days with no response from last email sent.
- Jennifer working on:
  - updating policy to add more than one non-board member allowed
  - creating second version specific to children's productions

## Financial Report: Ara/Karen

- Checking     \$ 47,462.59
- Savings     \$ 1129.58
- SMM         \$100.08
- Tix doing two-part authentication – will be an issue. Ara needs to meet with box office person for fall show.
- Ara met with STCU on the 16th - They have a very nice package for us to refinance and I think this would be best for us to move to STCU. The loan origination fees will be less than \$1500 (can be wrapped into the loan so no out of pocket if we choose.) The interest rate will be lower by 1/2%, it will be in the business name with the Registered Agent as the Authorized Agent for the Loan and the ability to simply change the user access when the Treasurer or bookkeeper is voted in. ALSO this will give a commercial evaluation (appraisal part of the loan origination fees) for reference to cost of the whole building from a lending standpoint - that will be beneficial to have.
- The Line of Credit will be free with no annual fee (currently \$150 per year.) AND they offer payroll service w/ direct deposit for \$30 per month and \$4 per employee
  - Jennifer motions to switch to STCU, Stazyia seconds and the motion passes unanimously.
- Ara has almost reconciled June and will send over the completed year 2024-2025 for 990N Tax filing along with the updated board of directors list.
- Ara motions to add Christy as treasurer alternate and be added to the checking account. Jennifer seconds, and the motion passes unanimously.

## Publicity Report: Camille

- No report

## Instrumental Report: Linda/Kelly

- The concert band is now working through music and segregating pieces into YES, NO, Maybe, and "fun to play but not perform at concert" categories for the November concert. We are also awaiting Brian McDougal to join us as our conductor before we make any final determination on final performance pieces. Nancy reports Brian plans to join 9/25.
- We lost a couple of very good musicians to the call of higher education and they, their skills, and instruments will be missed.

- For two rehearsals during Frozen production, we rehearsed at the elementary school and high school. Kelly wants to discuss with Linda some of the issues he saw as almost an "After Action" report. I don't think anyone is a fan of multiple relocations as, even though emails were sent, some people did not know locations, way too much percussion to transport, lots of extra work for a few, etc. Not expecting to change how we do business, but worth the discussion.
- On a non-specific instrumental note - The edrums, speaker, and mixer are set up on stage and have been used at one rehearsal with the choir. More to follow, but the system is up and running with no issues. The speaker does have Blue Tooth. Everything fits neatly in the percussion area in the pit.

### Choir Report: Leslie/Stazya

- Sing for Unity – Sept 21 2:00 PM – Jennifer will work with Stazya and Leslie to organize the event.
- The choir has been meeting weekly, immediately following band practice, and we are working up some great material for the fall concert in November. Brian will be conducting.
- Leslie will be meeting with Linda Colman and Stazya regarding the Messiah performance in December on August 26 at 5 PM at the Theatre. I believe Nancy will be joining. Anyone else interested in helping to shape this effort is welcome to participate as well.
- Mormon church is not doing their winter concert so we may get some members joining us for Messiah. Daniel Heflick has agreed to play piano for us. Rehearsal schedule and auditions are discussed.

### Children's Productions Report: Cassy

- Sept 3 at 5:00 will be watching the Frozen cast recording.
- Finishing up putting some stuff away
- Cassy discusses her personal issues from Frozen. Discussion ensues regarding the post-production survey.

### Inventory Report: Melina

- Melina met with Nancy to discuss plans on how to tackle the inventory. She will start in the basement, as the props are really in disarray.
- The strategy is going to pull and sort into casualties, keeping what is important and getting rid of broken, worn out, older and in some cases moldy, props. Nancy will approve before anything is trashed.
- Once the basement is done, she will be moving on to the costumes.

### New Business –

- Nancy will contact Spectrum to find out about mystery delivery.

- proposal for new ladders – Sean (push to next month)
- Reviewed unlocking/locking doors sign-in sheet process
- Lost contractor key needs to be located
- Executive session postponed until September meeting.

Adjourned 8:39 PM - Next Meeting 9/16/25 at 6:00 at the theater and via Google Meet

  
Jennifer Clark, Board Secretary