

Woodland Theatre Productions Meeting Minutes

Date: December 19, 2023 - called to order at 5:48 PM by President Leslie Waters - at the Theater and by Zoom.

Attending: Jennifer Clark, Bri Snyder, Nancy Christopher, Leslie Waters, Linda Colman, Karen Heflick, Wendy Woods, Cassy Jones, Stazy Richman, Peggy Townley

Guests: Gabe Pickett, Caitlin Rooks, Francine

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

Old/New Business:

- Rural Resources storytelling event for assault/DV survivors is discussed. Peggy, Bri, Jennifer Clark, and Nancy would like to participate on behalf of the Board.
- Production Version of the Conflict Resolution Policy – The policy is currently in place and being used for the current production: Into the Woods. The complaint form has been amended to add a place for the respondent's name. The Mediator's Expectation Agreement is discussed. Karen moves to accept the Production Version of the Conflict Resolution Policy, the Mediator's Expectation Agreement, and the Notice Concerning Minors. Linda seconds and the motion passes unanimously.

Board Reports:

Financial Report: Karen

- Business Checking - \$27,763, Silver MM Savings - \$107, Business Savings - \$1,269
- Over \$27,000 in Friends donations received in the last fiscal year.
- Requests adding a discussion regarding increasing our payments towards loan repayment to the agenda for the January meeting.

Grants/Funding Report: Peggy and Susan

- Peggy discusses an extra key in case a contractor doesn't lock up, maybe in a drawer backstage. Bri suggests maybe a locked box instead.
- Nancy mentions the rear door wasn't latched after the concert.

- Vinson fund is discussed. Peggy plans to request \$10,000 toward the wiring upgrade. Peggy moves to approve the grant request. Bri seconds and the motion passes unanimously.
- Innovia grant will be due in February. Capital Campaign has garnered \$18,357 to date.
- Doors between the stage and backstage need to stay closed.

Facilities:

- The exterior outlet on the north wall was repaired.
- Snow will be shoveled as needed.
- 12/14/23: Emergency approval for purchase and installation of new water heater requested, approved, purchased, and installed.

Theater Manager Report: Nancy

- Poetry is tentatively scheduled for Feb 9.
- The production handbook has been updated (with our new policies in place) and reviewed.
- There is a checkout list by the front door to be used as a guide when you lock up the theatre.
- The files from 1976 are started. They will be online and hard-copied.
- The sponsorship program stands at \$18,700.00 in sales. 1/25/24 is the deadline.
- Note on the new keys: Sometimes when using them in the new locks, the key does not go, you must angle the key downward to make it work. Especially on the q-hut.
- Discussion takes place regarding trying to rent the storage hut by the square foot.
- The hotel/motel paperwork for the year is complete.
- Concert – \$965 at door, \$50 online, \$71 at Colville Chamber, and \$138 in drinks.

Children's Productions Report: Cassy

- Cassy – will be meeting with Lexi Larsen during winter break.

Drama Report: Jennifer Van Guilder

- Into the Woods - auditions went well and the cast list is posted.
- They have a good size pool of volunteers for any needed crew positions.
- Rehearsals start 1/3/24.
- Considering doing two Saturday shows and dropping Thursday.

Instrumentals Report: Linda

- The band will take a hiatus until the first Thursday in January. Brass and Flutes 4 participated in the December Holiday Concert as well as Handbells.

- The April Concert is discussed, Handbells probably will not participate.

Choir Report: Bri

- Performing the Messiah is discussed, Bri believes April would be too soon after Into the Woods. Peggy suggests possibly doing a concert in the Fall and then the Messiah in the winter.
- The choir starts back on 3/7/24 and is unsure regarding participation in the April concert.
- Linda discusses band vs. orchestra.

Publicity Report: Nancy

- E-mails and advertising are out and complete for the concert.
- The e-mail list has been updated and we are at 1783 people on the list.
- Bob and Hyrum staying backstage (camping) during their work on the set for Into the Woods is discussed. There was no formal vote taken but was approved by informal consensus.
- There have been some donations of feather boas, gloves, and larger-sized dresses from Lori Matlock.

Inventory Report: Buffy

- No real progress has been made to date.
- Nancy and Buffy still need to connect and decide what is the best program to put the information into so that it can be shared.

Adjourned 6:46 PM

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

Jennifer Clab
Board Secretary