

## Woodland Theatre Productions Meeting Agenda

Date: August 29, 2023, at 5:30 PM at the Theatre and by Zoom

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

Attending: Leslie Waters, Nancy Christopher, Amy Cabral, Lou Janke, Peggy Townley, Stazyia Richman, Jennifer Van Guilder, Jennifer Clark, Bri Snyder, Cassy Jones, Ara Bush, Colleen Rader, and Wendy Woods

Review and Approval of Minutes from the July Board Meeting:

Correction to the Financial Report: "We recently paid \$500 toward the line of credit" shall be changed to "We recently paid \$5000 toward the line of credit".

Bri moves to accept the minutes with the above change. The motion is seconded by Peggy. All approve the motion.

Board Updates:

- Dani Cartledge has resigned as co-president. Leslie Waters remains as President.

Old/New Business:

- Gabe Pickett speaks regarding concerns he has about the production team leadership in *The Plot*, *Like Gravy*, *Thickens*. He distributed supporting material to members of the board. The presentation was recorded with Gabe's permission for those board members who were unable to attend the meeting." Nancy and Stazyia both respond. Bri Snyder and Jennifer Van Guilder asked some clarifying questions.
- Bri Snyder gives her proposal for conflict resolution/behavioral expectations. Ara motions that the board take it home to review and absorb it and give feedback in September. Jennifer Clark seconds. No vote is taken, and Leslie gives feedback. Cassy talks about the production liaison during *Shrek* and how that worked. Lou discusses the way conflict resolution has been addressed on previous boards he has been on. After some more discussion, Bri motions that the board takes the conflict resolution proposal home to review, board members will discuss and give feedback by email, and be prepared to vote and, if passed, implement in September. Leslie seconds. All approve the motion.
- Jennifer Van Guilder discusses the key/lock proposal. This proposal is being passed to Peggy, who will have an estimate prepared for the September board meeting. Jennifer Van Guilder discusses a better key inventory process, with an example of paperwork. Ara suggests Jennifer Van Guilder write up a key inventory procedure. Wendy discusses the possibility of getting a card entry so we can track entry. Peggy will have Jim provide an estimate for that in September as

well. Amy discusses having the inventory be only one sheet as opposed to a page for each key. Jennifer Van Guilder motions to start using inventory now. Stazyia seconds the motion. All approve the motion.

- Children's Production Presentation - Cassy Jones, Cheyanne Jones, and Kara Grittner. Cheyanne discusses the proposal: Mean Girls Jr. for the teens, and Jungle Book Kids for the younger kids. The proposal is for Lexi Larsen to direct Mean Girls with Colleen as her adult liaison with Cassy assisting, and Cheyanne Jones to direct Jungle Book with Cassy as her adult liaison with Colleen assisting. Cheyanne discusses a proposed interview process for the teen leaders. Kara discusses the proposed rehearsal and performance schedule. Cassy discusses the proposed budget for both shows. The board discusses the logistics of having two shows. Nancy suggests having a sign-in sheet for the parents of the kids for when they get picked up. Cast size is discussed. Nancy asks about tickets and who will oversee sales. Colleen motions to approve the proposal. Jennifer Clark seconds the motion. Wendy asks about the budget for Jungle Book. All approve the motion.
- Clarification of bylaws regarding duties of the Secretary vs. duties of the Publicity Chair is discussed. Nancy also has questions about her role as theatre manager regarding productions. Leslie discusses clarifying the bylaws regarding the two positions. Lou suggests a subcommittee, and Lou, Bri, and Leslie volunteer. Publicity is discussed as it pertains to the process and cooperation of the PR Chair and the individual productions, as well as groups who rent the theatre. Leslie discusses writing up a publicity procedure, and Ara and Nancy volunteer.
- Amazon account/credit card for Woodland Productions - who is responsible? Jennifer believes it was Dani. Ara volunteers to take on the research for this.

#### Board Reports:

- Financial Report: \$34,450.96 in Checking (possibly \$1000 less that belongs to Shrek) \$1296.88 in savings and the silver account has \$100
- Grants/Funding Report: Peggy
  - Plans for possible roof remodel/rebuild grant funding are still in the works. Susan, Nancy, and Peggy will be meeting to strategize about grant writing this month. Ideas for this year's Vinson Fund request + or - \$5,000 – would be welcome. Lou discusses the need to rewire upstairs and downstairs as a possibility for the grant instead of the roof. The wiring estimate was about \$9k. Peggy states the grant funds wouldn't be available until 2025.
- Facilities Report: Lou
  - The handicap lift installation is still on hold. Scott Rudder of the elevator division of LNI has reassured Peggy that our lift will qualify for a waiver. Scott has total confidence in our installer, Lyall from Mobility Concepts in Coeur D'Alene. Dave Willey, KF building inspector has yet to successfully contact Scott for reassurance on a waiver.

- Caleb has been doing routine maintenance as well as ensuring the air conditioning is working. It is time to think about snow removal, if anyone knows of potential plowers please let Caleb or Lou know.
  - Caleb fixed the doors in the hallway backstage that were not fully closing.
  - Caleb will be gone for 2 weeks to visit and do some work for his mom in Oregon. He and Lou have consulted on upcoming projects.
  - Lou suggests the safety priority list be sent out to the board again as we have many new board members who probably have not seen it before.
- Theater Manager Report: Nancy has the calendar updated. Nancy discusses a group that wants to do the “Thriller” dance in October.
- Children’s Productions Report: Cassy – Nothing to discuss other than what was already discussed.
- Drama Report: Colleen and Jennifer VG
    - Colleen discusses Into the Woods. Auditions will be on December 2<sup>nd</sup>. Cassy Jones and Susan Williams will co-produce. The budget was sent earlier via email.
    - Jennifer VG reports that Radium Girls has been cast.
- Instrumentals Report: Amy
    - The Instrumental Concert date is set for Sat, Nov. 4th at 7 PM and Sunday, Nov. 5th at 2 PM. The Band will be picking from the pieces we have been working on through the summer. The Flute Ensemble, the small Bell Ensemble, and the Brass plan to participate in the concert. The Band is looking for percussionists and saxophonists. If you know of any, please have them contact either Linda or Amy.
- Choir Report: Bri – nothing new to report. Choir rehearsals will now start on 9/21. There is some discussion about possibly doing the Messiah.
- Publicity Report: Nancy – needs the articles for the October newsletter by the September 19<sup>th</sup> board meeting from each of the production chairs: Drama, Instrumental, Choir, and Childrens.

Adjourned at 7:36

Next Meeting: September 19, 2023, at 5:30 PM at the theater and via Zoom.

Jennifer Clark  
Board Secretary