

Woodland Theatre Productions Meeting Minutes

Date: June 21, 2024 - called to order at 6:00 PM by President Leslie Waters - at the Theater.

Attending:

<input checked="" type="checkbox"/>	Leslie Waters	<input 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 type="checkbox"/>	Susan Williams
<input type="checkbox"/>	Ara Bush	<input checked="" type="checkbox"/>	Cassy Jones	<input 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, Lea McDowell, Byron Kerner, Tom Drake, David Van Guilder, Emily Johnson, Caitlin Rooks

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

Old/New Business:

- Leslie reviews the work the Theatre and the Board have done over the past year.
- Peggy discusses how the Theatre is funded, what we spend our money on, and the work that has been done on the building over the past year.

Board Reports:

Grants/Funding Report: Peggy

- The 2nd half of the Heritage Capital Projects funding request was successfully submitted. The proposal is to rebuild the roof over the main theatre using matching funds from the backstage demolition, rebuild, finish work, all recent safety upgrades, and several future projects as matching funds. The cost is \$162,000. We may qualify for \$156,000 at best. We will know in the fall if we are included in the group of projects presented to the State legislature for funding.
- Friends and Major donations now total \$10,895 for 2024. Since 7/1/23 donations totaled \$30,481 and for the entire 5-year Capital Campaign starting 1/1/20 donations totaled \$200,168.00. Those funds paid for the backstage rebuild, as no other capital funding was available during our COVID-19 pause when we also had no production income. Our next 5-year campaign will begin in January of 2025.
- This year, the Vinson fund provided us with substantial reimbursable funding that covered the entire \$20,465 cost of the Floener Electric wiring

upgrade above and below the lobby. This project came in under budget and left \$15,463 remaining that Vinson had originally offered for wiring upgrades. With board approval, Peggy will approach Vinson to use that for 3-way switching in the theatre, at a cost of \$11,961.

- When the roof rebuild planning group began meeting and looking at the theatre last October a major concern emerged. The main auditorium here has a bowed wall. In order to put on a sturdier up-to-code roof, additional weight will be placed on these walls. Our engineer along with architect Tom Bristol and theatre experts Andrew Urbaniak, Lou Janke, and Simon Abeid, came up with a plan to strengthen the building before rebuilding the roof. It includes adding rods that don't stretch, rather than cables, and replacing the existing cables. Troy Holland submitted a bid of \$19,700 for that work and it is part of our proposed matching funds for the roof project.

Facilities: Peggy

- Three major concerns:
 - Install a vapor barrier under the main theatre and smart vents on both ends. Caleb has submitted a bid as facilities manager but would prefer not to do this work. Peggy will consult with Lou Janke to come up with a plan. This is needed to prevent condensation from damaging the crawl space after fire blocking was installed.
 - Clear material off the front flat roof. Caleb and I discovered the accumulated material last fall, left by Andrew after the upper façade was redone in 2019. Andrew recently secured the roofing and will work with Caleb this fall to clear the area and cover the front opening where loose-fill insulation was blown in.
 - Replace leaking fiberglass lights in the Quonset to avoid damage.
 - Caleb also submitted a bid to help construct a tower on the front roof. Eden and Jim Davidson have offered \$10,000 for this project. The total cost will be more and can be matching funds.
 - The handicap lift is set for final installation in early July after Floerner Electric completes the wiring and Caleb puts in the final sheetrock, removed to create an additional inch of space needed for the lower lift gate.
- All these projects except fiberglass lights will be matching funds and all need contributions from Woodland Friends and Donors.

Financial Report: Karen

- Business Checking: \$40,980.87
- Business Savings: \$1227.17
- Silver MM: \$100.07
- Statement of activity - of the 49,815.19 income: \$30,491.19 is Friends (capital) and \$19,066.03 is Sponsors.

Theater Manager/Publicity Report: Nancy

- Nancy discusses the advertising for the next season and the hotel/motel grant.
- Nancy discusses the recent storytelling/fundraising event. Raised \$170 for a firefighters' association.
- Woodland received \$422 from KF Elementary for Peter Pan.
- There is some discussion regarding the broken sign at the gas station from our loose roofing.
- There is a brief discussion regarding changing stage lights to LED and putting a cover on the orchestra pit. Karen and Ara looking into a grant from Avista regarding LED lights.

Inventory Report: Wendy

- Wendy gives a brief update on inventory organization.

Drama Report: Jennifer Van Guilder

- Jennifer VG discusses the newly implemented post-production survey and production team meeting.

Children's Productions Report: Cassy

- Cassy discusses the current children's productions: Mean Girls Jr and Jungle Book Kids.

Future Productions: Stazya

- Stazya discussed needing to bring in more people for the choir.
- Jennifer C discusses a possible fall show.
- Winter Concert is briefly discussed.

Conflict Resolution: Bri

- Bri discusses the conflict resolution committee.
- Stazya thanks the committee for the work they have done.
- Bri gives a brief rundown of the conflict resolution process.
- Jennifer VG discusses the implementation of the policy for the most recent production, Into the Woods.

Bylaw Amendments: Leslie

- Leslie reads the proposed Section 3 bylaw change. Bri motions to approve the amendment to Section 3. Cassy seconds and the motion passes unanimously.
- Leslie reads the proposed Section 5 bylaw change. Linda motions to approve the amendment to Section 5. Stazya seconds and the motion passes unanimously.
- Jennifer discusses and reads the proposed Article VI Section 7 bylaw change. Karen motions to approve the amendment to Section 7. Bri seconds and the motion passes unanimously.

- The Theatre Operations Manager Job Description is discussed. Peggy motions to approve the addition of the Job Description to the bylaws. Karen seconds and the motion passes unanimously.

2024-2025 Board Elections


- The new board is elected. Jennifer Clark motions to accept the slate of candidates. Karen seconds and the motion passes unanimously.
 - President: Stazya Richman
 - VP: Bri Snyder
 - Secretary: Jennifer Clark
 - Publicity: Camille Borodey
 - Facilities: Lou Janke
 - Drama: Jennifer Van Guilder
 - Children's: Cassy Jones
 - Choral: Leslie Waters
 - Instrumental: Linda Colman
 - Inventory: Buffy Jackson (Wendy Woods as alternate)

Closing: Stazya

- Stazya discusses her plans for the next year.
- Leslie thanks the board for their participation.

Adjourned 7:51 PM

Next Meeting: July 23, 2024 at 5:30 PM at the theater and via Zoom



Jennifer Clark, Board Secretary