

# Woodland Theatre Productions Meeting Minutes

Date: October 22, 2024 - called to order at 6:02 PM by President Stazya Richman - at the Theater and by Zoom.

Attending:

<input checked="" type="checkbox"/>	Leslie Waters	<input checked="" type="checkbox"/>	Lou Janke	<input type="checkbox"/>	Karen Heflick
<input checked="" type="checkbox"/>	Stazya Richman	<input checked="" type="checkbox"/>	Linda Colman	<input checked="" type="checkbox"/>	Peggy Townley
<input type="checkbox"/>	Jennifer Clark	<input 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	<input type="checkbox"/>	Wendy Woods
<input type="checkbox"/>	Caleb Hamlin	<input checked="" type="checkbox"/>	Guilder	<input type="checkbox"/>	
		<input checked="" type="checkbox"/>	Camille Borodey	<input type="checkbox"/>	

Guests: Lea McDowell

## Old Business

- Cassy motions to approve the September minutes. Karen seconds and the motion passes unanimously.
- New laws concerning non-profits are discussed. Lou will see if he can find something other than what Jennifer C found.

## New Business –

- Jacob Scharborough gives presentation for sponsorship, fundraising, and group/individual/private lessons
- Jacob concludes. Discussion begins. Peggy discusses reduced rental fee. Lou makes a motion to work with Kettle Falls School District to allow use of theatre for music program fundraising, donate use of the theater for free and all donations to Kettle Falls Music program. Jennifer Van Guilder 2nds. Vote passes Unanimously.

## Board Reports:

### Drama Report: Jennifer Van Guilder

- **All Because of Agatha** will have finished the first weekend by the time of our board meeting. I was able to attend family night and thoroughly enjoyed the

performance. This production had a rather light rehearsal schedule compared to what I am used to seeing, but the family night show seemed very smooth and polished both from actors on stage and tech crew. The actors did a great job bringing the comedy and I thought the couple of supernatural/ special effects were well done. I hope everyone gets a chance to see this production, you will really be missing out if you don't. The show is getting positive feedback in social media. \* I love the work Camille is doing to raise engagement online.

- Jennifer Clark (Director/ Producer) reports a wonderful experience with an amazing cast and all involved being very kind, supportive and encouraging. "Can't say enough good things about the cast and crew, honestly."

#### **Fiddler Update from Nancy Christopher (Director/ Producer):**

1. The budget has been updated, with the cost approved by the board, for rehearsal tracks, and the logo pack.
2. Meetings with our current costume person Wendy Woods have set a first date ( Monday October 21 at 6:30) to start cleaning and straightening the "staging" room. This first step of the process will ready a sewing area, organized supplies and materials, and a fresh start for the start of fiddler costuming.
3. During this time we found many of the currently owned costumes that can be re-used for this production of Fiddler
4. The set team of Sean Tablolloff ( for the building of Tevye's house), Bob Chipps ( Crew chief), Dean Dicky, and the possibility of Frank Lucas, Mike Eikens (both due to health issues) and Hyrum Jackson upon confirmation. Building will be starting in December after the auditions.
5. Meetings with Brian McDougal and the assembly of the pit crew is ongoing, with a need for a keyboardist and a drummer.
6. Audition materials and information is available on our website with auditions set for December 7 at 10am.
7. **Still needed are more people to be on the stage manager/producer team.** My hope is that many people can make the workload of these positions easier to complete, all the while training new people in a team type of environment to understand the dynamics of these positions. Please let me know names and contacts of interested persons.
8. Choreographers Bri Snyder, Tirzah Schippers will work on different aspects of the show.
9. Leslie Water has consented to be the assistant director for the show.

#### **CRSC: Jennifer VG**

- A meeting is in the process of being scheduled with Gabe P. to discuss how he wishes to proceed with the items the committee selected from his binder of notes as possible issues we could help work towards resolving. It is looking like with all the individual schedules; this will likely happen mid to second half of November.
- 2 active complaints. Mediated discussions are being schedules

## **Financial Report:**

- Checking Account Balance: \$24031.70
- Savings Account Balance: \$1199.29
- Silver MM Balance: \$100.07
- I have finalized and Debbie Larsen has filed the 990N ( our annual tax reporting) Due by Nov 15th.
- I have filed the annual business license required by Secretary of State - Due by the 31st of this month
- I have finalized and filled the 3 QTR payroll taxes that are due the 31st of this month.

## **Publicity Report: Camille**

- Camille is sending out Newsletter this week
- Agatha is Going well

## **Choir Report: Leslie**

- Rehearsals going well, camille willing to do Lobby management for concerts
- Nancy discusses putting cash sales into tix.cm for data accuracy for Finance

## **Grants/Funding Report: Peggy**

- There is more to report on our Heritage Capital funding request. Most years Heritage Capital Projects is able to fund all eligible requests. The legislature limits the total to \$10,000,000 total and there were so many \$1,000,000 requests that they could not fund all of the 41 eligible requests. We were #29 and they only could fund the top 21. The evaluation committee looked at reducing the larger requests down to \$450,000 each which would have allowed our request and Ferry County's to be included, but decided they could not do that. Jay Bearsten, our contact person, assured me that they will work on more funding for smaller organizations like ours. Her current idea is to set aside \$1,000,000 for that purpose. I do know that if we receive funding in two years, the documentation of matching funds expenditures now requires cancelled checks. Hard copy is not necessary; a digital version will work.
- I will be contacting Andrew and Caleb to do clean-up of the front roof (where a piece of loose roofing came off) and Troy Holland to see if we can set a time for the cable replacement in the seating area. We are now looking to next spring for the cable replacement and the tower.

Handicap lift is waiting on a replacement bearing but we did pass inspection.

- The fall funding letter will be going out in early November. I will bring copies to our November meeting, hoping that some of you will send out a couple letters to new prospective Friends and donors

## **Facilities: Lou**

- Nothing to Report

## **Theater Manager Report: Nancy**

- 1. Bob Chipps is slowly and methodically straightening the dimensional number area of the Quonset hut. There is a door frame, a double window, and two sinks that need to go away. If not gone by this week, we will haul to the dump. There will be more items as we clean. Next work day is Monday October 28 at 10 am. Please consider coming to help, as most of the work is moving items from one place to another.
- 2. There is a work day on Monday the 21 (it already happened by the time of the board meeting) in the costume staging room. It is a mess and needs to be straightened out. More work days to follow to organize the costume space. Helpers are always welcomed.
- 3. Peggy, Leslie, Tom & I attended the Innovia 50 th anniversary convention. The community emphasis and the contributions of Innovia are quite impressive. We hope to tap into their organization more in the future for grants.
- 4. Advertising fundraising is starting with warm up letters. Again if anyone can help with locating interested businesses, or helping with phone calling, or personal visits, please let me know. I will help you in the method to use.
- 5. The Tap Grandmas came and had a tour of the building. Their fundraising performance (money going to our local senior centers) is set for April 25. I am hoping the brass will consider performing music for a portion of the show. (Another option is to invite the cloggers.)
- 6. I have contacted Avista about the LED lights. The phone # I have for Lorri Kirsten doesn't work and their customer service person cannot find that employee on their roster. I have e-mailed her, but have not received a response. Not sure what to do next with this. Lou?
- 7. In line with that, I met with Jake of the V.I.P lighting in Spokane. We have worked with them for many years as Silhouette lighting. The transfer of our stage lighting to L.E.D. lighting would make

- a huge difference in the safety of our volunteers and our building. But it comes at quite the price. Being that the light fixtures
- themselves need to be replaced with new (The light bulbs cannot just be switched) and a new light board to run them. Also the electric dimmers and plugs need to be changed out by an electrician. The estimate on the cost of the installation, and the new board (along with instructions on use) was \$100,000.00. That does not include the cost of the electrical, which I would need to obtain the estimate for. I am working on finding funding at this time.
- 8. I will also ask Jake for the cost and what type of headsets we need for future productions. I have spoken with other sound techs, about blue tooth and I now am not sure if that is our best option. I will explore our options and report back.
- 9. Jake also noted that sound proofing our pit would be very expensive and noted that curtains alone would not be very effective.
- 10. Planning with the city of Kettle Falls for Christmas has started with the possibility of a movie on the evening of December 7 after Santa arrives. I know it will be a squeeze with auditions on that same day, but we have done this before.
- 11. As I have given a few tours of the theatre lately, I am amazed at the many things we have due to grants. Once I started to point them out, it was overwhelming. To mention a few: the stage floor, the heating system, the front of the building, the new back of the building, the enhanced handicap entrance, the hearing assistance, the movie screen, the curtains, and I could go on! We are truly blessed by those who helped acquire these items, particularly Peggy Townley. We really need to make sure they know that we appreciate them!

### **Instrumentals Report: Linda (possibly late or will not attend)**

- Band Borrowing music from Kettle Falls High School, music will be turned in after concert. 2 week break after concert, 2 weeks on, 2 weeks off.
- Nancy discusses tap grammas concert and possible band/brass/bells participation

### **Children's Productions Report: Cassy**

- Meeting on November 21 for Adult Leadership Participation

## Inventory Report: Buffy (will not attend)

- Nancy and Buffy still need to meet.

Adjourned 8:05 PM

Next Meeting: November 19, 2024 at 6:00 PM at the theater and via Google Meet



Brianna Snyder, Vice President for  
Jennifer Clark, Board Secretary

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### *The Four Agreements*

*Don't take anything personally*

*Don't make assumptions*

*Always do your best*

*Be impeccable with your word*

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