

Woodland Theatre Productions Meeting Minutes

Date: January 16, 2024 - called to order at 5:34 PM by President Leslie Waters - at the Theater and by Zoom.

Attending: Jennifer Clark, Bri Snyder, Nancy Christopher, Leslie Waters, Linda Colman, Karen Heflick, Cassy Jones, Stazy Richman, Peggy Townley, Ara Bush, Jennifer Van Guilder, Lou Janke, Susan Williams

Guests: Gabe Pickett, Caitlin Rooks

Review and Approval of Minutes – The December minutes are amended to include “Notice Concerning Minors” as also being voted on and approved. Bri motions to approve the minutes as amended. Stazy seconds and the motion passes unanimously.

Board Updates:

- Amy Cabral has resigned from the board.

Old/New Business:

- Present Board members sign the new Code of Conduct form.
- Leslie presented an updated COVID-19 policy. Linda motions to approve the new policy. Ara seconds and the motion passes unanimously.
- Bri discusses that the conflict resolution committee is still working on the three complaints they have received.
- The calendar on our website should be presumed valid unless 100% confirmed otherwise.
- Jennifer Clark is researching sign ordinances.

Board Reports:

Choir Report: Bri

- Choir plans to restart March 19th at 6:30 and March 21st at 7:45

Children’s Productions Report: Cassy

- Cassy met with Lexi over break.
- The calendar has been updated for the Children’s Productions.
- Ara would like to vote on purchasing rights at the February meeting.

Grants/Funding Report: Peggy and Susan

- Woodland will be receiving COVID-19 Impact Recovery funds of \$3300 from ArtsWA.

- Vinson fund is going to cover the entire cost of rewiring, \$37,000, to be completed by Floener Electric.
- Innovia Grant was discussed. We will not apply for the grant this year, but begin now to figure out our next need and be ready to apply next year.
- Friends of Woodland Theatre and Major Donors contributed \$29,541 in 2023. (\$23,517 from Major Donors and another \$6032 from Friends.)
- There is some discussion regarding what money is supposed to be kept in which account. Ara and Karen will meet and go to the bank and organize funds into appropriate accounts.

Facilities:

- Rewiring timeframe: Joe Floener and crew are tentatively planning to do work in the basement, light and sound booths, and upper costume areas during the first two weeks of April. They will complete each day before any scheduled rehearsals and have all power restored to areas being used.
- Caleb plans to secure a lockbox for a contractor's key soon. He will order another one for the inside, so there is a backup if the contractor forgets to lock up.
- Lou discusses building shelves in the basement.

Theater Manager Report: Nancy

- We stand at \$19,800 in sales for the program.
- Calendar changes include Fridays and Sundays blocked out for sets ITW and June, July and August children's show and rehearsal dates.
- Please check the calendar on our website when making plans for the use of the theatre. If you have a date that needs to be added - text, call, or e-mail Nancy.
- The poetry event is happening on February 10, 7 pm.
- In April we have the Haran Dancers and Star Fish dancers renting the theatre. (Performances April 13 & 14)
- Nancy asks to be able to sign 4 keys out to a production, they would sign her key sign-out sheet, then have their own key sign-out sheet for the production. No formal vote is taken but the Board approves.
- Nancy need volunteers to help clean up the material bins upstairs and help finish the costume rooms.
- Jaydin Ludeman no longer works at Rural Resources, so the storytelling event might not be happening. Nancy is contacting someone for more information.
- The Hotel/Motel grant for the year 2024 is due on Feb 23. Advertising for productions is discussed. Susan Williams needs to submit to the commissioners in February for shows the entire year, so production teams need to get their info to her ASAP.
- Nancy asks Jennifer Van Guilder to become another admin for tix.com, she agrees.

- Jackie McGregor is hosting a chat on her website whilethewindmillwatched.com and is looking for people who know the history of Woodland Theatre. Her contact info is: mcgregor50rg@gmail.com.

Financial Report: Ara

- As of Monday the 15th of Jan 2024: Business Checking - \$39,510.35, Silver MM Savings - \$100.07 Business Savings - \$1,262.03
- Karen and Ara will attempt to get a meeting with the loan officer at the bank this month to establish Ara as a signer, to remove Ron as a signer if the Board approves, and to get access to the mortgage and line of credit for Karen and Ara.
- Lou motions to take Ron off bank accounts. Linda seconds and the motion passes unanimously.

Drama Report: Jennifer Van Guilder

- Into the Woods – Set construction is coming. The painting was planned to start over the weekend. Jami Lord has volunteered to head up instruction for helpers and design/paint the background mural.
- Wendy Woods is in charge of costuming and 8 or 9 costumes have already been completed. Susan Bradford is also making a costume and expects it ready to mail in a few weeks.
- Rehearsals have been and will be focusing on music for about the first 3 weeks, then blocking will start.

Instrumentals Report: Linda

- As of January 18th, the Band will meet at the Kettle Falls HS (pending permission). Band will meet there through March on Thursdays from 5-8 PM.
- Band is borrowing band music from KFHS, Jenkins HS Chewelah and Colville HS.
- The choir and instrumental performance will be April 27/28.

Publicity Report: Nancy

- Nancy needs any information you want in the newsletter by Jan 19th.
- Tickets for ITW go on sale Feb 1st.

Inventory Report: Buffy

- All of the paint in the back area has been inventoried, labeled and placed on the shelves in the back area furthest away from the door. When paint is used, it needs to be put back in the appropriately labeled section once done.
- Buffy is working on coordinating an inventory with our sound system and hopes to have that in the next week or two.
- Buffy plans to start moving into the prop area and itemizing props.

Adjourned 7:17 PM, Next Meeting: **February 13, 2024**, at 5:30 PM

Jennifer Clark
Board Secretary