

Woodland Theatre Productions Meeting Minutes

Date: November 19, 2024 - at the Theater and by Zoom. (6:05 start time)

Stazyia, Peggy, Lou, Camille, Ara, Nancy, Cassy and Jen VG attending at the theater. Buffy on Zoom. Ara and Buffy had to leave before meeting adjourned.

- Review and Approval of October Minutes - Not available, postponed until Dec. meeting

Old Business:

- in-ear monitor (push to December)

Board Reports:

Drama Report: Jennifer Van Guilder

- Nancy says Brandon is unable to help but she has secured Bob Stevens for lighting design and set up.

CRSC: Jennifer VG

- Discussion had about guidelines for post production survey meetings with individuals and how to make sure they accomplish what they are meant to. Jen VG will work on ideas and send out in email later.
- Discussion about complaint regarding T shirt pick up during production that allowed individuals to pick up their orders and if we want to restrict productions to “one person” only.

Financial Report: Ara/Karen

- Ara discusses ongoing issues with account access.
- The board wishes Ron Bacon well after his surgery.
- Ara states that production budgets need a stronger template in order to align better with actual spending.
- Checking \$28,000 (ish)
- Ara reports \$1,438 gross revenue for fall concert.

Publicity Report: Camille

- Next newsletter should be going out January/ February.

Theater Manager Report: Nancy

- Discussion among board members about issue with Agatha set and about how decisions are normally made on what to keep after set strike. Nancy says the set builder/ designer normally does. Stazy asks if we need one person or a group who would be the ones to go to for those decisions for consistency. Buffy notes the importance of remembering that different people will build sets differently; that the concept of set pieces being temporary can be hard for some... that we need to find the balance between what we can reuse and re-purpose later and what we might need to let go. Ara reminds everyone to just be kind and respectful to each other about these items, and just reach out and ask. Peggy asks how light weight sets are currently built. Suggestions to make such information available to set designers/ builders.
- Bob Chipps suggests trying to get @ \$75 each for some of the doors we do not need.
- Nancy is looking for the owner of a tile saw that was left at the theater.
- Nancy needs help with fundraising. Ara volunteers to be the “closer” for businesses who need a “follow up” call.
- Discussion re: people parking too far out into the street. Ara suggests spray paint for a line (not in winter). Talk of using a snow berm from plowing in winter. Nancy suggests a “parking attendant/director” during productions. Discussion lands on traffic cones. Stazy has some we could use. Suggestion is they are put out and brought in the same time as the sandwich board signs.
- Stazy would like a list of parent names that will be chaperoning the H.S concert. Linda/ Ara will reach out about the proposal from Jacob.
- A poetry event is being planned for February, dates to be announced later. This will be a Saturday night.
- Discussion regarding the 25 cent charge for tickets at the door: The issue is we want to use the program to sell tickets, even at the door for cash, in order to keep the survey and other info all together in one place. To do this there is a .25 cent charge above ticket price which a few (not many) customers balk at. Discussion ranges from lowering actual ticket price to .25 less while still charging normal amount, to keeping actual ticket price the same but advertising at .25 more for tickets bought in person from Chamber or at the door no matter cash or card. (online purchases would still have extra fees applied.) Nancy and Ara are going to dig in to tix.com and find out what sort of options really might be for this subject.
- Nancy discusses “Consent Forward” class during Fiddler rehearsals. Cassy and Jennifer VG ask about others being allowed to attend.

- Nancy mentions current event where “protesters” showed up outside a production of The Diary of Anne Frank. Suggests she will have her team draw up a “what if” plan, just in case for Fiddler and that it might be something to think about for all productions.
- Nancy discusses possible shelving for prop storage being added back stage both right and left. Also discussion on assigning the already built in shelving in the hallway on the left side (between the makeup room door and the door to back stage/ by the stairs to the side door) as Craft item storage. Currently the Children's Production room in the costume area is filled with craft items and it would be nice to have that kind of thing in one place. Stazya also suggests possible high shelving added in the costume changing room(s) for storage.
- Nancy requests to purchase an ice chest and two more folding tables, like the current blue ones, for the lobby. Peggy suggests sturdier tables, like the white folding ones might be better.
- Nancy says Avista got back to her on what they are offering regarding lighting and it is just free replacement tubes for already existing lighting.
- Some discussion about school district possibly plowing the parking lot for school events held at the theater. Lou reminds us we already have a contract for plowing, subject pushed to next year as something to think about.

Choir Report: Leslie (will not attend)

- January 9th will be first choir rehearsal.
- \$1k + made at fall concert.

Grants/Funding Report: Peggy

- Ara says L&I bill is paid.
- Cassy requests some sort of “button cover” to be installed or available for when children are in the back room to help them resist the temptation to play with the lift.
- Discussion about possible damage to the drywall in the area around the lift and back door, whether it is new or from an old leak.
- **I am looking for a small section of counter-top cut to fit in the opening behind the beam in the backstage counter array. It was installed temporarily instead of permanently. Please let me know if it has been tossed or is in hiding. This missing piece goes between the two counter tops (one with the sink and one with the microwave) behind the post. Without it items are constantly falling down between the cabinets.
- **Future:** What are the Woodland needs that could be applied for with 2025 Vinson Funds? Nancy suggests wireless headsets. (6 or 7). Stazya will ask Kelly to look into what we would need. Peggy suggests the rods needed to stabilize the building walls before roof can be replaced. Lou suggests we get the estimates and ask for both.

- Peggy reminds board members that givers of grants like to see that board members donate \$ themselves. Donation paperwork is passed out and board members are urged to reach out to possible new donors.

Instrumentals Report: Linda

- Discussion about buying a set of orchestra bells for Woodlands Band. Stazya says updated cost of this item is on the lower side \$980- \$1,020. Nancy says there is money ear marked still for music this year that is unused. Jen VG motions to use those funds to purchase the orchestra bells. Cassy seconds. 6 votes yes, 0 opposed. (Ara had left before this vote was held)

Children's Productions Report: Cassy

- Cassy requests helpers to clean out and organize Children's Production room in costume area. No props should be stored there. Buffy volunteers to help. Peggy suggests reaching out to parents. Stazya suggests asking Cadence, Ara suggests Brice Wilken's mom as a possibility.

Facilities: Lou

- Current renter would like to continue with another 6 month lease. Would start 11/15/24, but funds would not be deposited until after 1/5/25. Lou motions to accept. Peggy seconds. 7 yes, 0 opposed. (Ara had left but had given her affirmative vote early.)

Inventory Report: Buffy

- Buffy will be staying on as Inventory Chair. Wendy has decided to resign as alternate in order to focus on her work with costumes. Stazya has asked Buffy to look for someone to help/ an alternate who might live closer.

New Business –

Next Meeting December 17th - 5pm pot luck, 6pm meeting starts.

The Four Agreements

Don't take anything personally

Don't make assumptions

Always do your best

Be impeccable with your word
