

Woodland Theatre Productions Meeting Minutes

Date: December 17, 2024 - at the Theater and by Google Meet. 6:01 start time.

Stazyia, Peggy, Nancy, Cassy, Lou, Camille and Jen VG in attendance.

- Review and Approval of October Minutes - *Not received, moved to January.*
- Review and Approval of November Minutes - Approved, Lou motioned, Stazyia seconded approval, no dissenting votes.

Old Business:

- in-ear monitor - Discussion moved to January. (There was also a question on how many pieces this was for.)

Board Reports:

Drama Report: Jennifer Van Guilder

- Some reviewed discussion on directors' freedom when choosing team, cast and crew.
- Auditions for Fiddler on the Roof were held Saturday December 7th. Nancy C. reported being able to put together a strong cast of 42 from 55 total people who auditioned. The cast list should be posted soon. While the cast is predictably heavy on the female side, the team was happy to get "a lot" of new people! There will be minors included in this production. Scripts and policy paperwork have already been given out and first rehearsal is scheduled for January 2nd. The pit has already started to rehearse and all are feeling confident. Christa McDonald is starting advertising and the "ball is really rolling" all around for this production. It is going to be an amazing show!

CRSC: Jennifer VG

- The committee is happy to report that we have NO active complaint cases at the moment.

- We are looking forward to getting the production mediator meeting with the Fiddler team on the calendar and are here to help answer policy or paperwork questions as well as with any conflict resolution issues.
- As we go into the new year, I'd like to thank the board for the input, support and desire to make changes that will help the theater and its membership learn and grow together. Communication is the best weapon against rumors and misunderstandings. Encourage people to speak up and talk things through when there is an issue or conflict. Please keep the mediated discussion process, code of conduct/behavior expectations and social media policies in mind as the membership looks toward you to set a good example.

Financial Report: Ara (will not attend) /Karen

- Checking \$29,875.70
- Savings \$100.08
- Caleb's mom passed away over Thanksgiving weekend :(- Everyone sends Caleb and his family love and are deeply sorry for the loss.
- KFHS Christmas Music Program was a big success. We (Jacob, his wife Jessica and the guidance counselor Paula Gorman) discussed things that might be needed if the program was to happen again at the theater. I feel it had a strong positive impact on our community and would support and be willing to assist should it be requested again next year. Paula asked about payment options - maybe we could negotiate them paying for our snowplowing needs next year. I would be willing to talk to the school district about it.
- I've been told that there is a solution to the accessing of the Mortgage Loan and Line of Credit - however have not gotten any further as the Loan Officer hasn't responded to my last 2 phone calls - but it took 6 calls to get him to answer the phone the first time. I'm hopeful and it sounds like it will be fairly easy to get the company into a "navigator" bank account - set up for Non-Profit organizations, so that the financial access is granted not to one person, but the corporation as an entity.
- Congratulations to the Drama and CRC for getting so far in the process to mend so many and promote togetherness and good working relationships for the theater and this community ~ I bumped into Gabe and his father, and they were loving and grateful toward me. We didn't discuss theater.
- I've taken on an additional job that has consumed me for the short term, however it will give me the time to continue with bookkeeping for the theater. We can discuss further the treasurer position as the time comes next June. I do not have updated financials for Nov 2024, but will have both Nov and Dec for Jan meeting. Our taxes are filed and I will get w-2's and QTRLY's done by Jan 15th, 2025. Blessings and well wishes to "my theater family" for this holiday season! - Everyone is very pleased to hear we will be able to still have Ara's talents with this.

- There is a way to set up a separate ticket item for cash sales only (making it so we incur the 25 cent fee not the customer) either at the door only or also available to put for the Chamber of Commerce cash sales. I will work out with Nancy and her producers when we put tickets on sale for Fiddler and give you a detailed report in January. Yeah!!! Tix is so functionall!!! - Everyone is excited about this and interested in learning more details.

Publicity Report: Camille

- The newsletter will be going out mid January, so start thinking about what you would like me to include. No deadline given yet for newsletter submissions, but those with info they want included should start working on that now.

Theater Manager Report: Nancy

- This has been a month of meetings! Exciting things happening in the performance arts in Stevens County.
- I've met with the KF chamber (They are planning with Mark Harding a replacement concert for a fundraiser for the food bank, and possibly more concerts in the park.)
- Linda and I met with Denise Horner and the young violin/viola/bass & cello group. They are very interested in having their spring concert at the theatre in June! And becoming involved with Woodlands!
- I met with both Rotary clubs and they both committed to support us as sponsors this year. (And I had the privilege of representing Woodland by playing the Grinch again at Breakfast with Santa and showing the film Polar Express at the theatre!)
- I met with Christa and we started the plan for the meeting with the commissioners this coming January 16. We went over our season of two musicals, two concerts, a poetry event, and a possible December event. AND we will also ask them to finance the printing of the programs for next year, as it is also advertising. (Last year's printing cost was \$5,600!) Desired language to avoid hiccups in the future with this, such as "December Event." Nancy notes there is no issue with cancelling an event, only changing things.
- I met with Cassy about the children's show Frozen this year. She still needs adults to help so if you can help please let her know. Help learning the position that you might help with is available. She cannot do this alone!
- I also had the opportunity to meet the director of Christmas Carol at the Civic in Spokane. He noted how thankful they were that we are a resource for them for props. It was nice to get a great big thank you, and I'm sure, in the future, it will also be a benefit to us to work with them. Thank you Marty

Kittelsohn for keeping that connection alive. - Nancy suggests everyone get to see this production if they can, as it is EXCELLENT!

- Advertising fundraising is slow this year, now that I am working alone. Most companies want to wait till January to make that decision, and of course I still need help making the second calls please! With Fiddler and being busy with that, our sales may be way down this year. (\$13,000 at present \$20,000 last year.)
- The H.S concert was a wonderful addition to our community outreach and a success, with a large article in the Statesman Examiner. Thank you Linda, Ara and Cassy (Did I miss someone?) for supervising this event. And thank you Jon Heflick for helping set up the sound system. We all learned a lot about how things work in the booth. This was a standing room only event which surprised everyone. Suggestion was made that the pit be cleared out before the next one so extra seating can be added there. A more precise plan by the HS for child pick up and where children are supposed to be at what times is needed to lessen confusion and for safety. Jen VG suggests we reach out to confirm date for the intended spring concert and keep on the communication to help grow this relationship.
- A poetry event is being planned for February 15th at 7pm.

Choir Report: Leslie (will not attend)

- Stazyka notes that the choir email list is growing. Music selection for the spring concert sounds jazzy and fun.

Grants/Funding Report: Peggy

- The two big accomplishments this past month are the completion of the handicap lift installation including receiving our Annual Operating Certificate and a just finished Vinson Fund application for 8 wireless headsets - \$5560.92. I stated in my cover letter that we are considering a second request in early January. I will have copies at Tuesday's meeting. Peggy noted that we needed, and got, an "exception" on the Operating Certificate for not having a lift operator on site. This would seem to be pretty common thing to need and has no negative associations.
- Caleb is currently following up on roof leakage backstage. I requested he contact Andrew, who installed that backstage roof.
- Peggy also suggested possible capital campaign funds to pay some extra (\$100) a month to principal on the mortgage and perhaps (\$5k) to reduce the line of credit.

Instrumentals Report: Linda (will not attend)

- The band has returned our fall music and has read through the newest set of borrowed music. There will be a break until Jan. 9th, then band will continue to meet. I have been in communication with Nancy so we can continue to use the stage space until the last week of February. Arrangements will be made with Kettle Falls High School to meet there until the week after the play. Nancy will clarify with Linda that the last **2 weeks** are needed in February.
- The Spring Concert is scheduled for the first weekend in May. (Saturday evening-Sunday afternoon)
- Kelly Taylor has graciously donated a drum set to band as well as various percussion stands. A set of concert bells have been purchased also, so discussions will continue about where to store these newly acquired instruments. The band has needed certain percussion equipment since it became organized, and now there are people to play them. Percussion is a huge part of the music we play. I will keep the board posted on our progress.

Children's Productions Report: Cassy

- Mentor meeting went fine. Currently have 3 adult mentors lined up, but are looking for more.
- Reminder to the board that Children's productions will be "pitched" and voted on next month. Request made for post on website about that.

Facilities: Lou

- Rent payment received. 6 months started the middle of November. Renter states the boat outside is his and he intends to get it inside soon. Lou reminds the board we need to keep an eye on power increase beyond (base amount) to pass on to renter once he starts using more.
- Caleb has fixed one leak in the roof, but two others have cropped up and he is working to get them taken care of. Weather is hampering this effort.
- There is need for a roofing specialist to renew the sealing on the roof as Lou says the type we have normally needs maintenance like that and hasn't been done.
- Suggestion of reaching out to Floener about the button cover possibilities for the lift.

Inventory Report: Buffy

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New Business –

- Cassy suggested looking into a couple of monitors for the backstage wings to aid crew members with cues. These would not be for sound and could even be black and white only. They would need to be hooked up to the same feed that goes to the other monitors in back.
- Nancy suggests having someone make/finding a house shaped donation box with a “fiddler” silhouette on the roof for collecting specified donations for our roof project during the musical.

The next meeting is scheduled for January 14th at 6pm with Vice President Bri S. running the session.

Meeting adjourned 7:03

The Four Agreements

Don't take anything personally

Don't make assumptions

Always do your best

Be impeccable with your word
