

Woodland Theatre Productions Meeting Minutes

Date: April 14, 2024 - called to order at 5:35 PM by President Leslie Waters - 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"/>	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 checked="" type="checkbox"/>	Susan Williams
<input checked="" type="checkbox"/>	Ara Bush	<input checked="" type="checkbox"/>	Cassy Jones	<input checked="" 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, Caitlin Rooks

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

Old/New Business:

- As of this month, we will add an Executive Session to the end of each board meeting to allow us to discuss financial, legal, and confidential matters.
- Peggy discusses fundraising for all board members.
- Stazy suggests Leah McDowell as a community member for the conflict resolution committee next term.
- Sean no longer wants to take down the bricks from the roof.

Board Reports:

Grants/Funding Report: Peggy and Susan

- Peggy suggests getting a quote from Floener regarding adding the ability to turn on the theatre lights from the back of the theatre.
- There is some discussion regarding the tower sign and a new reader board. Eden and Jim Davidson would like to help pay for the construction of the tower, originally envisioned in 2017-2018. The current cost would be well over \$20,000. Jennifer C. will talk to the City before the next meeting regarding sign regulations.
- Part one of the Heritage Capital funding request for the roof rebuild was turned in. We could be eligible for \$160,000 which means documenting \$320,000 in volunteer hours and expenditures. We should be notified within the next two weeks if we are invited to submit part two of the request.
- There has been extensive discussion about whether the building can currently support a gently sloped roof that would hold snow with gutters that would drain the melt water in the spring.
- Floener Electric has completed the work in the basement, costume areas, and light and sound booths. Vinson funding will be received as soon as we submit our final report with proof of payment.

- Rental Unit - Caleb's fellow student is still interested in renting our unit and is waiting for his student aid to come through.

Facilities: Lou

- Caleb has installed a new closer on the theater door.
- Lou has contacted the city to see if they would like to do a follow-up inspection.
- Lou talked to the gas station next door about removing their construction debris on Woodland property. They plan on getting that done but no date set.
- Lift will be finished before June.

Theater Manager Report: Nancy

- Changes to the calendar are: May 17 a tentative storytelling event, an addition of a 7 pm show for Mean Girls Jr on July 25, and the removal of youth shows for the dates of – August 2, 3, & 4.
- The budget for liquid refreshments is sent to the board. From now on this will be a separate budget.
- The Haran Dancers and Star Fish dancers' Performances did very well with sold-out shows for each night. They are excellent renters, and very responsible!
- Tap Grandmas want to do a fundraiser for us in late April or early May. There is discussion about possibly using this as a fundraiser for another KF nonprofit group.
- The forestry would like to do a storytelling event on May 17. There would be a free-will donation at the door that would be for us or if we choose, for another nonprofit.
- Bri inquires regarding the DV storytelling event. The current plan fell through but it's worth considering still having it in some way.
- Nancy is concerned about the Colville Chamber of Commerce due to employee turnover and discusses the possibility of finding a new location in Colville to sell tickets from. Stazyia suggests possibly the Artisan Market in Colville. Lou suggests possibly TED. Ara suggests letting the Children's production staff sell tickets from the theater during the summer.
- Those using the theatre MUST sign in WHENEVER they unlock a door, and sign out WHENEVER they lock the same door! It is to help us remember AND to keep us accountable. Nancy has added a sign-in sheet to the side door.
- The Producers of the last show will meet soon and decide on updates to the producer's manual.

Instrumentals Report: Linda

- Band and Brass are busy preparing for the upcoming concert. Band always adds a few members for concerts which does help the fullness of instrumentation. Plans are to continue playing on Thursday evenings from 5-7:45 at the theater working around and with productions of course.
- The band welcomes people who are interested in joining. Just give Amy Cabral or Linda Colman a call. Much appreciation and thanks to Gary Killings for directing this upcoming concert and for the generous directors at Colville, Chewelah and Kettle Falls for allowing us to borrow music.

Publicity Report: Nancy

- Need to get any information that anyone wants to be included in the newsletter to Nancy by the end of the month.

Children's Productions Report: Cassy

- Ara has now signed on as the producer for the summer shows.
- Cassy discusses some leniency regarding the casting of 12/13-year-olds.
- Auditions are on Memorial weekend – possible audition on Friday evening for those going out of town.

Choir Report: Bri

- Decent attendance, please spread the word.
- Buffy has agreed to be the accompanist for the concert.
- Tuesday rehearsals need to be added to the calendar.

Conflict Resolution: Bri

- Wendy needs to sign the Board of Directors code of conduct form.
- Currently no active complaints.

Inventory Report: Buffy

- Nothing to report.

Guest Input:

- Gabe discusses board member attendance.
- Gabe discusses the newly planned executive session. There is some discussion about how the session will take place. Any decisions made during the session will be public info, but not the discussion itself.
- Cast and crew would like to know the results of the last production survey.
- Gabe inquires regarding community service hours.

Misc.

- Annual Meeting will be June 21 - 5:00 for potluck, 6:00 for meeting.

****EXECUTIVE SESSION****

Adjourned 8:40 PM

Next Meeting: May 21, 2024 at 5:30 PM at the theater and via Zoom

Jennifer Clark, Board Secretary

Executive Session (Board Members Only)

- Secure filing for Conflict Resolution documents- small lock needed. Jennifer VG will add by Saturday.

Drama Report: Jennifer VG:

- Report on INTO THE WOODS - Jennifer VG updates on the production team meeting regarding survey results. There is discussion regarding what information should be public and what should remain private. The following suggestions will be implemented:
 - Copies of the Production Handbook/ Producers Handbook should be made available to the Director and Producer early on for optimal planning.
 - Production team members should be picked and included in discussions and meetings early.
 - Production meetings should be scheduled much earlier than they were. The suggested time frame in the Handbook is 4-5 months before rehearsals for the first production meeting. These meetings should be work meetings where everyone is kept up to date on progress, issues, and things that need extra work.
 - Nail down responsibilities and assignments earlier. Identify individual strengths and weaknesses to aid in duty distribution.
 - Clearer overall vision. More direction and guidance to everyone.
 - Consider understudies/backups for certain roles and crew positions. Illness is handled differently than it was 10 years ago and we need to have a plan. Proactive instead of Reactive.
 - Improve communication within the production team and with the cast and crew. Utilize email, FB group, and in-person announcements to be sure everyone is reached.
 - Scheduling needs to be given a higher priority with the team in agreement. Schedules need to be given out to cast and crew earlier.
 - More crew meetings.
 - Make more of an effort to check in with people to realize problems early and keep everyone on the same page.
 - More effort should be made to get people help when they need it and ask for it. Create an environment where people can speak up if they feel they are in over their heads or taking on too much.
 - Instructional wording has been added to the Code of Conduct/ Behavioral Expectations policy to clarify what future teams are responsible for. More attention should be paid to requirements concerning minors. Teams should reach out to a member of the committee with questions on the implementation of behavior and mediator policies.
 - More attention to mediator choice with clearer instructions for everyone on the conflict resolution procedure as a whole. Teams should reach out to a member of the committee with questions on the implementation of the procedure and mediator program if needed.

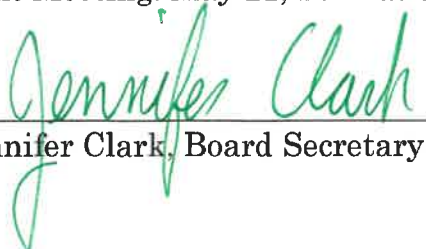
- A bulletin board or other area in the Green Room would be helpful for posting information on production team roles, mediators, and other important items for easy reference.
- When choosing Gabe P. or Jack T. for future productions, a discussion of plans to reduce issues experienced here is recommended.
- When choosing Colleen R. for director, a discussion of plans to reduce issues experienced here is recommended.
- Cassy and Leslie will meet with Jack, and Ara and either Leslie or Susan W. will meet with Gabe to go over survey feedback. Leslie has already met with Colleen.
- Ticketing Issue – If there are no-shows, we cannot fill those seats - patrons might come late. However, if we put some kind of disclaimer on the TIX website, we could say something like “Tickets not claimed up to X minutes after the show has begun can be sold to waiting customers.”

Financial Report: Ara

- Books have been updated through March 31st, 2024.
- We don't have a final budget finished from ITW - as some of the reimbursements have not cleared the checking account yet. Income was \$16326 deposited into our bank from proceeds for ticket sales. The Paypal fees are \$625.37. There is a discrepancy that Ara is working on figuring out, but thinks we are within \$200 of accuracy. \$417 was in comp tickets.
- Checking account balance: \$ 40,124.73, Business savings: 1241.11, Silver MM Savings: 100.07
- Still waiting to hear from Amy at the bank on if we've gotten a workaround regarding accessing the LOC.
- Cassy provided an updated budget for children's production.
- There is discussion regarding prior incidents of inappropriate behavior towards minors. It is the consensus that a background check should be done on all adults working on a production that includes minors. Ara will talk to the school district regarding their policies and if they would be willing to run background checks for us.

Adjourned 8:40 PM

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 Jennifer Clark, Board Secretary