

Woodland Theatre Productions Meeting Minutes

Date: 5/21/24 - called to order at 5:37 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 checked="" type="checkbox"/>	Karen Heflick
<input checked="" type="checkbox"/>	Stazya Richman	<input 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 type="checkbox"/>	Buffy Jackson
<input checked="" type="checkbox"/>	Nancy Christopher	<input checked="" type="checkbox"/>	Jennifer Van Guilder	<input type="checkbox"/>	Wendy Woods

Guests:

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

Old/New Business:

- Jennifer C discusses the electronic reader board. Stazya will reach out to Marty Kittleson and see if she has info on someone who knows about audio/visual stuff.
- Jennifer VG discusses the bylaw change proposal.
 - **Proposed addition/change to Article VI Section 7:** If a position becomes open on the Board for any reason, including not enough candidates for election, the Board is empowered to fill that position by a majority vote. It is further empowered to terminate the term of office of any officer for just cause. The filled position will go up for "special" election at the next membership meeting, (even if it would normally be held for a longer term,) with the normal election schedule, of the position, continuing afterward. If the appointment results in a board member holding multiple voting positions, the vote will be from the member, not the positions and only one vote will be counted. – Ara motions, Lou seconds, all approve
- Jennifer C suggests adding a bylaw review yearly, a few months before the annual meeting.
- Leslie discusses the agenda for the annual meeting. Lou asks about the voting procedure. Jennifer VG discusses advertising the rules regarding the annual meeting when the information goes out about this year’s meeting, so members understand better. Jennifer VG also suggests updating the descriptions of the chair positions before the June 2025 meeting.

- Jennifer VG discusses issues with stage lighting. We need more bastard amber gels, and we need to be resetting lights after productions; i.e. have a “light plot”. Jennifer C suggests hiring someone to come in and make a “light plot” and teach a group of people about the lighting. Ara discusses Gabe as a possibility of someone to make the “light plot”. The facilities Manager should help with the setting of the lights. Nancy wants to find out about updating to LED and will research.
- Leslie discusses nominations for 2024-25 board. There is some discussion regarding changing the way the choir is run – year-round, paid accompanist, etc.

Board Reports:

Grants/Funding Report: Peggy and Susan

- Plans are in place for submitting part two of funding from WA state Heritage Capital Projects. Final approval to be part of the legislative package will come in the fall of 2024 and then be brought to the legislature in the Spring of 2025. If approved by the legislature, the contract would be signed in July or 2025. The planning team includes Andrew Urbaniak, Tom Bristol, Lou Janke, Simon Abeid, Susan Williams, and Peggy Townley.
- Motion 1 for approval: “Woodland Productions is approved to apply for funding from WA State Heritage Capital Projects, using matching funds from the entire backstage demolition and rebuild, handicap lift and all safety CAPITAL improvements completed since July 1st, 2019. Additional matching funds using Woodland Capital funds can come from future safety and upgrade work on the theatre, including but not limited to wiring, cable strengthening over the main theatre, roofs for the backstage entrances, soffits for the front roof, and a tower for the front of the theatre. State funds are to be used to replace the 50-year-old gable roof over the main theatre auditorium and could include funds for the cable system if matching funds are sufficient.” Part two is due June 7th and local contractor Troy Holland has agreed to prepare a budget. Lou moves to approve the motion. Ara seconds. All approve.
- Motion 2 for approval: “The updated facilities plan prepared by Lou Janke and Peggy Townley is approved, with the understanding that each future project will be presented for final approval before work begins.” Jennifer C moves to approve the motion. Cassy seconds and the motion passes unanimously.
- Estimate for light switch for theater from backstage – over \$11k. Lou suggests an alternative way, Peggy will get a new estimate.
- The price for the lighting upgrade came in about \$17k under budget.
- Peggy updates on the handicap lift – currently waiting on a replacement part.
- Jim and Eden Davidson are donating \$10,000 for the tower replacement.

Financial Report: Ara and Karen

- Still unable to access the line of credit and mortgage. Attached are statements of activity only currently through 3.31.2024 as I need to get the documents from the bank for the mortgage and Karen and I have to have the time to collaborate to get April in the books. We will work on this so that Peggy will have the most accurate information for grant submission by the end of this month - Week :)
 - KeyBank Checking \$18,982.33 (This is after paying the Floener Bill as this balance is as of 5.20.24 and the records Statement of Income and Statement of Activity are only thru 3.31.24)
 - Savings \$1,234.14
 - Silver MM \$ 100.07
 - Contributed INCOME as of 3.31.2024 FRIENDS = \$28,261.19
 - Contributed INCOME as of 3.31.2024 SPONSORS =\$18,766.03

Facilities:

- Caleb's employment status and salary are discussed.
- Ara suggests getting a credit card for the Facilities Manager to use. Jennifer VG suggests getting one for the Theatre Manager as well.
- Leslie moves to give Caleb a \$500 cash bonus. Jennifer C seconds. All approve. Jennifer C. will bring a thank you card for the board to sign at the June meeting.

Theater Manager Report: Nancy

- Nancy discusses the new renter. He will make a copy of the key and give it to Caleb. He is using the space to restore an old car and storage.
- Nancy reports that using Zettle for credit card sales at the door has been working very well.
- Nancy discusses the 25 cents per ticket increase in cost to the consumer now that all tickets go through tix. Add the language "processing fee may apply" to advertising.
- Peter Pan will be at the theatre on Wednesday and Thursday all day and in the evening.
- The forestry storytelling event went very well on May 17. They had 8 speakers and we made 58 dollars in refreshment sales, and the donations added up to \$170 for Firewise.
- Received a thank you note from Chrystal Knox and her students who borrowed our ITW items and returned them.
- Nancy would like to meet with Susan and Leslie to update the producer's manual.
- Nancy discusses the Cultural Futures event she went to. They help lobby and contact our Washington state representatives to increase funding for the arts and history.

Publicity Report: Nancy

- Nancy discusses the issues with bulk mail. The last mailing was still incorrect, and it was not done correctly.

Instrumentals Report: Linda

- The band will continue getting together on Thursdays. We still have music to play. We appreciate having a home base to store our things and meet, and we have arrangements made for the Thursdays the Theater will be in use this summer. We retained enough band members after the concert to keep us going in spite of vacations, etc. There is a possibility of some small group ensembles also. Looking forward to making music and fellowship over the summer months.

Children's Productions Report: Cassy

- Cassy discusses the parent meeting for the Children's show. Auditions are next Saturday.
- Nancy discusses the key sign-out procedure for the Children's show.

Choir Report: Bri

- The concert went well.

Conflict Resolution: Bri

- No new complaints. Still working on perfecting the documentation.
- Stazyia discusses committee members for the next year.
- Jennifer VG would like to head the committee next year if elected to the board.

Drama Report: Jennifer Van Guilder

- Jennifer discusses the survey results and how we will release the information with the cast. Report on INTO THE WOODS - 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.
- In cases where issues regarding specific individuals came to light with the survey, those individuals will be contacted for private discussion.
- Fiddler needs to have the security fee paid.
- Nancy discusses the performance schedule for Fiddler.
- Nancy is starting notes on a director's manual.

Inventory Report: Buffy

- Nothing to report.

Adjourned 8:02 PM

Next Meeting: June 21, 2024, at 6:00 PM at the theater and via Zoom (5:00 PM for Potluck)


Jennifer Clark, Board Secretary