

Woodland Theatre Productions Meeting Minutes

Date: August 20, 2024 - called to order at 6:07 PM by President Stazya Richman - 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 checked="" type="checkbox"/>	Linda Colman	<input checked="" type="checkbox"/>	Peggy Townley
<input checked="" type="checkbox"/>	Jennifer Clark	<input checked="" type="checkbox"/>	Bri Snyder	<input 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
<input type="checkbox"/>	Caleb Hamlin	<input checked="" type="checkbox"/>	Camille Borodey	<input type="checkbox"/>	

Guests: Caitlin Rooks, Gabe Pickett, Lea McDowell

Old Business

- Leslie motions to approve the minutes with one change of “lots of sick kids” to “a few sick kids”. Bri seconds and the motion passes unanimously.
- new laws concerning non-profits – Jennifer C has not had a chance to research and requests to move to next month’s meeting.
- behavioral expectations forms - everyone present signed
- in-ear monitor – Jennifer C has received one quote, more to follow.

Board Reports:

Grants/Funding Report: Peggy

- Nothing is happening on the grant front until the State meeting on 9/5/24 to determine which Heritage Capital proposals get included in the request to the Legislature. The State Legislature will decide on actual funding at their 2025 session beginning in January. Final determination and a contract would be negotiated after the end of the Legislative session around April 30th.
- Floener submitted a bid of \$1,458.00 to add switched on lighting for the stage steps when entering from backstage. There is some discussion regarding lighting the stage steps/theater isles. Linda motions to accept Floener’s bid. Lou seconds and there is more discussion. Lou calls the vote and the motion passes with all except Bri and Jenn C voting to accept the bid.
- Peggy’s plan to go over the grant timeline and talk about schedule options for the structure stabilization of the bowed walls has been postponed.

Facilities: Lou

- KHANDO electrical is scheduled for 9/29 to inspect for LEED possible Avista funded lights
- Fire extinguishers have been serviced.
- It was decided regarding the crawl space ventilation that there is enough infiltration of air to just monitor.
- Snow plowing season was discussed. Lou moves to use the same guy we used last year. Linda seconds and the motion passes unanimously.

Financial Report: Ara and Karen

- Checking Account Balance 08.16.2024 - \$32,039.88
- Savings Account Balance 08.16/2024 - \$ 1,213.23
- Silver MM Balance 08.16.2024 - \$ 100.07
- Ara discusses needing to resign as treasurer in the next few months. There is discussion regarding possibly hiring someone to do bookkeeping.
- Peggy discusses bill from Tom Bristol.

Theater Manager Report: Nancy

- Woodland won our appeal on the denial of the May concert from the Motel/Hotel grant. The rest of this fiscal year will be reimbursed for advertising expenses for our shows. Christa will resubmit the final paperwork. In the future we must resubmit the contract if any dates change before any advertising with the new dates goes out.
- The comedy show that Brent Lowry rented the theatre for was discussed. It was a sold-out show. We sold refreshments for the event and profited \$891.61 in sales. He has inquired if we would be willing to give him exclusive "Comedy" rights. No formal vote is taken but the general consensus of the board was not in favor of the idea.
- There is some discussion regarding how to handle a heckler etc., and the possibility of creating an incident log. Jennifer C will write up wording for a "right to refuse" sign and design an incident log.
- The "producer's manual" will be updated to a "production manual", which Nancy is working on.
- Nancy requests that we make a pre-payment to USPS for bulk mail. Karen will add money to account at USPS.
- Jason Merrill has inquired regarding rental of the building for a concert and fundraiser for Veterans. More information to follow.
- Nancy plans to meet to discuss possibly putting a cover on the orchestra pit to help control the amount of sound.

- Louis Torres has rented the theatre for the dates of April 5 to April 11, in the evenings. He was the bass player for “Bill Haley and the Comets”. This has been cleared by the Executive Board.
- Nancy will be working with Bob Chipps to build more shelving in the Q-Hut for wood, and doors.

Publicity Report: Camille

- Camille talks about sending out postcard for fall. Anything anyone wants to get into the newsletter needs to be to Camille by 9/23.

Drama Report: Jennifer Van Guilder

- We still need set builders, production crew, & Stage manager crew. Please let me know if you know of anyone who can help. Many of the props (including Tevye’s wagon) were purchased for \$300.00 from the Coeur de’Alene summer theatre.
- The After-Action Reports for Jungle Book Kids and Mean Girls Jr were discussed.
- The fall play, All Because of Agatha, had auditions on 8/17 and has been cast!

Choir Report: Leslie

- Leslie has reached out to a few conductors and accompanists.
- The fall concert is discussed. The director is still undecided.
- Leslie will be sending out an email to round up some singers for choir which is Thursdays at 7:45.

Instrumentals Report: Linda

- Band continues to meet and practice possible concert pieces for the November Concert. Probable conductor secured.

Children’s Productions Report: Cassy

- No decision yet regarding next year’s show.

New Business

- CRSC – There is discussion regarding the Behavioral Expectations/Code of Conduct applying to all Woodland Sponsored productions, including choir and band. It is decided that choir and band would not need a designated mediator; if there’s an issue they can contact the committee. Jennifer C motions that all Woodland Sponsored productions, including choir and band will sign the forms, with the caveat of being able to preview three rehearsals before a signature is required. Leslie seconds and the motion passes unanimously.

- Jennifer VG will adjust signature line to include employees and/or non-board member committee members.
- There is discussion regarding the large, framed portrait from The Plot, Like Gravy, Thickens that was hanging behind the piano in the green room having gone missing. No one on the board has any knowledge of who removed it from the wall or where it went. There is further discussion regarding items that have mysteriously gone “missing” from the theater.
- Peggy discusses increasing the rental fee for the theater. Lou suggests \$250. Board members will consider and we will discuss again at the next meeting.

Visitor Input

- There is some discussion regarding sick kids continuing to perform during shows.
- Gabe mentions that it is not in any of the meeting minutes when Colleen Rader resigned from the board.
- Gabe discusses his concerns regarding what he feels was a breach of confidentiality regarding medical conditions during the children’s productions. Jennifer VG will review policies to ensure confidentiality regarding personal information is covered.
- Gabe provides updated collection of information regarding his perception of the problems with the theatre to the CRSC to review.

Adjourned 8:13 PM

Next Meeting: September 17, 2024 at 6:00 PM at the theater and via Zoom



Jennifer Clark, Board Secretary