

# Woodland Theatre Productions Meeting Minutes

Date: September 17, 2024 - called to order at 6:02 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 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 type="checkbox"/>	Bri Snyder	<input type="checkbox"/>	Susan Williams
<input 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	<input type="checkbox"/>	Wendy Woods
<input type="checkbox"/>	Caleb Hamlin	<input checked="" type="checkbox"/>	Camille Borodey	<input type="checkbox"/>	

Guests: Lea McDowell

## Old Business

- Lou motions to approve the August minutes. Leslie seconds and the motion passes unanimously.
- New laws concerning non-profits are discussed. Lou will see if he can find something other than what Jennifer C found.
- Jennifer C. discusses the bids for an in-ear monitor. She would like to get one more to present at the October meeting.
- There is discussion regarding items that have mysteriously gone “missing” from the theater. Some possible solutions are discussed. Jennifer VG will compose an email for Camille to send out. There is some discussion regarding possible video surveillance. It can be discussed again at the next meeting.
- There is discussion regarding increasing the rental fee for the theater. Leslie moves to increase the member fee to \$100 and non-member fee to \$250 with a caveat that discounts may be given at the board’s discretion. Jenn C seconds and the motion passes unanimously. Peggy motions to increase the supervisor pay for events to \$20 per hour. Jennifer VG seconds and the motion passes unanimously. Leslie motions to increase the technical position pay for events to \$50. Jennifer VG seconds and the motion passes unanimously. All increases effective 1/1/25.

- Right to refuse sign and incident log is discussed. Lou suggests adding our logo, approved by board and date to the right to refuse sign. Jenn C will add and send out for approval by email. There will also be an announcement for the supervisor to read before events regarding being responsible and courteous.

## **Board Reports:**

### **Drama Report: Jennifer Van Guilder**

- The poster for the fall play, "All Because of Agatha," is being shared on social media. Tickets are on sale. The board members and their plus ones are invited to family night, which has been decided to make a semi-formal event just for fun. The information for the newsletter about the fall play has already been submitted.
- Nancy and Stazya are working on getting vocal details nailed down for "Fiddler on the Roof." Jennifer VG has offered to help with the newsletter if needed.
- Nancy's notes for Fiddler:
  - The props for fiddler are in the q-hut if you wish to see them. Tevye's wagon is quite impressive.
  - Nancy still wishes to use this show as a learning time for new people to learn new skills. She needs to know who might be interested in working as a team in each of these areas: Directing, Stage Managing, Producing, Costumes, Props, Backstage Managing, & House Managing.
  - Stazya and Nancy met with a Rabbi on a zoom meeting to find out more about Jewish traditions. She was very generous and helpful, we learned a lot about honoring Jewish tradition for this show.
  - Nancy and Stazya met with our new orchestra director, Brian McDougall, and he met the band/Linda.
  - Nancy requests \$350 more for the Fiddler budget for RH tracks.
    - Leslie moved to approve the amended budget. Linda seconded and the motion passes unanimously.

### **CRSC: Jennifer VG**

- There is discussion regarding the suggested change to the Communication clause of the Participant Behavior Expectations/ Code

of Conduct document. You will find the addition under 4) Communication, and the text reads:

- c. Sensitive and personal Information communicated to the production team will be kept as confidential as possible. In regards to health issues, contagious illness exposure information will be shared to heighten awareness and limit germ spread.
- There is some discussion regarding how to handle the information regarding certain problematic individuals. Currently there is no one “banned” from the theater. Each director makes their own casting information. The drama chair will meet with directors prior to casting to inform them of any issues. The specific duties of the drama chair will be written into the bylaws when they are updated. This discussion will continue next month.
- The CRSC has been working on the binder of notes that Gabe Pickett submitted at the last meeting. We have sent an email to him and his Dad to see if there is interest in some mediated discussions to work through a couple of specific things. The committee has set a 30-day deadline to hear back on this, or it will default to closed.
- The fall play selected their mediators on Monday, September 9 and committee members not already involved in the production met with them for questions and paperwork.
- We still need Board Code of Conduct signatures from Caleb, Buffy, Wendy, and Susan.

### **Financial Report:**

- Checking      \$30,812.85
- Savings        \$1206.26
- Silver MM     \$100.07
- Total            \$32,119.18

### **Publicity Report: Camille**

- Camille is designing the postcards for Agatha and will have them in the mail next week. She will also send out an email.
- Please remember that the deadline for what you would like featured in the newsletter is September 23rd. Camille plans on mailing out the newsletter the week of Oct. 7th.

## **Choir Report: Leslie**

- Choir will begin rehearsals this coming Thursday on the stage at 7:45, immediately following the band rehearsal.
- Brian McDougall will conduct and Buffy Jackson will serve as piano accompanist.
- Stazy and Leslie chose some music for us to try. We have 7 pieces of which we can probably do 4 in the fall concert.
- We are going to be in good shape regarding accompanists. So far, people willing to help include:
  - Daniel Heflick
  - Buffy Jackson
  - Claire Montowski
  - Becky Snook
  - Josh Pinkham
  - Emma Taft
- As far as musical directors are concerned, in addition to Bri Snyder, Brian McDougall and Stazy Richman, Patricia Wichmann is interested for next year. Brent Purvis has in his words, “put down the baton.” Leslie has not heard back from Wyatt Hurst or Dave Quistad.
- Leslie’s vision is to divide each year into 4 segments; Fall (September - November), Winter (December - February), Spring (March - May) and Summer (June - August) and to request that a conductor signs up for the period that is best for her/him.
  - Primary and backup pianist for each segment
  - Take off holidays and a summer break

## **Grants/Funding Report: Peggy**

- Our application for Heritage Capital funds is not moving forward.
- The final installation of the handicap lift happened earlier this month and inspection is scheduled for this Friday 9/20 at 11 AM. Installation costs are expected to be above the \$5000, previously allocated from Paul Allen funding.
- Concerning leaks in the Quonset are now at the monitoring stage. A tree in the North was leaning into the Quonset and Caleb was able to trim it back. The metal and matching fiberglass panels do not match any product currently available, so patching leaks may be our only option. Possibly covering the skylights with something completely different. C&J Handiservices, recommended by Troy Holland, looked at the situation and would be willing to take it on, but Caleb thinks we can wait.
- Lights for the stairs with a lighted switch installation has been completed.

## **Facilities: Lou**

- Lou is still having issues with KAN DO electric in scheduling LED inspection.
- Caleb trimmed tree at quonset and did some work in basement.
- Lou will be gone 9/18-10/1, available by phone or email

## **Theater Manager Report: Nancy**

- The meeting took place with Lou, Caleb, Linda, Daniel, Stazya about possibly putting a cover on the orchestra pit to help control the amount of sound. Nancy will continue to research, and we will discuss at the next meeting.
- Bob Chipps will start a series of workdays for the Q-hut building shelving this Monday. Please let me know if you or any others you know may help.
- Nancy will be meeting with crew chiefs for the cleanup and organization of our storage - with Wendy this Wednesday for the costume rooms, Buffy soon on prop storage and cataloging, and Bob Chipps this month to organize the q-hut.
- Nancy met with Jamie Sciarrio of the CDA ACT Company. The CDA ACT specializes in working with differently abled children. We purchased our props for Fiddler from them, and they borrowed two thrones for their upcoming show of Cinderella.
- Nancy also met with Dig Chrismer who represents Innovia a community foundation that helps improve communities with grants. She wanted to tour our building so she could know more about us. She was very impressed and will know how to represent us better, during the times the Innovia board is deciding who to support with grants. Peggy and Nancy are attending an informational meeting together in October.
- Nancy will be starting the fundraising for the year 2025 very soon. She is considering asking commissioners to pay for the printing of the programs, as it is advertising.

## **Instrumentals Report: Linda (possibly late or will not attend)**

- Band will begin rehearsals with Gary Killings to prepare for the November concert on the 26th. Linda has been in touch with Jennifer and Caleb and will make arrangements to meet at KF High School for Oct 10, 17 and 24. Dress rehearsal will be the 31st at Theater. The concert publicity article was sent to Camille. RingJoy will be

participating in the concert. Band, choir Brass, Bells. Concert total time is 120 minutes minus 15-minute intermission, so 26 minutes per group. Fall Concert will be called Music for All.

### **Children's Productions Report: Cassy**

- Cassy discusses age limit for teen leaders and having teens that have aged out be assistant directors.
- Cassy discusses who is responsible for filling roles for adult mentors.
- Frozen Jr is being considered for next year.
- Cassy and Camille discuss doing Outsiders as an older teens non-musical show.

### **Inventory Report: Buffy (will not attend)**

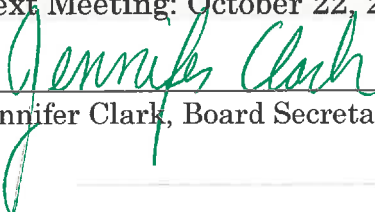
- Nancy and Buffy still need to meet.

### **New Business –**

- Question about intermission drinks – only pre-bottled or pre-canned drinks may be served.
- Request to decorate porch for Halloween/Agatha – no formal vote taken but approved by consensus.
- Camille will send link for google meet for board meetings in the future.

Adjourned 8:05 PM

Next Meeting: October 22, 2024 at 6:00 PM at the theater and via Google Meet

  
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Jennifer Clark, Board Secretary

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### *The Four Agreements*

*Don't take anything personally*

*Don't make assumptions*

*Always do your best*

*Be impeccable with your word*

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