

# Woodland Theatre Productions Meeting Minutes

Date: July 23, 2024 - called to order at 5:32 PM by President Stazya Richman - at the Theater and by Zoom.

Attending:

|   |                   |   |                      |   |                |
|---|-------------------|---|----------------------|---|----------------|
| X | Leslie Waters     | X | Lou Janke            | X | Karen Heflick  |
| X | Stazya Richman    | X | Linda Colman         | X | Peggy Townley  |
| X | Jennifer Clark    | X | Bri Snyder           |   | Susan Williams |
| X | Ara Bush          | X | Cassy Jones          |   | Buffy Jackson  |
| X | Nancy Christopher | X | Jennifer Van Guilder |   | Wendy Woods    |
| X | Caleb Hamlin      | X | Camille Borodey      |   |                |

Guests: Caitlin Rooks, Gabe Pickett

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

Old Business:

- Code of Conduct has been uploaded to website.
- There is a discussion regarding Buffy being able to attend the board meetings. Stazya suggests moving the start time to 6:00. Jennifer C. motions to make the change, and Linda seconds. Ara will have to leave by 7:30. The motion passes unanimously.
- The budget for the fall show is discussed. Nancy and Christa are going to a meeting regarding the advertising grant on 8/16. Dates for the fall show are discussed. Auditions 8/17 and performances 10/18-19-20 and 10/25-26-27. Leslie moves to approve the budget for the fall show and Linda seconds. The motion passes unanimously.

**Board Reports:**

Grants/Funding Report: Peggy

- Our funding request to WA Heritage Capital Projects has been moved to the next phase. Next is a meeting in Quincy on September 5th. At that time applications are reviewed and scored. Projects included in the grant as matching funds are
  - 1) Inspect the wood supports under the theatre seating area, lay down a vapor barrier, and install smart vents.

- 2) The rod-cable replacement in the main theatre needs to be completed before the roof work can happen. This project is needed to stabilize the bowed walls.
- 3) Wiring to light the stage steps (or the main seating area)
- 4) Installation of the historic tower
- Not eligible for match funding but needed for this fall is to replace the skylights on the Quonset. No formal bid received yet.
- Ara Motions to approve \$20,000 total for these projects with further information to be presented at the August meeting. Lou seconds. The motion passes unanimously.
- Handicap lift installation will happen in the next month.

#### Facilities: Lou and Caleb

- Caleb discusses taking care of the weeds and general upkeep on the theater.
- Caleb will be checking all life safety devices including fire extinguishers, exit/emergency lights, smoke alarms. Currently all fire extinguishers need maintenance and one in basement is in red and needs replacing. Caleb will contact to schedule inspection.
- Caleb discusses his mother's health issues and the need for a backup set builder for fall show. Peggy gives a suggestion for someone Caleb can contact.
- New air filters have been ordered.
- Leslie inquires if there has been any update regarding the gas station's broken sign. No official contact.
- Lou will contact Avista to see about replacing lights with LED.

#### Theater Manager Report: Nancy

- Nancy is still organizing the paperwork from our past shows.
- Christa and Nancy met and decided on what to change for our hotel/motel meeting this August 16<sup>th</sup>.
- Brent Lowry is renting the theatre to present a comedy show on August 2 at 7:30 pm.
- The poster went out as a bulk mail this month for the youth show.
- Leslie, Susan, and Nancy are meeting this Monday to update the producer's manual.
- Camille and Nancy have worked together in transferring knowledge, and will meet this Wednesday to finalize the transfer.
- Nancy sold \$95 dollars' worth of extra hats and the keyboard at a yard sale at her house for the theatre.

#### Instrumentals Report: Linda

- Band is at KFHS through July 25. We are enjoying making music together and are always open to new instrumentalists who are able to play the level of music we are playing. Continuing to work toward November 2-3 Concert.

- Leslie discusses having Instrumental and Choir work together to coordinate plans for performances. Will discuss again in August.

#### Publicity Report: Camille

- Camille has been working on updating the spreadsheets and contact lists for newsletters, etc.
- Camille would prefer to do the social media posting herself, but requests everyone practice good communication.

#### Children's Productions Report: Cassy

- First weekend went well despite a few sick kids.
- There is some discussion regarding doing two shows simultaneously.
- Jennifer C discusses getting a couple in-ear monitors for the theater for prompting lines, etc.

#### Drama Report: Jennifer Van Guilder

- Jennifer VG sent a copy of survey questions used for ItW to the production team for the children's team to prepare their survey for when the show ends.
- Fall show will be "All Because of Agatha"

#### Choir Report: Leslie

- Leslie discusses making the choir year-round.
- Leslie discusses having a cadre of pianists and consider payment for playing for rehearsals. Also a group of conductors who could rotate through our concerts.
  - **Conductors** (known and possible): Stazyia Richman, Brianna Snyder, Gary Killings, Brent Purvis, Hannah Jackson, Dave Quistad
  - **Pianists** (known and possible): Daniel Heflick, Zander Johnson, Zarah Johnson, Josh Pinkham, Laura Harper
- For the fall/holiday concert Leslie suggests the first or second weekend of November 2024.
- Choir rehearsals will start Sept 5 or 19 (Thursday)

#### Financial Report: Ara and Karen

- Savings account balance is \$ 1220.20
- SMM account balance is \$ 100.07
- We will have about \$1000.00- \$1200 due on July 31st for QTRY payments for Payroll.
- No updated statement of activity or breakout of sponsors/friend donations.
- We do have \$7999.38 in the PayPal account ready to be transferred. It appears that in addition to the almost 8k in ticket sales online, we have almost \$800 door sales cash after the first weekend.

- Ara motions to give Nancy a raise to \$30 p/h and a \$300 cash bonus. Jennifer C. seconds. Lou discusses making it twice as much. All approve with the exception of Lou.

New Business –

- Lou discusses new laws concerning non-profits.
- Stazya discusses the conflict resolution subcommittee for the new year: Jennifer VG, Cassy, Bri, Jennifer C, and Lea McDowell.
- Jennifer C. will print new board members behavioral expectations form for all to sign again at next board meeting.

Adjourned **7:36 PM**

Next Meeting: August 20, 2024 at 6:00 PM at the theater and via Zoom

  
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Jennifer Clark, Board Secretary