

# Woodland Theatre Productions Meeting Minutes

Date: April 15, 2025 - called to order at 6:09 PM by President Stazya Richman - at the Theater and by Google Meet.

Attending:

X	Leslie Waters	X	Lou Janke		Karen Heflick
X	Stazya Richman	X	Linda Colman	X	Peggy Townley
X	Jennifer Clark		Bri Snyder		
X	Ara Bush	X	Cassy Jones	X	Camille Borodey
X	Nancy Christopher	X	Jennifer Van Guilder		Caleb Hamlin

Guests: Kelly Taylor

## Review and Approval of Minutes:

- Review and Approval of October Minutes – not available
- Review and Approval of March Minutes – Linda motions to approve the March minutes. Jennifer Van Guilder seconds and the motion passes unanimously.

## Old Business:

- subcommittee for board position/bylaws review – in progress
- Peggy checked with Susan to see if she still wants to be an alternate – willing to be alternate next board year
- Karen looking into police reports as requested – records request could take 45 days
- Special Event suggestion – Jenn – moving forward
- Box around lift button – Ara motions for Caleb to make the box, Jennifer C seconds, all approve.

## Kelly's presentation

- Bongos and stand - Ara motions to make purchase, Leslie seconds and the motion passes unanimously.
- Bluetooth speaker – Kelly will research

## Board Reports:

## Facilities: Lou/Peggy

- Caleb has removed old chimney and sunvek is scheduled to do repair on Monday 4/14. He also will be working on leaks on north roof. Sunvek gave him some advice on fixing leaks.

- Any suggestions for maintenance plan should be given to Lou or Peggy
- Insurance- still working on this. Trying to affirm we have a proper level of coverage or at least understand what we have. Issues include updating square footage, insuring we have proper personnel property protection, updating number of annual users. Confirming coverage when we have other groups use theater and lastly getting some idea of value of theater building

### Financial Report: Ara/Karen

- Checking     \$38,961.65
- Savings     \$1,157.46
- SMM         \$100.08
- Ara updates on her progress with working with Ron on getting access to the Key Bank account.
- There is some discussion about refinancing the mortgage and moving on from Key Bank.

### Grants/Funding Report: Peggy

- The ArtsWA operating funds grant went in on Friday 4/4. We may or may not get the \$3000 a year for the next two years. Rewards are announced in May.
- The next grant due in early June is for the Paul Allen Community Accelerator fund. Those funds have unlimited use and we received \$10,000 and \$7,500 respectively the last two years.
- Fundraising letters were handed out

### Instrumentals Report: Linda

- Getting ready for concert, borrowing music from Jenkins.
- Brian McDougall will probably direct for fall concert
- Strings looking for a time to rehearse
- New keyboard was delivered

### Choir Report: Leslie

- The choir is busily preparing to join the band, brass and flutes for the Spring Concert, taking place May 3 and 4th. We have also begun working on the Messiah for late fall/early winter. Stazya will work with the choir to help them learn parts.
- Chorus: We now have 20 vocalists in chorus with a balance of men and women singing, thanks to 3 basses, two tenors and one soprano from Fiddler. Bradley Hook is conducting and Buffy Jackson is our accompanist.
- Lobby persons are still needed for the concerts May 3rd and 4th, if anyone wants to participate – Camille will help, Leslie can help, Linda will ask Janis.

## Theater Manager Report: Nancy

- Tap Grandmas are performing April 25, 7pm
- In the process of receiving Clair's contract for the Haran dancers (2nd weekend in May) and Amanda Fish's for the Star fish dancers, (Last weekend in May) and prep for those dates.
- The light charting is in the process this week, If you want to know more about lights or lighting you may join Nijal and I for work day April 26 at 1:00.
- Welter Brothers went well
- Gabe Cruden would like to have the improve theatre "The Blue Door" come to our theatre for a 4 workshops in the fall. He is getting it organized to present to the board.
- Costumes work party Mondays at 6
- Attached is the updated information on the year's attendance records for our shows so far in 2025. And this year's budget for our refreshment sales
- Invoices and contact with the sponsors has been completed. The programs for this year are quite popular with 75-80 walking away each night of Fiddler (For a total of 876). (At a cost of \$2.38 each)
- Sean will be starting to build the set for Frozen on June 1st.
- Lou is doing a LOT of work to set up the insurance needs. We estimated between \$20,000 and \$40,000 for replacing the items in the Hut. And he is checking renters insurance for our renter.

## Publicity Report: Camille

- Fiddle Budget is discussed
- Camille postponed the deadline to submit stuff for the newsletter for no later than April 19th. So far, she plans on including:
  - Usual sponsor information
  - Frozen Auditions + show dates info
  - Spring Concert Poster
  - June meeting info (what board members are up for election?) – 6/17 potluck at 5, meeting at 6
  - Photo of from Fiddler and overall call for volunteers if there is room

## CRSC: Jennifer VG

- The Production Team Guidance document that the CRSC makes available to directors and teams has been updated and approved by the committee with the suggestions from the Fiddler team.
- There is discussion regarding behavior expectations forms and which volunteers they are required from. It is general consensus that lobby volunteers so not need to sign forms.
- There is discussion regarding timeframe for turning in behavior expectation forms from band and choir. It is suggested to have a sign off sheet for renewals as opposed to signing new forms every year.

## Drama Report: Jennifer Van Guilder

- Fiddler had their postproduction meeting 3/24/25. Some suggestions during discussion were for teams to make clear rules about "restricted areas" or if there was a preferred "volunteer dress code."
- The Production and Public versions of the summaries of the survey results are finished.
- Survey is discussed, needs to have an introduction
- Nancy's Notes:
  - The set was struck on St. Patties day with the bed, Motels house, & the side flats saved for Frozen.
  - Sean is planning on starting the set on June 1st
  - The side walls were painted black (Thank you Ted and your two sons!) But the back wall is being kept for the frozen set.
  - Wendy is working on cleaning and organizing the costume reset. We will be setting some workdays for putting away and organizing the staging room. Please consider helping.
  - The lights still need to be readjusted, and some taken down. This will involve a couple of days of work. Bob S cannot help until July, and I am hoping to get the light plot down in the next two weeks.
  - The budget is complete (Unless some late receipts show up) and will be presented to the board by Camille the producer.
  - Attached is the sales update for refreshments for Fiddler.

## Children's Productions Report: Cassy

- 18 Adult mentors, fully staffed, teens and two jr teen leaders
- Parent meeting 5-10, auditions 5/17, callbacks 5/18

## Inventory Report: VACANT POSITION

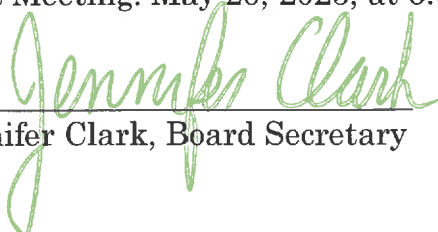
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## New Business –

- Strategic Planning for fall – next month

Adjourned 8:33 PM

Next Meeting: May 20, 2025, at 6:00 PM at the theater and via Google Meet

  
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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