

# Woodland Theatre Productions Meeting Minutes

Date: January 14, 2025 - called to order at 6:05 PM by Vice President Brianna Snyder - at the Theater and by Google Meet.

Attending:

<input checked="" type="checkbox"/>	Leslie Waters	<input checked="" type="checkbox"/>	Lou Janke	<input type="checkbox"/>	Karen Heflick
<input 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 checked="" type="checkbox"/>	Camille Borodey
<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"/>	

Guests:

## Review and Approval of Minutes:

- Leslie motions to approve the December minutes. Ara seconds and the motion passes unanimously.
- Bri will have October minutes for approval by February's meeting.

## Old Business:

- There is discussion regarding different options for purchasing an in-ear monitor. Jennifer C motions to purchase the in-ear monitor from Amazon. Lou seconds and the motion passes unanimously Jennifer C will purchase.

## Board Reports:

### Theater Manager Report: Nancy

- Preparing for the meeting with the commissioners on January 16 regarding advertising reimbursement. We are asking for the spring musical, the spring concert, the youth summer musical, the fall play and the winter concert.
- Sponsorship program for the year 2025 sales ended at \$21,550.00
- Haran dancers are performing and using the theater the week of May 5-11 (M, F, Sat, Sun), The Kettle Falls H.S. on May 22 & 23, the 3rd grade class with Peter pan on May 27 & 28, and Starfish Dance on May 30 and 31. Leslie motions to allow Claire to have a key for Haran Dancers' use of the theater in May. Linda seconds and the motion passes unanimously.
- Rhyme and Wine is on February 15 at 7pm.
- (Nancy left meeting once report was completed.)

## Children's Productions Report: Cassy

- Presentation of Frozen – Jennifer C motions to approve Frozen as the 2025 summer children's production. Camille seconds and the motion passes unanimously.

## Grants/Funding Report: Peggy

- INNOVIA grant has been submitted. The grant is for \$10,000 to complete the cable-to Rod upgrade for stabilizing the bowing walls around our auditorium section of the theatre. the funds requested are part of the "Preservation of Woodland Theatre for Future Generations" project which is for \$205,979.00 project to eventually rebuild the 1970's era roof over the auditorium.
- Peggy discussed the capital campaign fund from 2020-2024. This calendar year the capital campaign brought in \$35,717.28. Lou discusses reaching out to more people. The board discussed the topic further.
- Lou discusses updating our facilities maintenance plan.
- Peggy discusses the flooring in the crawlspace under the auditorium. Peggy will ask Caleb to reevaluate.

## Drama Report: Jennifer Van Guilder

- Fiddler rehearsals started Jan 2nd. I had heard of some communication and scheduling issues in the weeks before rehearsals but have not heard any updates since. Fiddler cast list was released and posted Jan 6th.
- Nancy's notes for Fiddler:
  - Challenge #1 finding an accordion player who can read music. Where are they? Or a second keyboardist to play that part! Any ideas?
  - Tickets will go on sale on the week of the 20<sup>th</sup>.
  - Rehearsals are dynamic and going well, but there is much to do. Great staff and great cast!
  - The costumes are going so well that most of the men are complete (Except for hats and boots.)
  - The sets are 99.9 percent complete with a few raw edges to cut back and the painting finished.
  - Remember we ALL sell the show; please feel free to pick up some business-sized advertising cards at the theatre or from anyone in the cast when they are completed this week.
  - The poster will also be completed this week.
  - Ara discussed processing fees for ticket sales and new "cash only" option. Ara motions to run "cash only" option for Fiddler as test and reevaluate after the show. Linda seconds and the motion passes unanimously.

## CRSC: Jennifer VG

- The Mediator selection for Fiddler went well. Two mediators were selected on 1/13/25.

## Financial Report: Ara

- Checking     \$34,049.89
- Savings     \$1,178.38
- SMM         \$100.08
- Sponsor and Friends donations as of December are approximately \$14,000 for Friends and \$8,000 for Sponsors.
- Ara is still very hopeful to gain full access to the Line of Credit, and Mortgage Loan and then we can paydown LOC, and pay additional to the mortgage as Peggy has proposed.
- Jennifer C motions to pay Ara \$500 towards her computer purchase. Linda seconds and the motion passes unanimously.
- Insurance for the rental is discussed. Lou to follow up.
- All end of year quarterlies have been done.

## Publicity Report: Camille

- Right now, I am focused on getting things organized for Fiddler and keeping the email updated. I will be collaborating with the Fiddler team to promote the musical on more social media. I also need to send Gabe Cruden an article on the show.
- Please send me anything you want included in the next newsletter by January 23rd. My goal is to mail it in the first week of February. I prefer PDFs or photo files, but I can be flexible. I can always take a screenshot of what you send me.
- From my understanding, the next newsletter will include:
  - Fiddler poster and ticket info
  - Rhyme and Wine info
  - I will need anything about Sponsors, donors, and funding that needs to be included
  - Info on the Spring concert, maybe?

## Choir Report: Leslie

- The choir started up again on January 9 at the theater. About 15 people came and Bradley Hook conducted.
- Our Spring concert is tentatively scheduled for the first weekend in May (May 3 and 4) and will be with the band.

## Instrumentals Report: Linda

- The band will resume after our holiday break, meeting on Thursdays from 6:30-7:45 at the theater until hell week for Fiddler.
- Spring Concert date is still the first weekend in May, May 3-4
- Linda discusses the new storage for the band instruments. Ara suggests a thank-you card from the board. Ara will bring two cards to the next meeting for signatures.
- Gary Killings will be conducting beginning February and tentatively for the Spring Concert.

## Facilities: Lou

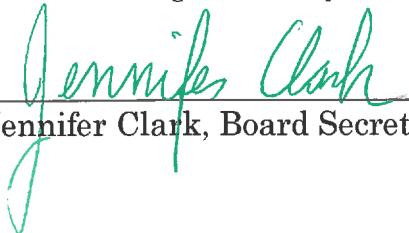
- Caleb has been doing some routine maintenance and continues to monitor roof leaks and trying to resolve them. He says his current job will be done soon and he will devote more time to theater.
- No issues with snow removal.

## New Business –

- Jennifer C discusses forming a subcommittee regarding board position descriptions to prepare for the June meeting and requests members consider if they want to participate before discussing again at the next meeting.

Adjourned 7:12 PM

Next Meeting: February 18, 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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