

Woodland Theatre Productions Meeting Minutes

Date: February 13, 2025 - called to order at 5:41 PM by President Stazya Richman - at the Theater and by Google Meet.

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		Buffy Jackson
X	Ara Bush	X	Cassy Jones		Camille Borodey
X	Nancy Christopher	X	Jennifer Van Guilder	X	Caleb Hamlin

Guests:

Review and Approval of Minutes:

- Jennifer C motions to approve the January minutes with the correction of sponsor sales to \$21,550 and the addition of Camille's name as members attending. Bri seconds and the motion passes unanimously.
- Bri promised to have October's minutes for March meeting.

Old Business:

- In-ear monitor has arrived – Stazya will ask Kelly if he can make them work.
- The subcommittee for board position/bylaws review is mentioned. Jennifer will head committee, will check for any volunteers next month.
- Peggy will check with Susan to see if she still wants to be an alternate.
- Inventory position was briefly discussed.
- Karen will look into police reports as requested.

Board Reports:

Instrumentals Report: Linda

- The Band is plugging along.... a little short-handed till after the musical, but we are still making music! Gary will direct later in March for May 2-3 concert. Planning on being at KF High for a month, Feb. 20-March 20. Thank you for accommodating band and choir rehearsals, Nancy.

Choir Report: Leslie

- Choir continues to meet every Thursday. We may take off a few weeks during Hell Week and Fiddler performances, but otherwise will continue with Bradley Hook at the helm and Buffy Jackson at Piano.
- Other possible directors for the future are discussed.

Theater Manager Report: Nancy

- The commissioners approved us for the year to pay for our advertising. We pay for the ads and get refunded, for a total of \$16,000.00.
- New Sponsor signs are discussed
- Supervisor volunteers are needed for May events
- Rhyme and Wine is this Saturday February 15 at 7pm.
- Nancy met with Starfish dance and went over some of their tech needs.
- The lights are being reset 2/16/25 at 9:00 AM and fixed for this show, with a general setting that can be used for the next show.
- New wireless headsets are on their way.
- There is a new phone in the lobby.
- Bob Stevens has offered to share information regarding a safety check list, training, and safety sign out paperwork they use for their participants. He also wanted to know if we could share our behavioral expectations research for their theatre too. Jennifer VG mentions our policy is public information so they are welcome to it. There is some discussion regarding TEDD.
- Fiddler needs people to help at the door please.

Grants/Funding Report: Peggy

- Vinson has approved our funding request for wireless headsets to communicate during performances. Karen has ordered and sent a check so we can have a cancelled check for reimbursement, as required by Vinson.
- Grant requests have also been submitted for a total of \$19,700. \$10,000 to Innovia and \$9,700 to Vinson. Vinson did not agree to the second funding request. Lou will follow up to find out reason for denial. We will not know about Innovia until the end of May. Work can begin June 1st, 2025.
- Paul Allen is funding another round of operating expense grants through the Community Accelerator program. Applications will be accepted in March for up to \$3000 a year for the next two years. In 2024 we received \$7500. These grants are mostly based on program expenditures and budget information.
- I am working on a display for the lobby summarizing our Phase Two Capital Campaign 2020 – 2024. We accomplished a lot during those 5 years, thanks in part to our Covid performance gap.
- It is time to think about a new Strategic Planning. It is very helpful for grant applications.

Facilities: Lou/Peggy/Caleb

- We received confirmation of insurance on rental.
- A new roof leak appeared in the seating area C row. Caleb reported on the condition of the roof and repair options. There is some discussion regarding a decorative house for the lobby for people to put donations for a new roof in. Leslie motions to have Caleb get bids for roof repair. Lou seconds. All approve.

Drama Report: Jennifer Van Guilder

- Nancy's notes for Fiddler
 - Tickets are selling VERY WELL! 1050 tickets sold so far
 - Advertising is going out.
 - Next challenges: finding help for the door and learning to use the new headsets.
 - We have 95% of the show blocked and rehearsed, so the next few weeks should be polish!
 - This has been one of the most collaborative musicals I have ever been a part of. Many of the cast and staff have wonderful ideas to go along with their hard work. This director is very appreciative.
 - Wait till you hear the pit! AMAZING sound and work guys. Brian is definitely a wonderful new addition as orchestra director.

CRSC: Jennifer VG

- Jennifer VG reminds board members who are part of a production to remember they are also still representatives of the board.
- Jennifer has put up a poster in the green room reminding cast members of who their mediators are and other conflict information.

Financial Report: Ara/Karen

- Checking \$33,995.40
- Savings \$1,171.41
- SMM \$100.08
- We just transferred from PayPal the CONTRIBUTED INCOME of \$10,107.13 - this is not Ticket \$ for Fiddler. There is over 9K in PayPal from Ticket Sales in the PayPal account.
- Ara discussed possible savings in quick books renewal.
- Lou will review insurance policies for content.
- Fiscal reports were briefly discussed.
- Ara discussed progress in getting access to the line of credit.
- Ara will only accept \$350 for her computer, not the full \$500 approved by the board.

Publicity Report: Camille

- The newsletter was sent out on Monday. I am working on promo for Fiddler. Please send lobby volunteers my way!

Children's Productions Report: Cassy

- Interviews for teen leaders will be 3/22 at 10:00 AM.
- Jennifer C, Kara, Cami, Melody, Melina, Wendy, and Patricia are on board as adult production team members, and possibly Sean.

- There is some discussion on recruiting students.
- Looking for someone who makes puppets.

Inventory Report: Buffy

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New Business –

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Adjourned **7:07** PM

Next Meeting: March 18, 2025, at 6:00 PM at the theater and via Google Meet



Jennifer Clark, Board Secretary

The Four Agreements

Don't take anything personally

Don't make assumptions

Always do your best

Be impeccable with your word
