

Woodland Theatre Productions Meeting Minutes

Date: June 17, 2025 - called to order at 6:08 PM by President Stazya Richman - at the Theater and by Google Meet.

Attending:

<input checked="" type="checkbox"/>	Leslie Waters	<input type="checkbox"/>	Lou Janke	<input type="checkbox"/>	Karen Heflick
<input checked="" type="checkbox"/>	Stazya Richman	<input 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"/>	
<input checked="" type="checkbox"/>	Nancy Christopher	<input checked="" type="checkbox"/>	Jennifer Van Guilder	<input checked="" type="checkbox"/>	Caleb Hamlin

Guests: David Van Guilder, Lea McDowell, Kara Wicks, Justin Elvin, Ted Pancoast, Richard "Wolfie" Welkie, Twin Flower, Tom Drake, Byron Kerner, Jessica Richman, Kira Olson, Giancarlo Destefano, Ben McKenna

Review and Approval of Minutes:

- Review and Approval of October Minutes – will send out for vote at July meeting.
- Review and Approval of May Minutes – Stazya summarizes the May minutes for guests. Bri motions to approve the May minutes. Cassy seconds and the motion passes unanimously.

Old Business:

- Annual Key check is moved to July
- Special Event – moved to July
- 2024-2025 Theatre Review - Stazya

Board Reports:

Grants/Funding Report: Peggy

- The big news is that Woodland received \$10,000 from Innovia towards the cable-to-rod project to stabilize the bowed walls of our main theatre, in preparation for a new up-to-code roof. The facilities committee is now working with Adam Rainer construction to complete the work and I am assisting in finding a metal fabrication company to work with us on this project. Funds are coming in slowly for the current capital campaign.
- Peggy would really like an alternate for her board position.

Theater Manager Report: Nancy

- K.F. Grade school was at the theatre for the rehearsal and performance of Peter Pan on May 28 and 29. As usual they took a donation at the door of their performance and donated that amount \$500.00 to the theatre.
- On May 22 & 23 Jacob Scarborough and the K.F. High School band had a very successful rehearsal and concert.
- I've spoken to the high school about a possible barter: they would use our theater two times a year for concerts and then they would plow our parking lot in exchange for that usage. Jacob says it shouldn't be a problem, but we are still waiting to double check with Michael. (Although Jacob says he will make it happen himself with his truck if need be.)
- Amanda Fish for the Star fish dancers rented the theatre for a very successful show May 30 & 31.
- The Kettle Falls Legion would like to hold a fundraiser at the theatre for the local veterans later this year. If it is ok with the board, we would host the fundraiser as we have others with the money donated (or tickets sold) would go to the Legion.
- The Rural Resources Senior Nutrition Services would like a donation of tickets (complimentary coupons) for their auction in June. Also the Stonerose Interpretive Center in Republic would also like a donation for their auction in July. (2 tickets each) Ara motions to approve the four tickets for donation, Jennifer VG seconds and the motion passes unanimously.
- Reminder: As soon as we know if we are definitely performing Handle's Messiah in December please let us know. The sooner the better (So they still have funds that they can access) to present to the commissioners for possible funding for the advertising of the show.
- There needs to be a lot of work done in the Q-hut this summer to clean and organize. Please let us know if you can lend a hand to build, or a truck to haul away excess. I will meet with Bob Chipps this coming Friday to start an outline of a plan.
- We've started to clean the light booth, and plan on more work being done when this show is completed.
- Programs are ordered for the remainder of the year with a few changes, and sponsors who haven't paid have been visited.

Facilities: Caleb

- South roof was repaired in early May. Caleb working on another roof leak.
- Building has been power washed.
- Caleb continues to work on the basement.
- Caleb discussed disassembling the old metal hoist.
- After roof is finished Caleb wants to test the waterproofing before replacing the drywall.
- Air conditioning in the green room needs to be evaluated, it's not working properly.

- Peggy reported that the handicap lift in the green room is working.

Drama Report: Jennifer Van Guilder

- Jennifer Van Guilder discusses some of the responsibilities of the drama chair.
- The successful season of shows was discussed – Mean Girls/Jungle Book, All Because of Agatha, Fiddler on the Roof, etc.
- Possible Fall Show – Bothered and Bewildered directed by Jennifer Clark, Possible Spring Musical for 2027 – Chicago directed by Jennifer Clark, Possible Spring Musical for 2026 - Once Upon a One More Time directed by Sean Taboloff

CRSC: Jennifer VG

- The creation and goals of the subcommittee are summarized.
- Frozen Jr. production team had their paperwork meeting on May 31. Lea made herself available as the CRSC member separate from the production at that meeting for questions and concerns.
- Mediator selection was on Saturday June 14th. There were 10 kids that were nominated and were willing to be chosen as mediators.
- The current committee plans to remain available for issues until the new committee is selected (presumably at the July board meeting).

Financial Report: Ara/Karen

- Checking \$38,344.55
- Savings \$1,143.52
- SMM \$100.08
- Line of Credit: \$15,150.00
- Mortgage Loan: \$89,956.28
- Karen and I were able to get access to the Line of Credit and the Mortgage Loan for Woodlands from KeyBank! The patience paid off! This only solves 1/2 of the issue. The loans are still reflective of Ron Bacon as grantor. His family will want and it should be set up in the business Nonprofits standing with board of directors as the delegates not a single member.
- I have a meeting with STCU to see what they offer, as I'm not sure that there is any way to "remove" Ron from our current loans. However, I will try with Key and will have more details/ what the options are for the July meeting.
- I have learned that insurance for a building that houses "live theater" is hard to come by. I submitted to two other companies and they declined to even quote. When Lou returns I will talk over with him my findings and we will have the pricing and hopefully proof that Liberty Mutual (our current underwriter for building insurance) is in fact insuring us for the activity and adequate/accurate building insurance.

- I will be happy to continue to be the Treasurer, however I would really like to be "looking/training" another person to fill my position. I would like to continue to get the accounting in order (IE the PayPal and banking in the full organization's control) before handing off to another person to take on Treasure. If Karen re-locates, we will need that assistant/someone to do the job she does. That job is very sensitive as it handles all the cash and donations and collection from the Post Office box with very detailed reporting so that the final tracking is accurate and accountable. Christy Grittner has agreed to step into this position IF and WHEN Karen moves out of the area as my assistant, so for now we are in good shape. The board would obviously need to approve her if the time comes for that.

Publicity Report: Camille

- Camille updates on publicity for the past year.
- Camille looking into getting our google workspace in nonprofit status.
- Camille will get Nick and Byron connected.
- Camille will get a post card sent out before Frozen starts.
- Camille will work on more social media posts for Frozen, specifically profiles on the teen leaders.

Instrumental Report: Linda

- Band is continuing as usual during the summer with a dedicated core group of musicians. We are playing music we have borrowed from Jenkins HS in Chewelah. Members volunteer to direct each Thursday at 6:30. Brass ensemble meets at 5PM. We will be at the KFHS on July 17th and 24th. As of this date we do not have a guest director for our November concert. There are several pieces we are considering using to perform. I have no information about a possible string group forming for general rehearsals or for Messiah in December. If possible could we set the date for the spring concert for the last weekend in April of 2026? 25-26 or first weekend in May 2nd-3rd? This will be discussed at the July meeting.

Choir Report: Leslie

- Since January 2025, Choir has been meeting year-round (except for a few weeks off here and there.)
- We are a small but mighty group, having pulled off an excellent Spring concert with the Band. The choir was directed by Bradley Hook, with Buffy Jackson, Sam Doyon and Kelly Taylor accompanying. We are now working on new music for our Fall Concert with the band. We are also planning to perform The Messiah in early December. I am working with Linda Colman to coordinate this effort. We will be auditioning soloists in a few months and will need all interested choir members to come forth! This next few months

will be an all hands on deck effort, but I know it will be immensely satisfying to the performers and a delight to our audiences.

Children's Productions Report: Cassy

- Cassy discusses the voting for Children's shows having moved to January.
- Cassy discusses the teen leader and mentor program, and the implementation of jr teen leaders.
- 20 new kids this year
- Tickets are on sale now!

Inventory Report: (vacant position)

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New Business –

- Bylaw Amendment Suggestions:
 - Article V Section 1:
 - The following positions make up the Executive Committee of the Board: President, Vice President, Secretary, and Treasurer. The remaining Board consists of: Publicity Chairperson, Instrumental Chairperson, Choral Chairperson, Drama Chairperson, Children's Productions Chairperson, Grants/Funding Chairperson, Facilities Chairperson, and Inventory Manager. The Chairpersons of the subgroups, Instrumental, Choral, Drama, Children's Productions, and Inventory, ~~shall~~ **may** appoint an Alternate approved by the Board, who will serve on the Board with them for one year. Each of these subgroups shall have one vote. Leslie motions to make the change as suggested. Ara seconded, and the motion passes unanimously.
 - Article VII Section 3:
 - The Secretary will keep minutes, distribute Bylaws to new Board members at the beginning of their term, and at the request of the President, notify Board members of upcoming meetings by e-mail or phone at least 3 days, but no more than 7 days prior to the meeting. The Secretary shall provide the minutes to the board for review prior to approval. The secretary shall submit the approved minutes to the website manager for publication under the Board tab. Secretary shall notify Board members who have missed two (2) consecutive board meetings, without valid cause, that failure to attend the next board meeting may result in their removal as a Board member. ~~All communication via newsletter, email, and social media should~~

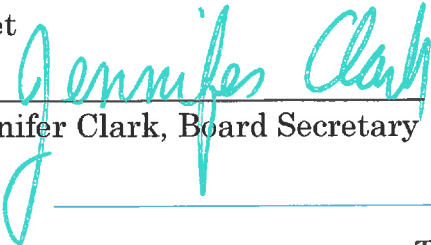
~~be reviewed by one or more executive board members prior to publication.~~ Ara motions to make the change as suggested.

Leslie seconded, and the motion passes unanimously.

- Article VII Section 9
 - Inventory Manager. The **Inventory** Manager would be in charge of inventory for costumes, sets, props, scripts, and music. **The Inventory** Manager is to organize the wide variety of resources into some kind of database, with assistance from the various department chairs. Resources should be cataloged so directors of each show or event can access when planning productions. Stazya motions to make the change as suggested. Bri seconded, and the motion passes unanimously.
- Article VII Section 12
 - ... Maintain and update calendar for public (shows - auditions, performance dates and times, how to purchase tickets; annual meeting and board meetings; other events with dates and times if open to the public)
~~All communication via newsletter, email, advertising and social media should be reviewed by one or more executive board members prior to publication. J~~
~~Terms of Employment: 25/hour for a total of 20 hours a month. Additional hours may be available for other projects as authorized by the Woodland Board. This was approved as a salaried position without the requirement of time sheets.~~
~~Terms of Employment: This was approved as a salaried position without the requirement of time sheets for a total of 20 hours a month. Additional hours may be available for other projects as authorized by the Woodland Board.~~ Jennifer C motions to make the change as suggested. Leslie seconded, and the motion passes unanimously.
- 2025-2026 Board Elections
 - Jennifer Van Guilder reads summary of new responsibilities added to drama chair position.
 - New positions are voted on:
 - Vice President – Ted Pancoast
 - Treasurer – Ara Bush
 - Grants/Funding – Peggy Townley
 - Instrumental – Linda Colman and Kelly Taylor
 - Choral – Leslie Waters and Stazya Richman
 - Drama – Kira Olsen
 - Children’s Productions – Cassy Jones

- Inventory – Melina Cosentino
- Leslie moves to accept slate of nominees. Stazyia seconds, and the motion passes unanimously.

Adjourned 8:18 PM - Next Meeting 7/22/25 at 6:00 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
