

Woodland Theatre Productions Meeting Minutes

Date: March 18, 2025 - called to order at 6:11 PM by President Stazy Richman - at the Theater and by Google Meet.

Attending:

<input checked="" type="checkbox"/>	Leslie Waters	<input checked="" type="checkbox"/>	Lou Janke	<input checked="" type="checkbox"/>	Karen Heflick
<input checked="" type="checkbox"/>	Stazy Richman	<input checked="" type="checkbox"/>	Linda Colman	<input checked="" type="checkbox"/>	Peggy Townley
<input checked="" type="checkbox"/>	Jennifer Clark	<input type="checkbox"/>	Bri Snyder	<input type="checkbox"/>	
<input type="checkbox"/>	Ara Bush	<input checked="" type="checkbox"/>	Cassy Jones	<input type="checkbox"/>	Camille Borodey
<input checked="" type="checkbox"/>	Nancy Christopher	<input checked="" type="checkbox"/>	Jennifer Van Guilder	<input type="checkbox"/>	Caleb Hamlin

Guests:

Review and Approval of Minutes:

- Review and Approval of October Minutes – not available
- Review and Approval of February Minutes – Linda motions to approve the February minutes. Leslie seconds and the motion passes unanimously.

Old Business:

- Buffy Jackson has resigned from the Board of Directors
- In-ear monitor – still need to be tried out; note on box for Kelly
- subcommittee for board position/bylaws review – Nancy volunteers to help. Chairpersons will look over bylaw for their position and email Jennifer C with suggestions.
- Roof Repair - Andrew looked over info and says the foam covering seems like a good option. Lou will talk to Caleb about the board's desire for a quote that includes the back part of the roof, over the green room, in the total quote for the foam option. Peggy motions we go with the spray foam option, to be scheduled after chimney removal & we get the bid on the back area. (Notes that we will need ½ of total cost for down payment.) Lou seconds and the motion passes unanimously.
- Peggy will check with Susan to see if she still wants to be an alternate.
- Karen will look into police reports as requested.

Board Reports:

Children's Productions Report: Cassy

- Production meeting went well. So far 16 adult helps have been found, looking for about 3 more.

- Added a new Jr. Teen Leader position this year (13-14 year olds) for those children who are too young for the full Teen Leader responsibility but still want to learn more about those areas.
- Nigel is on board for adult Tech Mentor (lights and sound). Nancy will meet with him about “change over”.
- Teen Leader interviews will be on Saturday.

Grants/Funding Report: Peggy

- The application for Art WA operating support was discussed. Leslie motions to approve submission of the ART WA grant info. Jennifer VG seconds and the motion passes unanimously. Note – funds from this grant are for operating expenses only.
- Friends and Donors letter will be available this month.

Instrumentals Report: Linda

- Gary Killings is now attending rehearsals as director for our upcoming concert.
- We have been working on possible pieces, which will be finalized shortly.
- Prospects of new members has been good news and now that Fiddler is completed we can all hit the ground running. We are meeting at the Theater again beginning March 20th.
- There is discussion about bells playing for the second half of tap grandmas.
- Fall Concert will be November 1 and 2.

Choir Report: Leslie

- The choir is starting back up this Thursday, March 20, after a 4-week break. We are ordering a couple more pieces of music to round out our repertoire and expect to have several new voices from Fiddler. Bradley Hook is directing through our May 3-4 concert, and Buffy Jackson will accompany us on the piano.
- I hope to keep choir going throughout the year, with a few short breaks. We have several potential directors, including Johanna and Brian McDougall, Patricia Wickmann, Stazyia Richman and Brianna Snyder.
- The board discusses the possibility of doing the first part of the Messiah this winter, possibly the first weekend in December, two performances. Linda will check to see if we have enough people for all the instruments. Leslie will check supplies.

Theater Manager Report: Nancy

- Discussion regarding supervisors needed for May events
- The lights will be reset and fixed for this show, with a general setting that can be used for the next show. The instructions are in process.

- New wireless headsets are here and working great. Kelly wrote an instruction manual, and Nancy will go over it with the next director.
- There are many areas that need cleaning up at the theatre, and we will start soon with the costume area, look for work dates and let me know of anyone that might be interested in helping fold material.... (Hint hint, there might be some to go home with.)
- On April 5th Louis Torris is renting the theatre, but Nancy has not heard from his P.R. for some time. Nancy will check soon and find out if we are still on. Nancy can cover that day as supervisor.
- We have a new group that is renting the theatre on April 13, the Welter Brothers. Jennifer C will be the supervisor for this event and train Jennifer VG.
- Nancy is having knee surgery in June.
- Tap Grandmas are performing on the 25 at 7pm. I am in the process of finding some other performers to join us that evening. It is a benefit for our local senior centers.
- Tree flaps are down, back wall is staying painted.

Facilities: Lou/Peggy

- Insurance – we are underinsured – square footage needs to be updated. Pictures of all items need to be taken for insurance purposes. Lou is looking for help to answer questions for a better insurance quote.
- Working on updating facility maintenance plan
- Caleb replaced women's sink faucet.

Drama Report: Jennifer Van Guilder

- Fiddler seems to be going well/sold out. While it is a long performance, it has been very well received.
- Fiddler postproduction survey was made and given out sometime the second week of performances with 5 responses already. As far as I have been told, they have not set a deadline yet for survey participation and the postproduction meeting (which the drama chair needs to attend) has not been discussed.
- A sample of this email with information on survey creation, example questions used for the first in ITW, and things that have been challenges or otherwise learned from earlier productions will be included in the drama chairperson's binder and can be updated with future information. Suggestions based on past production's experience were to release the survey sometime during the week before the last shows with a deadline set for responses and the postproduction meeting to be scheduled early enough that the team is still available and has not moved on to other projects. Keeping in mind you will need to have time to compile survey results after the deadline and before the postproduction team meeting. The drama chairperson needs to

attend this meeting in order to take the notes needed to create the production and public release summaries.

- Notes from Nancy:
 - Strike set happened on Monday March 17
 - We will also reset the lights and recreate the lighting plot for future shows. This will take a little longer than Monday.
 - The budget will be assembled and presented to the April board meeting.
 - The Headsets are wonderful and working well.
 - The postproduction meeting has been scheduled for Monday March 24 at 6:30 pm.
 - Keys will be returned within the next two weeks. As will the scripts.
 - Nancy talks about possible productions for the future, possibly Shakespear in the fall and Kiss Me Kate in the spring.

CRSC: Jennifer VG

- There was discussion of suggestions to further reduce anxiety over and increase participation and benefit of the mediator program. It was suggested to have someone from the production team check in with mediators during production.
- The procedure for choosing a mediator was discussed. It is suggested to possibly consider a nomination process. The specific process is up to the individual production team.

Financial Report: Ara/Karen

- Checking \$39833.74
- Savings \$1164.43
- SMM \$100.08
- Finished reconciliation for February
- Fiddler budget will be worked on when Camille is back
- We paid Ara \$350 for computer
- Karen updates on Keybank issue. Ara will ask Ron's sister to try to get access from him again. There is discussion regarding our future banking plans. There is some discussion on how to get KeyBank to make up for their mistake.

Publicity Report: Camille

- Nancy, Ara, and Camille will go over the budget for Fiddler when Camille gets back.
- Camille will be posting some fun pictures from the show on social media.
- Camille plans on sending out the next newsletter in mid-April. She will follow up with submission deadline.

Inventory Report: VACANT POSITION

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New Business –

- Special Event suggestion – Open mic type performance with community members. Jennifer will make a proposal to present. Leslie suggests possibly acoustic, and to talk to Kelly.
- Next meeting Peggy would like to talk about strategic planning in the fall.

Adjourned 8:08 PM

Next Meeting: April 15, 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
