

# Woodland Theatre Productions Meeting Minutes

Date: May 20, 2025 - called to order at 6:06 PM by President Stazy Richman - at the Theater and by Google Meet.

Attending:

<input type="checkbox"/>	Leslie Waters	<input checked="" type="checkbox"/>	Lou Janke	<input 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 checked="" type="checkbox"/>	Bri Snyder	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	Ara Bush	<input checked="" type="checkbox"/>	Cassy Jones	<input checked="" type="checkbox"/>	Camille Borodey
<input checked="" type="checkbox"/>	Nancy Christopher	<input type="checkbox"/>	Jennifer Van Guilder	<input type="checkbox"/>	Caleb Hamlin

Guests: Kelly Taylor, Melina Cosentino, Wendy Woods, Melody Bowlby

## Review and Approval of Minutes:

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

## Old Business:

- board position/bylaws review – Jenn will have updated by June meeting.
- Karen will look into police reports as requested – pass to July
- Special Event suggestion – Jenn – still in early stages

## Board Reports:

### Grants/Funding Report: Peggy

- Friends and Major Donors contributions are coming in slowly. Lesley Mann will be mailing the last of the Spring outreach letters this coming week. Please mail your letters soon if you have not done so already.
- Two grant awards will be coming out later this month, the ArtsWA operating support funds (\$3000/year for the next two years) and the INNOVIA Grant (\$10,000) for the Cable to Rod project. Simon Abeid, Andrew Urbaniak and I met with Adam Rainer about that project on Friday, 5/16 and Adam will be considering taking it on in the fall. I am currently working with Ara on budget information for the Paul Allen Community Accelerator funds, due in early June. That notification will not come until September. The funds are unrestricted.

### Instrumentals Report: Linda

- No changes, band is just doing its thing.
- No conductor has been chosen yet for fall.

- Ara will help Linda get Messiah scanned so printing is easier.

## Theater Manager Report: Nancy

- **Bring keys to the theater for the annual key check at the June meeting.**
- The tap Grandmas performed at our theatre on the 25th of April. It was attended by 30 and those generous audience members donated \$700.00! It was so good to give each senior center (Colville and Kettle Falls) \$350.00 in support from Tap Grandmas and Woodland Theatre. Community supporting community!
- The Haran dancers had a very successful rehearsal week and show the week of May 5-11. Claire is a very responsible member of Woodland and responsibly rented and maintained the theatre.
- May 22 & 23 Jacob Scarborough and the K.F. High School band will be rehearsing and using the theatre, with Linda Colman supervising.
- K.F. Grade school will be using the theatre for the rehearsal and performance of Peter Pan on May 27 and 28. All day on the 27 and all day and that eve on the 28. Supervised by Zophia Olsen on the 27 and I will supervise on the 28th.
- Amanda Fish's for the Star fish dancers will rent the theatre for the dates May 30 & 31. Supervised by me and technical supervision (Re-gelling and then resetting lights) by Nijal Evje.
- The light charting and resetting after Fiddler on the Roof is completed.
- Reminder: Sean will be starting to build the set for Frozen on June 1st.
- Bob Chipps will be working in Q-hut starting in June.
- There has been a lot of work being done on straightening the costume staging room and the children's costume room. Thank you, Wendy, Sally Despain, Peggy, and Cassy Jones. We are hoping to build a better shelving system for both rooms soon.

## Facilities: Lou/Peggy

- Caleb repaired exterior outlet on backside, put security cover on lift control, weed whacked, working on insuring north roof does not leak.
- Question on snow plowing; it was mentioned maybe we could have an agreement for school to do. Suggest we try to get that now while school is in session.
- Lou mowed weeds
- Rental agreement is ready to renew. Lou expects Jason to sign the new lease on June 2.
- Insurance- Lou sent in updated information on square footage and personnel property. They will provide quotes for board decision. We will have options to consider.

- Ara reached out to a second agency that won't cover live theatre but gave her contact information for someone who does. Ara will reach out for an additional quote.
- Lou will be gone for the June and July meetings
- Jerry Voelker and his brother PD plan to donate and install upper cabinet shelving in the backstage kitchen.
- A washer and dryer have appeared backstage but are not yet installed. We bought a part for the washer, a bearing. We hope to get it installed soon.

## Drama Report: Jennifer Van Guilder

- Jennifer VG spoke with a few people from Fiddler for their thoughts on the survey and summaries. They felt the summary sounded fair and that they felt the issues were addressed. It sounded like there was still some doubt on if there would be follow-through and learning, so let's be sure to show our membership we are listening.

## CRSC: Jennifer VG

- Lea will be available as a "non-production team" member of the CRSC for Frozen Jr. paperwork meeting on May 31.
- Jennifer VG should be back and on hand for the mediator selection and paperwork on June 14.
- Patricia Leming is interested in being on the subcommittee next year and might be willing to offer some training in mediation.

## Financial Report: Ara/Karen

- Checking      \$40,042.51
- Savings      \$1,150.49
- SMM      \$100.08
- Quickbooks membership cost has been dropped to \$99 per month.
- Ara updates on Key Bank issues. It will cost approximately \$1500 to refinance our loan, but Ara hasn't given up completely on getting access to current accounts. Ara will send emails with quotes for refinancing.
- Ara inquire about MTI bill. Nancy states it was for scripts.

## Publicity Report: Camille

- Camille will send out email, and social media posts regarding annual membership meeting.
- The Woodland website is discussed. Camille discusses a possible volunteer willing to update the website in exchange for ad space.
- Ara suggests researching getting monthly fee waived as a non-profit.

## Choir Report: Leslie

- Woodland Choir will resume on Thursday May 29 after the band rehearsal. We have some exciting new music to try out!
- Buffy Jackson will provide piano accompaniment, and Stazyia will conduct initially. We will be fortunate to be joined by Brian and Johanna McDougall after Frozen ends at the end of July. The plan is for the choir to join the Band, Bells, etc. in the Fall Concert, which will be the first weekend of November.
- We are also working towards performing The Messiah during the first weekend of December. Practice for that will begin in September and will probably occur on a different day. (Haven't quite worked that out yet.) Nancy needs to know ASAP when a decision is made. There is some discussion on how to recruit more singers. Getting information to churches, high school choirs, etc.

## Children's Productions Report: Cassy


- Auditions and callbacks were held over the weekend. 55 kids auditioned, plus 10 crew. 20 kids had to be cut. Callbacks were a little long, some changes will be made if callbacks are done again in the future. There is a long discussion about transparency with casting and how to improve this moving forwarding to prevent any appearance of nepotism.

## Inventory Report: VACANT POSITION

### New Business –

- Lynn Schott and Lisa Wolf are asking if Woodland could host a free showing of George Clooney's Broadway production of Goodnight and Goodluck on Saturday June 7<sup>th</sup> at 4 PM on our big screen. The film is being streamed on CNN for free and we could show for donations only. Lisa and Lynn are offering to help in the lobby. General board consensus is that our wifi is not strong enough to support this.

Adjourned 8:11 PM - Next Meeting 6/17/25 at 5:30 potluck, 6:00 meeting start 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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