

BOARD MINUTES
THEATER WEST GOOGLE MEET CALL
August 13, 2024
9:00 AM

The Google Meet conference call of the Board of Directors was called to order at 9:00 am.

PRESENT: Don Hehman, Peggy Robbins (online), Jamie Bubon, Vicky Johnsen, Marion Mosley (online), Jenny Kaupu and Mary-Jo Kelley

GUESTS PRESENT: Vicki Baker, Mike Baker and Steve Johnsen

Because of the resignation of President Fran DeWell and per Theatre West's Bylaws, Vice President Don Hehman assumed the position of President.

President Don Hehman presented Steve Johnsen as his selection for Vice President. A voice vote was taken: 4-yes 2-no and 1-abstention. Steve was then asked to be seated at the table.

The Board members are: President; Don Hehman, Vice President; Steve Johnsen, Secretary; Peggy Robbins, Treasurer; Marion Mosley, Publicity; Mary-Jo Kelley, Program; Jenny Kaupu, Membership; Vicky Johnsen and Outreach; Jamie Bubon.

SECRETARY REPORT: Please 'Reply All' when answering an email.

TREASURERS REPORT: July 2024

Checking Account Balance	\$35,940
Savings (Reserve) Balance	\$73,858

Marion will send a copy of his report to the board. All rights for plays have now been paid.

MEMBERSHIP: Vicky reported our membership stands at 182 members.

PUBLICITY: Mary-Jo has picked up posters for our season and distributed them to the board members. The SCW Library has given the theatre a cabinet for storage and acrylic stands have been purchased. The Independent has mentioned the theatre in their publication and comp tickets have been given to Jennifer Jimenez. The Rec News representative, Michael Melissa, wants pictures only from this point forward. The Sun Life Magazine has interviewed Jamie about the theatre for their August edition.

PROGRAM: Jenny presented three skits for October, November and February. One skit, "Save Me a Place At Forest Lawn" was approved for February. Jenny will ask directors for October and November skits to select other skits that are published works.

When will auditions be announced?

Should we bring back acting, directing and stage-managing classes?

Unless the board has written permission on non-published skits, we cannot produce them.

The president suggested looking into the cabinet in the Back 40 in the theatre for published works.

Jamie suggested going online to find published works also.

OUTREACH: Jamie and her committee, Annie Wall and Julie Archambeau, are busy working on upcoming events. Auditions will be announced soon for the November play. Currently Tia Wooley, Glen Landis and Jamie are working on the play “It’s a Wonderful Life” the Radio Show which will be held on November 29th, 30th and December 1st.

A date in February for the Playwriting Workshop is currently being looked at.

Ticketing: Ticket sales are going well, with subscription sales (for all three shows) better than expected. A computer for the box office is needed and the printer is ready to go. So far, we have \$5,000 gross sales mostly subscriptions.

September 1st, tickets go on sale for Dance Sensations.

The phone number for the box office is 623-226-7972.

Cash can be taken at the box office. We do offer exchanges for tickets. There will be two wine and cheese nights for “The Unexpected Guest”.

Merchandise is now available to purchase online.

In the future, publicity can be done by Main Stage and we will not have to design our posters.

POLICIES: Policy number 1, 3, and 13 will be reworded. Policy #7 will be eliminated and Policy #2 rewritten.

ANNOUNCEMENTS: President Don announced that the board meetings will be on the second Tuesday of the month at 9:30 am in the Back 40 unless otherwise announced. General Membership Meetings are the third Tuesday of September and March at 1:30 pm with a short skit following and 1-hour skits the third Tuesday of October, November, January and February.

Please mark your calendars: Chartered Club meeting on September 3rd, 1:30 pm in the Lecture Hall at RH Johnson. Newcomers at Palm Ridge on October 23rd, Stardust Theatre Christmas luncheon December 19th at Palm Ridge from 10:00-2:30 and Stardust Theatre Spring luncheon April 15th from 4:00-9:00 pm.

Don will speak to the membership of the theatre about getting more involved.

A request was made for a list of the current Divas and a list of those interested in set construction.

MEMBER COMMENTS: Mike Baker: More communication from the board to membership.
Vicki Baker: Very pleased with the board. Don officiated well.

NEXT MEETING: The next meeting will be September 10th at 9:30 am.

The meeting adjourned at 10:50 am.

Peggy Robbins
Secretary