

BOARD MINUTES
THEATER WEST
FEBRUARY 13, 2024

The regular meeting of the Board of Directors was called to order by President Fran DeWell on Tuesday, February 11, 2024, at 9:01 am in the Back 40 of the Theatre.

PRESENT: Fran DeWell, Peggy Robbins, Don Hehman, Jamie Bubon, Marion Mosley, Frederick St. John, Vicki Baker, and Vicky Johnsen.

Production Manager, Robert Bubon, was also in attendance.

MINUTES: The minutes of the previous meeting held on January 9, 2024, were approved as distributed.

PRESIDENTS REPORT: Linda Reed, Jim Reed's wife, has donated to the theatre some scripts which will be placed in our lending library cabinet. Don Marine, Judi Heath (a friend of Marcine Coburn's) each donated many items to the theatre. The recording secretary will send a thank you note to each person. Fran spoke with the Recreation Center regarding voting at this year's election. There will be two separate votes for the bylaws and new board members. The election voting will begin on March 14th and run through NOON on March 18th with results announced at the March 19th General Membership Meeting. Those who do not have an available computer may go to the recreation center to vote in person. See How They Run report: 23 Comp tickets were distributed and 16 were turned in. Lynn Vergauwen will be asked to give collected comp tickets to the treasurer. A list of those running for office was distributed.

Secretary	Peggy Robbins
Program Chair	Jenny Kaupu Tia Wooley
Membership Chair	Vicky Johnsen Valerie Griffin
Publicity Chair	Mary-Jo Kelley Mary Lee

TREASURER'S REPORT: Prior to the treasurer's report PNC bank Manager, Mary Lee Short and Rosie Lugo, banker presented the board with available programs the board may look at for future investing.

The treasurer reported:	\$53,234.00	Checking Account
	\$45,802.00	Money Market Account
Total	\$99,037.00	

See How They Run (All expenses have not been submitted as of this date)

Revenue \$18,401.00	Expenses \$7,900.00	Projected Net \$10,501.00
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Marion moved approval of the report

MCU

After discussion, Robert will speak to Kasey Huhta at the Recreation Center about the theatre selling our own tickets and if we do, will they continue to advertise our productions.

Accessories are being ordered for the projector.

A request has been made for a First Aid Cabinet along with a small first aid kit. Robert reported the Recreation Center will put one in for us.

VICE PRESIDENT REPORT: Don will announce the play selection at the General Membership meeting. Jamie will meet with the directors to get a logo from them.

COMMITTEE REPORTS

PROGRAM: Jenny Kaupu will present a play titled “Bases Loaded” and Byron Brothers will present “Cousin Vinny” in April. Bernie has given the theatre a new script for the library and Frederick has thanked him. Frederick suggested each president be given a plaque thanking them for their service. This will be discussed at the meeting in March.

PUBLICITY: Vicki has posted information about Camelot on social media, on the marquee and on E-news. She has been visiting Senior Centers as well as the Thursday night movies. Don has requested 11x17 posters. Jamie will print 50 posters. The Recreation Center requires the SCW logo on all publicity. Peggy will contact the photographer to set a date for head shots for Camelot. Ads will be placed in the Spring Training guide and the Independent has given us a discount because we are a 501(c)(3).

MEMBERSHIP: Vicky Johnsen reported we currently have 116 members. The updated roster will be sent to the board. The CR-15 is being worked on and will be sent to the Recreation Manager at the SCW Recreation Center.

OUTREACH: Workshops are being set up and will be announced soon. Outreach is hoping to do a review of 2024 this summer. Auditions will take place the end of March. Jamie suggested a Shakespeare performance in the summer of 2025 and is looking into a partnership with ARC.

UNFINISHED BUSINESS:

Set Construction Duties was discussed and there will be no change.

Fran will have a sign-up sheet for those interested in being on the Audit Committee.

Bios are still needed for those who are running for the board.

The Board was requested to read over our policies and send any questions, deletions, corrections or additions to Peggy by **March 5th**.

NEW BUSINESS:

None

RESIDENT COMMENTS:

Jenny Kaupu: Replacement of Diva

The meeting adjourned at 11:15 am.

Peggy Robbins
Secretary