

BOARD MINUTES
THEATER WEST
NOVEMBER 14, 2023

The regular meeting of the Board of Directors was called to order at 9:27 am in the Lobby of the Stardust Theatre.

PRESENT: Fran DeWell, Peggy Robbins, Don Hehman, Jamie Bubon, Vicky Johnsen, Marion Mosley, Vicki Baker and Robert Bubon, Theatre Manager.

Frederick St. John was not in attendance due to illness.

MINUTES: The minutes of the previous meeting held on October 10, 2023, were approved as distributed.

PRESIDENTS REPORT: Fran encouraged all board members to continue to be as transparent as possible. Fran will request members attend the board meetings. The Theatre Council has disbanded and six presidents will be meeting with Robert Bubon, Production Manager, to discuss what will happen next.

The membership roster was discussed. Vicky Johnsen, Membership, will put a question on the membership form requesting permission to place personal information on the roster.

VICE PRESIDENT REPORT: A shed master is needed. After discussion it was determined that the job of shed master will be with the Production Manager of the theatre. Don will be the board liaison and work with the new shed master.

A policy is needed for borrowing property in the shed.

TREASURER'S REPORT: A vote will be taken at the December meeting about continuing to employ a CPA. The cost to the theatre is currently \$400.

Because of additional costs to the theatre, the wine and cheese party for patrons will now take place before the play begins. Donations of \$91.00 were received at the last event.

The treasurer reported:	\$61,419.00	Checking Account
	\$30,381.00	Money Market Account

Marion moved approval of the report

MCU

A check for \$17,000 from the Recreation Center for Bus Stop tickets will be placed in the checking account.

COMMITTEE REPORTS

PROGRAM: Fran reported in Frederick's absence. Frederick has created a list of interested directors for Tuesday shows. The board discussed and agreed that Tuesday programs are to be skits unless otherwise approved by the board. **ALL SKITS ARE TO BE PUBLISHED WORKS.** It was suggested that the theatre consider a Retro season 2024-2025. Play submission can be done at any time.

PRODUCTION MANAGER: Robert informed the board regarding ticket sales for Yes, Virginia on November 24-26. 102/Friday, 84/Saturday and 82/Sunday. We need support for this event so please share with everyone you know.

The December luncheon is coming along as far as entertainment.

PUBLICITY: Jamie has been taking care of press releases. Vicki will be attending the movie on Thursday evening to promote the theatre. Robert is on our local radio station on Mondays and Fridays to promote everything going on at the theatre.

Group sales for productions were discussed at length. Jamie Bubon moved approval of granting pre-sale tickets for groups of ten at a 10% discount off current ticket prices and a 20% discount off current tickets prices for groups of 25 or more.

MCU

MEMBERSHIP: Vicky reported we have lost 5 members due to a move or passing away. We still have 300 members.

OUTREACH: Jamie reports that Yes, Virginia is doing well. Tickets may be purchased online and at the door on performance day.

The December luncheon. We have been given a 30% discount on wine from Total Wine until November 25th. Silent Auction items: Golf lessons, Diamond Back game tickets and stained glass have all been received. The board is encouraged to talk with business associates for donations. The price of the luncheon will be \$30.00 as we can no longer subsidize our luncheons. Ticket sales for the lunch will begin on November 21, 2023.

Outreach is looking into a 2024 summer show.

UNFINISHED BUSINESS:

Cast Parties-Don Hehman moved approval of contributing \$1,000.00 for each production cast party per season to be reviewed yearly.

MCU

The new job description for a producer was discussed. Don Hehman moved approval of the new producer job description.

MCU

A policy will be written stating the producer of a play must be a board member.

The Box Office job description has been revised and will be re-typed for placement in the box office. **By General Consent** all changes were approved.

Set Construction duties will be discussed at the next meeting.

By General Consent Bonnie Hermann will be appointed Safety Committee Chair and will work with Robert on all issues.

Peggy moved approval of ratifying the vote by mail for placing in the minutes.

MCU

NEW BUSINESS:

The budget for 2024 was presented and discussed and will be voted on at the December meeting

The meeting adjourned at 12:37 pm.

Peggy Robbins
Secretary