BOARD MINUTES

THEATER WEST

DECEMBER 11, 2023

The regular meeting of the Board of Directors was called to order on Monday, December 11, 2023, at 9:00 am in the back 40 of the Theatre.

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

**MINUTES:** The minutes of the previous meeting held on November 14, 2023, were approved as distributed.

**PRESIDENTS REPORT:** Fran requested the board sign up for board pictures which will be taken on Wednesday in the back 40. A request for ushers and house managers will be made tomorrow at the Christmas Gala.

**TREASURER’S REPORT:**

The treasurer reported: $61,884.00 Checking Account

$30,500.00 Money Market Account

Marion moved approval of the report

**MCU**

It was moved by the treasurer to place $15,000 into a six (6) month CD.

**MCU**

The decision was made to keep the Home Depot account open.

It was moved by the treasurer to send $4,000 to Valley View Food Bank from the proceeds of Yes, Virginia, There is a Santa Claus.

**MCU**

**VICE PRESIDENT REPORT:** Don gave all board members a playbill from the Tuesday performance in November.

While several main stage plays have been submitted there is a need for more. Don gave a copy of two submissions to several board members with the request that the plays be circulated among the board.

**BY GENERAL CONSENT** the cutoff for submissions will be January 16, 2024.

**COMMITTEE REPORTS**

**PROGRAM:** Frederick submitted the programs scheduled for January through April which were approved by the board.

A new catalog of skits and plays was given to each board member.

Frederick requested published works only for skits be deleted from the policies. **By GENERAL CONSENT** The program chair will read the skits first and then submit to the board for final approval.

# PUBLICITY: Vicki Baker has been contacting Sr. Living Centers for group sale tickets. Group tickets sales will offer a discount of 10% for a group of 10-24 and 20% for a group of 25 or more. Ninety Six (96) tickets have been sold for See How They Run wine & cheese night. 11x14 posters are being printed. One hundred (100) posters will be available to members to place in Drs. Offices, stores or any other places they frequent.

**MEMBERSHIP:** Vicky reported a membership of 305-308 members. The membership form has been updated and placed on the website. Seventy (70) tickets have been sold for the Christmas Gala. Are electronic payments available? Jamie will look into a processing fee for electronic payments and send the information to the board before approval is given.

**OUTREACH:** Jamie reported that Yes, Virginia did very well. Tia Wooley did a great job. Valley View Food Bank was very happy with the donations. The next project for Outreach will be a summer show. Currently the committee is looking for directors. Jamie presented a proposal for workshops which will include an acting workshop, a workshop for those interested in Stage Managing and other jobs. An outline was provided to the board and is attached to these minutes. Jamie requested the board read the proposal and vote by mail by December 18th. Wine and silent auction items have been purchased and received for tomorrow’s Gala event.

**UNFINISHED BUSINESS:**

Fran has one person interested in the Audit Committee and will request others let her know if they are interested. The request will be made at the January general meeting.

**NEW BUSINESS:**

Robert will check with the Rec Center with regard to charging a deposit of $50 for borrowing anything from the shed or wardrobe.

**By GENERAL CONSENT** it was decided that two (2) main stage play tickets will be given to cast and crew members of plays in production. The producer will be responsible for issuing those tickets.

Fran requests ideas for Nominating Committee members.

The website was discussed. Peggy will contact an outside webmaster to request information on costs.

**RESIDENT COMMENTS:**

Jenny Kaupu: bylaws, elections, volunteerism, member conduct

Joanne Claiborne: Website questions

Fred Schneider: Member Nametags

The meeting adjourned at 12:30 pm.

Peggy Robbins

Secretary