BOARD MINUTES

THEATER WEST

JANUARY 9, 2024

The regular meeting of the Board of Directors was called to order on Tuesday, January 9, 2024, at 1:00 pm in the home of the president, Fran DeWell.

**PRESENT:** Fran DeWell, Peggy Robbins, Don Hehman, Jamie Bubon, Marion Mosley.

**MINUTES:** The minutes of the previous meeting held on December 11, 2023, were approved as distributed.

**PRESIDENTS REPORT:** There will be a sign-up sheet for House Managers at the January 16th General Meeting. A production meeting for all three plays will be scheduled after the 24-25 season has been selected. There will be a short skit from “See How They Run” on January 16th. A suggestion has been made to include understudies for our plays. There is need to purchase a first aid cabinet and Bonnie Hermann, Safety Committee Chair, will be contacted. Training is needed for the defibrillator.

**TREASURER’S REPORT:**

The treasurer reported: $68,277.00 Checking Account

$30,626.00 Money Market Account

Marion moved approval of the report

**MCU**

The president requested more detail in the treasurer’s reports going forward.

**VICE PRESIDENT REPORT:** Don asked who has read the plays that have been selected for the season with a reminder to pass them on to someone who has not read them.

**COMMITTEE REPORTS**

**PROGRAM:** Due to Frederick being unable to attend, Fran read his report. Marion will assist with the program committee until the end of the year. Dysart High School will not be able to perform this year.

# PUBLICITY: In Vicki’s absence, Jamie reported that ads for See How They Run have been placed in the Rec Center News. A press release has been sent to the papers about our donation to Valley View Food Bank. We placed ads in the Independent and were given a larger space in the Rec Center News. Jamie will follow up with PORA regarding their newsletter.

**MEMBERSHIP:** In Vicky’s absence Jamie reported there are not too many changes. The Membership Form has been updated and is online. There are two (2) new members and 13 renewals online. Discussion about the theatre taking online payments took place. Jamie has been looking at WIX, which is a website payment, charging $.73 per transaction. Jamie also looked into purchasing the SQUARE for Membership renewals, ticket sales at the door and new memberships charging $.49 per transaction.

Don moved approval of purchasing both WIX and the SQUARE.

**MCU**

**OUTREACH:** Jamie reported $4,000 has been given to Valley View Food Bank and be looking for the newspaper article. Plans are to work with Valley View Food Bank next November for that event. Workshops are beginning. Jamie will contact those who have expressed an interest in training at the workshops. Director workshops: Frederick St. John, Jenny Kaupu, and Robert Bubon. Technical issues workshops: Steve Sharp and Glen Landis There will be a playwriting workshop this summer. Plans are being made for a musical review the end of July.

**UNFINISHED BUSINESS:**

Crew Duties, the Nominating Committee and Auditing Committee will be discussed at the February meeting.

Interclub borrowing of theatre properties is allowed . Loaning outside is NOT allowed per the Recreation Center.

Comp tickets with instructions for cast and crew will be printed by Jamie.

**NEW BUSINESS:**

Peggy, producer, and Jamie, director, presented the estimated budget for Camelot.

Don moved approval of the estimated budget for Camelot.

**MCU**

Peter Penkalski has been cast as Sir Lancelot.

**By GENERAL CONSENT** it was decided that the board does not need a parliamentarian at this time.

The bylaws have been approved by the Recreation Center and now need to be sent to membership for approval. The Recreation Center will handle the voting.

**RESIDENT COMMENTS:**

Jenny Kaupu: Understudies, Expense reports, Episcopal Church performance during Christmas.

Deb Neuroth: Volunteers

The meeting adjourned at 2:34 pm.

Peggy Robbins

Secretary