

BOARD MINUTES  
THEATRE WEST  
OCTOBER 8, 2024  
9:30 AM

The Theatre West Board meeting was called to order in Kiva Room #5 at Kuentz Recreation Center by President, Don Hehman at 9:30 am.

**PRESENT:** Peggy Robbins, Don Hehman, Vicky Johnsen, Marion Mosley, Steve Johnsen, Jenny Kaupu and Mary-Jo Kelley.

**MINUTES:** Minutes from the previous meeting were approved as distributed.

**VICE PRESIDENT’S REPORT:** Steve was contacted about interviewing for a Public Service Announcement (PSA) at the SCW Radio Station. That announcement will be on the radio today. Steve spoke with the music director for Follies who had a contract but had not signed it. Both the music director and the Zacko’s, who played for us during Camelot, were disappointed to hear the shows had been cancelled.

**TREASURER’S REPORT:**

Check book balance beginning of the month	\$ 37,875.19
Deposits (+)	<u>\$ 6,308.78</u>
Total	\$ 44,183.97

Savings balance beginning of the month	\$ 74,002.86
Interest	<u>\$ 123.20</u>
Total	\$ 74,126.06

Grand Total for Checking and Savings \$118,310.03

Marion moved approval of the report.

**MCU**

Marion will speak with Tia about refunds for Rumors and Follies.

**SECRETARY’S REPORT**

Peggy moved approval of ratifying the votes by mail and placing them in the minutes.

**MCU**

The votes will be attached to these minutes and kept in the Secretary’s Book of Minutes.

**TECH REPORT:**

All patrons who purchased subscription must be refunded by check.

The BOCA printer purchased by the theatre does not work. The treasurer will research and determine whether a new printer needs to be purchased or perhaps a replacement.

Please make sure all important theatre information is sent to the webmaster for placement on the website.

Software analysis to compare WIX add on features for newsletter management is pending having available bandwidth. There is the potential to replace Mail Chimp and will save about \$400 annually.

A channel on the website will be set up for patrons, media, members to send specific requests that route to the appropriate board member/volunteer. Vice President Steve Johnsen will add this to his list of duties.

Full Tech Report will be placed in the Secretary's minute book if others wish to read it.

### **COMMITTEE REPORTS:**

**PUBLICITY:** Mary-Jo will contact Judy Ross, director for "It's A Wonderful Life" to ask her thoughts for a playbill. It was suggested that publicity be increased. Don's letter was sent to PORA and the Rec Center news as requested. Mary-Jo has posted the letter on Buzz About Town and Ladies Chit Chat, and also created an "addition" to the Unexpected Guest poster. This addition will be placed on the posters throughout SCW.

**PROGRAM:** Jenny has selected "Two Wives and a Dead Guy" and "Red Carnations" for the presentations in January and asked the board for approval. The one act plays will be directed by Deb Neuroth. Rehearsals will be going in October and November.

**MEMBERSHIP:** Currently we have 184 members. Online registration and renewals will begin November 1<sup>st</sup>.

### **UNFINISHED BUSINESS:**

Peggy moved approval of Policies 8 and 9.

**MCU**

Steve will visit with our Social Committee to discuss their plans for the December 19<sup>th</sup> Christmas event. Currently we are looking for entertainment. Please bring ideas to the board for approval. Mary Jo will help Don with informing the membership about the social. There will be an announcement at the October program meeting about the social and that non-members will pay full price.

### **NEW BUSINESS:**

Don is working on contacting members who may be interested in ushering and House Managing for "The Unexpected Guest". A letter will be sent. Ushers will direct patrons to the donation boxes/containers.

The Valley View Food Bank will bring and place barrels for donations of canned goods during "It's a Wonderful Life". Ushers will direct patrons to those boxes.

Until the IRS responds to our 501(c)(3) issue we will not hire a tax attorney.

Steve and Vicky will manage the reserved seats during the performances of "The Unexpected Guest" by arriving at the theatre 1 ½ hours early to mark the seats with patrons' name.

There will be an 8 1/2x11 envelope in the box office to place the donation money in after the performance. Lynn Vergauwen and the House Manager will count the money after the play, place it in the envelope, sign the envelope and give the envelope to the board treasurer. Once all the money is collected, the board will count again, go to the bank and get checks for the charities the membership voted on at the October meeting.

**NEXT MEETING:** The next will be November 12, 2024, at 9:30 am in the Kiva Room #5 at the Kuentz Rec Center.

**MEMBER COMMENTS:**

Julie Archambeau-Entertainment for the December social  
Dick Hermann-Transparency-Include more information

The meeting adjourned at 10:42 am.

Peggy Robbins  
Secretary