

BOARD MINUTES  
THEATRE WEST  
NOVEMBER 12, 2024  
9:30 AM

The Theatre West Board meeting was called to order in Kiva Room #5 at Kuentz Recreation Center by President, Steve Johnsen at 9:34 am.

**PRESENT:** Steve Johnsen, Vicky Johnsen, Marion Mosley, Jenny Kaupu and Mary-Jo Kelley, Peggy Robbins, Jim Roch and Tammy Wells.

President Steve introduced Jim Roch, newly appointed vice president and Tammy Wells, newly appointed Outreach Chair and thanked them for stepping up to help.

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

**VICE PRESIDENT’S REPORT:** Steve reported on the Play Selection committee and stated we will have a full slate of plays next year. The Recreation Center is working on allowing the theatre to operate as a for profit venture. We have not heard yet whether this will be allowed. Our new vice president, Jim Roch, will now take over facilitating the committee.

**TREASURER’S REPORT:**

Check book balance beginning of the month	\$ 44,184.00
Deposit	2,925,00 (+)
Expenses	<u>12,531.00(-)</u>
Total Checking	\$ 34,578.00
Savings balance beginning of the month	\$ 74,126.00
Interest	<u>\$ 125.00</u>
Total Savings	\$74,251.00
Grand Total for Checking and Savings	\$108,829.00

Mary-Jo moved approval of the report

**MCU**

The CPA has submitted the 990 Forms.

Marion has received notice that the IRS has our letter requesting reinstatement.

A payment of \$500 has been sent to our CPA for expenses.

The preliminary budget has been put together and will be discussed at the board meeting in December.

**SECRETARY’S REPORT**

Peggy reported the minutes were approved and placed on the website.

**COMMITTEE REPORTS:**

**MEMBERSHIP:** Two new members are now in the system. All new members names will not be on our member roll until January however they have full membership. It will take about two months to be fully registered on our system.

**PUBLICITY:** Mary-Jo has placed theatre information/publicity on Facebook which reaches 3,000 people. Publicity/flyers/posters have also been sent to the Independent, PORA and Phoenix Theatre. The theatre is advertised on the radio on Mondays and Fridays. Handouts were given at the movies. Everyone has been encouraged to get tickets for reserved seating.

**PROGRAM:** Jenny announced, “Match (dot) Comedy” will be the skit on November 17<sup>th</sup>. In January, we will be enjoying “Red Carnations” and “Two Wives and a Dead Guy”. February will bring us “Save Me a Place at Forest Lawn”. If approved, in March, Fred Schneider will direct scenes from” Clean Dry Socks: Diary of a Doughboy” by Michael Fletcher.

Jenny announced that on November 25<sup>th</sup> auditions will be held for the January and March skits.

**OUTREACH:** Steve informed the board that \$10,255.50 in donations was collected during “The Unexpected Guest” performances. The money will be given to the four organizations voted on by the membership.

Tammy reported on the Christmas luncheon. We will enjoy a pasta bar from Olive Garden. Help is needed for set up on December 19<sup>th</sup> at 9:30am. Please contact Tammy Wells if you would like to help. The cost for our luncheon is \$20.00 and tickets may be purchased online.

**NOMINATING COMMITTEE:** Mike Baker gave a list of those running for office next year.

President:	Frederick St. John Jim Roch
Vice President:	Bonnie Hermann
Treasurer:	Deb Neuroth
Outreach:	Christa Houck Tammy Wells

Nominations are still open with closure on November 27<sup>th</sup>. Please contact Mike Baker if interested in running.

**TECH REPORT:**

Reservations for “It’s a Wonderful Life” are not as good as hoped. With 894 seats available for the three performances there have only been 261 seats reserved. The box office will close on November 29<sup>th</sup>. Membership has been updated and Recreation Center required reports may now be run. While membership can be done online, members may also renew online. Currently the website is concentrating on “It’s a Wonderful Life” and will focus on membership after the performances are complete. The officer responsibilities will now be placed on the website.

### **UNFINISHED BUSINESS:**

Review of job responsibilities produced few additions. These will be rewritten, sent to the board and webmaster to be placed on the website.

The four charities voted on by the membership will be asked to attend our December 19<sup>th</sup> Christmas luncheon and presented a check. Valley View Food Bank will also be asked to attend to receive their check from donations during “It’s a Wonderful Life”. Lunch will be provided for one guest from each group.

### **NEW BUSINESS:**

Margie Lang presented ideas on entertainment for our Christmas luncheon. A sing-a-long and possibly a short program “How the Grinch Stole Christmas” was proposed with Margie emceeding the program. Margie will work with Tammy, Outreach Chair and Social Committee chair, along with Tia and Steve to put the event together.

**By general consent** the board approved the proposed entertainment.

Tia, Stardust Theatre Production Coordinator, reported all exterior doors have been re-keyed.

Marion will return the Boca printer.

Tia reported flats and furniture from the “Unexpected Guest” have been moved to the shed. The Prop room and Diva room need cleaning and volunteers are needed on Thursday at 11:15. Inventory still needs to be done and the costume room will need to be cleaned out. Tia will set a date and time for the costume room.

Safety Committee Appointment is tabled until the December board meeting,

Audit Committee Appointment is tabled until the December board meeting.

After discussion it was decided by the Board not have a variety show in March.

A proposal for \$2,000 to upgrade the theatre lighting layout was read from Heads and Tails Photography. A proposal from White Tie is expected before a decision will be made.

Copyright rules and laws were reviewed and discussed.

### **MEMBER COMMENTS:**

Bob Downing – Operate as a for profit organization - Veterans

Fred Schneider – Tickets and space utilization

Deb Neuroth – IRS -Reinstatement is a priority – Contingency plan

Diane Sharp – Membership Roster – Bylaws – members voting on charities

Suzanne Graf – Team Building Expert – Privacy laws

Peter Meyer – Membership-seed money

The meeting adjourned at 12:25 pm

Peggy Robbins  
Secretary