

BOARD MINUTES
THEATRE WEST
DECEMBER 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 9:30 am.

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

PRESIDENT’S REPORT: During the Christmas luncheon/party, President Steve would like the cast from “Unexpected Guest” and It’s a Wonderful Life” to come forward when checks are presented to the charities for a picture. Steve requests the Outreach Chair, Tammy Wells, also come forward when the check is given to Valley View Food Bank.

VICE PRESIDENT’S REPORT: Jim reported the play selection committee has met and that a survey has been sent requesting input from the membership on what type of plays or musicals they would like to see next season. There have been 95 submissions as of this date. December 16th is the deadline for submissions. The committee will meet on December 17th to combine the data. Thank you to Benita for helping with the survey.

SECRETARY’S REPORT: Minutes from the previous meeting were approved as distributed.

TREASURER’S REPORT:

Check book balance beginning of the month	\$ 34,578.00
Deposit	23, 717.00
Expenses	<u>1,759.00</u>
Total Checking	\$56,536.00
Savings balance beginning of the month	\$ 74,251.00
Interest	<u>\$ 120.00</u>
Total Savings	\$ 74,371.00
Grand Total for Checking and Savings	\$130,907.00

Marion moved approval of the report

MCU

Checks written this month \$11,485.00

Marion moved approval of the following disbursements from donations during “The Unexpected Guest”:

\$2800.00	Community Fund + \$50 from individual patrons
\$2600.00	Meals on Wheels + \$30 from individual patrons
\$3200.00	Posse + \$30.00 from individual patrons
\$2000.00	Prides + \$45.00 from individual patrons

MCU

One check donation has been received from an individual patron for \$30 made out to Helping Hands which Marion will send to them.

Marion moved approval of issuing a check totaling \$4,235.00 to Valley View Food Bank.

MCU

Additional checks totaling \$410 were received from patrons for the Valley View Food Bank and will be given to the staff at the December luncheon.

There has been no further communication from the IRS other than the letter requesting 60 days for review of our case. At this time the theatre will wait until the 60 days are up before we move on re-applying for 501(c)(3) status.

Marion has been putting the treasurer’s files in order by contacting publishing companies to request licenses from plays the theatre has produced over the last two years. Several files did not have licenses, permission to video, or the correct number of copies ordered. All have been ordered and are complete. There was an additional \$174 that was paid to receive the license for “Save Me a Place at Forest Lawn” along with script copies.

All licenses, contracts and invoices related to plays and musicals will be in the file of both the treasurer and Theatre West Production Coordinator.

Copyright infringement was discussed with all publishing companies with those companies letting Marion know it is a form of stealing if laws are not followed. A sample letter of Copyright Infringements was read to the board and those members present at the meeting.

COMMITTEE REPORTS:

PROGRAM: Is “Clean Dry Socks-Diary of a Doughboy” a published work? After discussion it was determined that self-publishing is a published work.

Jim moved approval of “Clean Dry Socks-Diary of a Doughboy” by Michael R. Fletcher as the March Tuesday program.

MC

PUBLICITY: Mary-Jo is placing articles in the paper informing the public about the donations given to local charities. A request was made by the president to wait to place those articles until after the December event so pictures may also be added to the article. Mary-Jo

and Tammy have visited several adult communities. As a result of those visits, several busloads of those residents attended "It's a Wonderful Life".

MEMBERSHIP: Vicky has received 4 new membership registrations today and 46 new member and renewals so far this month.

OUTREACH: Tammy reported on the Christmas luncheon with good news about those who are gluten sensitive. There will be one (1) station available to those members. Ticket sales will close on Thursday, December 12th and no tickets will be sold at the door. The entertainment will be fun and all about the Grinch. There will be an ugly sweater contest with three winners! There will be a photo-op, ballots for the ugly sweater, 2 gift baskets drawn from tickets given to those in attendance. Vicky, as membership chair, will check members in and give each person a ticket.

NOMINATING COMMITTEE: Mike Baker has completed the slate of officers and committee chair. Those who are running for office will talk to the members about their qualifications before the February 18th program. The Recreation Center will handle the voting. Nominating Committee members will discuss the procedures with our nominees.

TECH REPORT:

Questions via the website from patron's are "what tickets can I buy", "when do they go on sale?" "what's coming up?"

2,508 Unique Visitors in last 90 days

953 unique visitors last 30 days

Three recommendations for website content:

1. Mary-Jo article about charity contribution
2. The dates / process for the Play Selections.
3. Red Carnations / 2 Wives & a dead guy - featured.
4. Elections: how it works, how to find out more, who to contact & the schedule/process. Feb meeting the candidates speak at meeting, 2 minutes. Election March, 3rd Tuesday. Rec center will administer the balloting and online.
- ?. March "Margie Show" decision: script write up; auditions.

For 2025, I'm honored to share that the Westernaires have elected me as President for 2025 calendar year.

I am happy to continue doing tech work for TW, and will continue to create training videos as needed, currently there are 15 videos for board members to empower them to engage in the tech self-service.

I will be challenged to attend TW board meetings, so welcome information pushed my way. I

quickly respond to email or text messaging.

UNFINISHED BUSINESS:

Neither the theatre board nor the production coordinator have heard from White Tie with a proposal for working on the lighting in the theatre.

Peggy moved approval of hiring Heads and Tails Photography for 2 days in February for a total cost of \$2000 as per their proposal.

MCU

Bonnie Hermann has agreed to continue as Safety Committee Chair until May. Bonnie was encouraged to put together a committee to assist her.

Deb Neuroth was appointed chair of the audit committee and asked to put together a committee of two other theatre members to assist her.

NEW BUSINESS:

Margie Lang has presented her idea for a concert to be performed in March. The entertainment will be songs well known by patrons. The thought is for patrons to dress up in formal attire. Champagne would be served however if we sell drinks we will need to get a liquor license. Ticketing is an issue for the theatre. The Rec Center will allow us to sell tickets and would hold the ticket money until we have resolved the IRS issue. The script would not be a published work. Should others be allowed to submit a proposal also? Is there time to request others to submit? The deadline for all decisions is Friday, December 13th.

Jenny moved approval of denying the request for the March presentation.

MCU

MEMBER COMMENTS:

Carol Chesney – Send a newsletter out

Bonnie Hermann – IRS-EIN#-Website

Byron Brothers-Need for volunteers in the sound booth, downtime theatre usage

Fred Schneider-reimbursement of scripts

The meeting adjourned at 11:50 am

Peggy Robbins

Secretary