

SPECIAL BOARD MINUTES  
THEATER WEST  
SEPTEMBER 24, 2024  
1:00 PM

The Special Board meeting of the Board of Directors was called to order at 1:02 pm in the Back Forty of the theatre.

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

**HOUSE MANAGERS:** Lyn Vergauwen, Box Office Manager, has voiced concerns about our box office space. House Managers, on performance nights, will not be allowed behind the counter of the box office on production nights. The space is limited and makes working behind the counter difficult with too many people. Box Office Procedures will be modified to reflect this change.

**WEBMASTER:** Benita Howe was introduced as our new webmaster taking over from Jamie Bubon who has moved out of state. Benita informed the board about our options for the theatre phone line. After discussion of four (4) options and **By General Consent** it was decided the box office phone number will be assigned to Steve Johnsen's phone.

**PUBLICITY:** A pre-paid debit card needs to be purchased for all publicity going forward.

Jenny moved approval of a pre-paid credit/debit card to be used exclusively for Publicity in the amount of \$750.

**MCU**

**FACEBOOK:** Our webmaster, Benita Howe, has done some sleuthing to discover who the owner of the Facebook account is and came up with Lorna Kenney. After discussion, Vicky, Mary-Jo and Benita will meet with Lorna to help her transfer herself from the account. Benita will then become an administrator and may add a manager if needed.

**DIRECTORS:** A director is still needed for Rumors and Follies. Steve will contact Margie Lang to see about her interest in directing Follies or a musical she prefers.

A question was asked about continuing to use Constant Contact which has a fee or Mail Chimp which does not cost.

Steve moved approval of removing the Constant Contact account and moving to Mail Chimp.

**MCU**

**NEXT MEETING:** The next board meeting will be on October 8<sup>th</sup> at 9:30 am in Kiva Room #5 at Kuentz Recreation Center.

Member comments: Vicky Baker – Frustrated with Publicity  
Lori Camarata- Boards of Directors should not have sides

The meeting adjourned at 2:08 pm.

Peggy Robbins  
Secretary