

BOARD MINUTES  
THEATRE WEST  
SEPTEMBER 10, 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, Jamie Bubon, Vicky Johnsen, Marion Mosley, Steve Johnsen, Jenny Kaupu and Tia Wooley, Production Coordinator.

**ABSENT:** Mary-Jo Kelley

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

**PRESIDENT'S REPORT:** Don announced the appointment of Mike Baker as the Chair of the Nominating Committee. Mike will ask for those who might be interested in serving on the committee at the September 17<sup>th</sup> meeting. Tia Wooley will be directing The Unexpected Guest. The December Holiday luncheon will be at Palm Ridge Recreation Center. The room is available from 10:00-2:30 PM. The Social Committee will be in charge and Don will speak with the committee about ideas for the event.

**TREASURER'S REPORT:**

Check book balance beginning of the month	\$ 55,940.05
Deposits (+)	\$ 5,385.26
Expenses (-)	\$ 3,450.12
Transfer to Savings (-)	<u>\$ 20,000.00</u>
Total	\$ 37, 875.19

Savings balance beginning of the month	\$ 53,857.68
Interest	\$ 145.18
Transfer from Checking	<u>\$ 20,000.00</u>
Total	\$ 74,002.86

Grand Total for Checking and Savings \$111,878.05

Vicky Johnsen moved approval of the report

**MCU**

**VICE PRESIDENT REPORT:**

Steve will ask former directors to be on his Play Selection Committee. Bonnie Hermann requested consideration. Mary Lee has accepted the position of director of Rumors and would like to meet with the cast soon.

**PRODUCTION COORDINATOR REPORT:**

Tia reports she is still learning the job and won't be taking care of scheduling for a month. In the meantime, please contact Laura at the Recreation Center for help in that area and remember to CC Tia. Tia has requested those who have keys to let her know as soon as possible.

## **COMMITTEE REPORTS:**

**PROGRAM:** The September program is ready to go on the 17<sup>th</sup>. Jenny will introduce the program. The directors have met with the sound booth managers. The October program, Nobody Sleeps, is short by two cast members and needs a director. The November skit, Match dot Comedy, directed by Mary Beth King, had a great turnout for auditions. Suggestions are welcome for the January show. Jenny will contact Steve Walgren at Willow Creek High School. Jenny requested the actors for "Save Me a Place at Forest Lawn" be able to read from their scripts. After discussion, Peggy moved approval of allowing the actors to read their scripts this one time only.

**MCU**

**PUBLICITY:** Due to the absence of Mary-Jo Kelley, Vicki Baker reported she has taken pictures of the cast. A radio interview will take place in the next few weeks. Discussion took place regarding the lack of publicity for this season.

**MEMBERSHIP:** Currently we have 184 members. Visitors will check in at the table before going into the theatre.

**OUTREACH:** Ticket sales are going okay. Jamie has been training those interested in learning the new ticket sales system. Several from Westernnaires and Dance Sensations has come by for training. October 11<sup>th</sup> will be the last day for subscription sales. Judy Ross will be directing "It's a Wonderful Life" in November and auditions will take place September 18<sup>th</sup> from 9:00 am-12:00pm. Jamie is setting up a Stage Management workshop and a Tech workshop with help from Tia.

## **UNFINISHED BUSINESS:**

Don moved approval of policies 1, 2, 3, and the deletion of #7.

**MCU**

Policy #8 will be discussed at the October meeting. New policy will read: Play Scripts may not be modified in any way unless written consent from the publisher is received by the Board **President or Treasurer. Further, written permission must also be on file from the publisher** before any play may be videoed.

Policy #9 will be discussed at the October meeting. New policy will read: A main stage play budget shall be created by the producer of the play. The budget for a main stage play shall not exceed \$8,000 and \$15,000 for a musical. If the budget will exceed those amounts, approval must be secured from the Board of Directors. The budget amounts do not include licensing/**royalty** fees.

Please submit expense reports along with receipts to the treasurer.

Jenny and Mary-Jo's pictures for the website will be taken when cast pictures are taken for Rumors.

**NEW BUSINESS:** The theatre will not be charging guests who attend our Tuesday programs at this time however discussion will take place at a later date.

Don moved approval of leaving the membership dues at \$15.00 and not increase to \$25.00 for the year.

**MCU**

**ANNOUNCEMENTS**

October 23, 2024 – Newcomers. Vicki Baker will assist Don at the tables from 4-6pm

**NEXT MEETING:** The next will be October 8, 2024, at 9:30 am.

**MEMBER COMMENTS:**

Frederick St John – Contact PORA for press releases

Bonnie Hermann-Cameras in the theatre

The meeting adjourned at 11:37 am.

Peggy Robbins  
Secretary