



The Barn Theater

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Board Of Directors Meeting Minutes

February 13, 2023

I. Call to Order-President

II. Roll Call-Recording Secretary

Executive Board Present:

Denise Everhart-President

Vikki Cervantes-Vice President

Kate Smith-Treasurer

Ambree Bough-Recording Secretary

Melanie Tyler-Corresponding Secretary

Members Present:

Barbra Black

Cindy Kelly

Rachele Alcantar

Ashley Campbell

Daniella Lovato (Via Phone-Exited at 8:15PM)

Charles Hickinbotham

Bob Merzoian

Ash Morales

Kristin Redford

Robert Styles

Jr Board Members (Non Voting)

Benjamin Satko

Caitlin Plumlee

Others in Attendance:

Dr. Mary Shaw (Exited at approximately 7:30PM) , Erika Arcos, Jose Serna, Mads Black

III. Birthday Acknowledgements

- A. Presented by Cindy Kelly

IV. Public Comment

At this time, members of the public may comment on any item not appearing on the agenda. Under state law, matters presented under this item cannot be discussed or acted upon by the Board at this time. For items appearing on the agenda, the public is invited to make comments at the time the item comes up for Board consideration. Any person addressing the Board will be limited to a maximum of five (5) minutes. Please state your name for the record.

V. Executive Board Positions

- A. Request to move Melanie Tyler to Recording Secretary and Ambree Bough to Corresponding Secretary.

Motion to accept the request for Melanie and Ambree to switch positions on the Executive Board as presented.

Motion: Bob Merzoian
Second: Vikki Cervantes
Ayes: All

Motion passed unanimously.

VI. Minutes and Financials

- A. November 14, 2022 Board Meeting Minutes
- B. Financials
 1. Little Mermaid Jr Financial Report
 2. Donations Made by the Barn Theater to JR Company
 3. Treasurer's Report
- C. Discussion and Action regarding Minutes and Financials

Motion to accept the Minutes and Financials as presented.

Motion: Kate Smith
Second: Bob Merzoian
Ayes: All

Motion passed unanimously.

VII. JR Company Report-Dr Mary Shaw

- A. Little Mermaid Jr
- B. JTF
- C. Disneyland-4/23/23
- D. Buck Shaffer Spectacular-2/25/23
- E. Fundraising-Firework booth will be at Big Brand Tire

Dr. Mary Shaw presented verbal reports on Little Mermaid Jr, activities and fundraising to the Board.

No Action

VIII. Director Reports (Discussion)

- A. Harold & Maude-Bob Merzoian
- B. Anne of Green Gables-Kate Smith
- C. Hoscars-Denise Everhart
 - 1. Plaques made by Dick Eckoff-approximately \$850
 - 2. Ethan Willett and Benjamin Satko will be the masters of ceremonies.
 - 3. Appetizers and snacks are needed for the gala.

IX. Committee/Operations Reports

(Please keep all reports to a maximum of 5 Minutes)

- A. Play Reading Committee-Barb/Benjamin
 - 1. No recent meetings.
- B. Barn Media/Calendar Update
 - 1. All requests for space use need to be submitted via the Barn Media email or Ambree. Ambree is responsible for scheduling on the shared calendar.
- C. Kitchen-Denise
 - 1. There was approximately \$6000 profit from the Holiday banquets.
- D. Reservations-Kristin
 - 1. Online reservations close at 9AM the day of performances.
 - 2. Need to have Charles train more people on the website. There are several items that need to be updated.
- E. Box Office-Vikki
- F. Publicity-Kate
 - 1. 1,000 Instagram Followers/1,500 Facebook Followers

2. Kate discussed putting a QR code in the programs and in the lobby that would lead to a survey regarding our shows. This would allow Kate to pull review comments to utilize in our advertising and social media.

Motion to create a survey QR Code for reviews.

Motion: Barbra Black

Second: Vikki Cervantes

Ayes: All

Motion passed unanimously.

G. Outdoor Maintenance-Bob

1. The tree that was a prop in Harold and Maude has been planted outside the theater.

X. Unfinished Business

A. Point of Sale Purchase

1. Ash will research and get the Board prices and options.

B. Printer Purchase

1. Added to Amazon wishlist.

C. AC/Heater Repairs

1. More repairs are still needed. Need to assess the costs of the remaining repairs.

D. Kitty proofing the theater

1. Alvino fixed several spots where the cats are gaining access.
2. Kristin caught one of the cats and got it fixed.

E. Dumpster rental

1. Need to get pricing for dumpster rental and we need to schedule a time to clean out the Barn.

Motion to approve renting the most reasonably priced dumpster that fits our needs.

Motion: Bob Merzoian

Second: Rachele Alcantar

Ayes: All

Motion passed unanimously.

F. Financial Committee

1. Volunteers from the last meeting for this committee were Directors Smith, Bough, Black, Hickinbotham and Tyler. Mads Black
2. Denise would like to schedule a meeting for the last weekend of March.

XI. New Business

A. Key Checkout Guidelines

1. Discussion and possible action regarding new policy and check out contract.

Motion to accept the key checkout guidelines as presented.

Motion: Melanie Tyler

Second: Vikki Cervantes

Ayes: All

Motion passed unanimously.

B. City of Porterville Contract Update

1. Denise scheduled to sign contract on February 14, 2023.

C. Executive Board Chromebook

1. A new chrome book has been donated to the Executive Board.

D. Code of Ethics

1. Proposed new code of ethics and guidelines that all adults that utilize the Barn Theater space will need to sign and follow.
(Production Teams, Stage and Tech Crew, Jr Company Parents and Leadership, Volunteers and Board Members.)
2. Discussion and possible action.

Motion to accept the code of ethics as presented.

Motion: Melanie Tyler

Second: Kate Smith

Ayes: 13 Nay: 1

Motion passed 13/1.

XII. Closed Session

- A. The members of the public and non voting Board Members were dismissed at 8:00PM.

Closed session convened at 8:03PM to discuss reported issues within the Jr. Company program. Multiple complaints and concerns were discussed. Meeting notes from the Executive board were reviewed and a proposed solution as well as a drafted letter for the Jr. Company adults and leadership was presented. Every board member present had an opportunity to speak. Closed session adjourned at 9:00PM. Non Voting Members and public persons were admitted back into the Lobby.

9:05PM: Motion to end the 2022/2023 Jr Company season on April 24, 2023 and to notify all current participants that a committee will be created to address new guidelines, procedures and leadership structure for future seasons. A public meeting will be held on May 6, 2023 and a letter will be delivered to Dr, Mary Shaw and all current parents of the Jr. Company.

Motion: Kristin Redford
Second: Ambree Bough
Ayes: All

Motion passed unanimously.

XIII. Executive Board Updates/Board Discussion/Comments

(Any updates from recent Executive Board meetings and/or comments from Board members will be discussed at this time. These discussions are not up for vote at this current meeting, but may be added to the next agenda if necessary.)

- A. Bob Merzoian reminded the Board that our insurance has regulations regarding alcohol consumption backstage during productions.

XIV. Hossscar Board/President Awards

- A. Denise Everhart asked the Board for their nominations and opinions for the following Hossscar Awards:

1. Lifetime Membership: Denise Everhart
2. Honorary Lifetime Membership: Allan Bailey
3. Board Award: Jose Serna and Nate Smith
4. Presidents Award: Alvino Levario

Motion to accept all the nominations as presented.

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Motion: Denise Everhart
Second: Vikki Cervantes
Ayes: All

Motion passed unanimously.

XV. Upcoming Meetings

- A. March 13, 2023, 6:30PM Board Meeting
- B. March 20, 2034, 6:30PM BTJC Meeting

XVI. Upcoming Events

- A. Movie Screening-Wild Boys-February 18, 2023, 7:30PM.
- B. HossCars-February 24, 2023, 7:00PM.

XVII. Adjournment

Meeting was adjourned at 9:15PM