



The Barn Theater

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Board Of Directors Meeting Minutes

May 8, 2023

I. Call to Order-6:37PM

II. Roll Call

Executive Board in Attendance:

Denise Everhard-President, Vikki Cervantes-Vice President,
Kate Smith-Treasurer, Ambree Bough-Corresponding Secretary,
Melanie Tyler-Recording Secretary

Board Members In Attendance:

Barbra Black, Ashley Chappell, Daniella Lovato, Charles Hickenbotham, Bob
Merzoian, Ash Morales, Benjamin Satko (Jr Member), Cindy Kelly

Board Members Absent:

Kristin Redford (Rehearsal), Caitlin Plumlee (Jr Member-Rehearsal), Robert
Styles

Public in Attendance:

Ralph Bourne, Jose Serna, Jessica Bowker

III. Birthday Acknowledgements

None

IV. Public Comment

Ralph Bourne would like to give the board a presentation of the music for Zombies.

Auditions: July 2, 3, 9 and 11

Jessika Bowker would like to discuss JTF 2024 with the board. She would like to see it
be student-led with fundraising.

V. Minutes and Financials

- A. April 10, 2023 Board Meeting Minutes
- B. May 6, 2023 Special Meeting Minutes

Motion to accept the minutes as presented:

Motion: Merzoian'

Second: Lovatto

Motion passed unanimously

- C. Financial Report - Kate Smith (Treasurer)

Motion to accept the financial report as presented.

Motion: Cervantes

Second: Merzoian

Motion passed unanimously.

VI. New Business

- A. Wesley Cox Scholarship
 - 1. Three scholarship packets were presented to the Board.
 - 2. The Board will review and a text vote will go out this week after the Board members have a chance to review.
- B. Youth Program
 - 1. Report on Disneyland
 - a) The trip went very well and was uneventful. The participants all appeared to have a very good time and the general feeling from the youth that were spoken to felt it was a good experience.
 - 2. Next Meeting: Sunday June 4, 2023 @ 2PM
- C. Fireworks Booth - June 28-July 4
 - 1. Fireworks will be stored at Lighthouse Church
 - 2. Need to rent a UHaul
 - 3. Permits and Applications have been completed
 - 4. Volunteers
 - 5. Distribution of Profits

Motion to use a portion of the profits to pay for the 2024/2025 season rights and royalties.

Motion: Hickinbotham'

Second: Chappell

Motion passed unanimously.

D. Communication - Discussion and possible action regarding new ways of communication presented at the last meeting.

1. **Google Chat**
2. **Microsoft Teams**
3. **Slack App**
4. **Kate recommended an app**

No Action

E. Barn Theater Rules, Regulations and Procedures for all Directors and Participants.

No Action

F. Summer Workshop Fundraiser

1. July 15, 2023, 10AM-2PM
2. Workshop Classes
3. Pricing \$25 per child
4. Volunteers.
 - a) Melanie, Charles, Mads, KAllysta, Kate, Bob, Daniella, Ashley, Denise

No Action

VII. Unfinished Business

A. Point of Sale

Motion to purchase the point of sale, with budget up to \$1600.

Motion: Tyler

Second: Cervantes

Motion passed unanimously.

B. Printer Purchase

C. AC/Heater Repairs

D. Roof Repairs

E. Kitty Issues

F. Dumpster rental

1. Clean up Scheduled for May 8, 2023
 - a) The Bullpen has been cleaned and organized.

- b) Bob will draft notes for the director's guide, and would like pictures shared showing how it should look.
- c) Dumpster scheduled for May 15, 2023.

VIII. Committee/Operations Reports

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

- A. Play Reading Committee Barbra Black & Benjamin Satko
- B. Financial Committee-Meeting Scheduled Friday May 12, 2023 at 6:30PM
 - 1. Committee Members: Kate Smith, Ambree Bough, Barbra Black, Charles Hickinbotham, Melanie Tyler, Mads Black, Ash Morales, Denise Everhart.
- C. Youth Program Committee
 - 1. The following have expressed interest in the committee going forward: Ashley Chappell, Melanie Tyler, Ambree Bough, Barbra Black, Mads Black, Jennifer Cannella, Susan Clement, Robert Phillips, Benjamin Satko, Charles Hickinbotham, Kristin Redford, Bob Merzoian, Rachele Alcantar, Kate Smith, Jessica Bowker, Maria Mancebo, Shannon Satko, and Denise Everhart
- D. Barn Media/Calendar Update-Ambree Bough (Corresponding Secretary)
- E. Kitchen-Denise Everhart
- F. Reservations-Kristin Redford
- G. Box Office-Vikki Cervantes
- H. Publicity-Kate Smith
- I. Outdoor Maintenance-Bob Merzoian
 - 1. Bob is taking care of the rose bushes, which are the city's responsibility, however; they have not been out to take care of them.
 - 2. The sign is in poor repair and needs to be raised to allow easier access for landscaping.

Motion to give Nate Smith permission to raise, paint and refurbish the signage out front.

Motion: Cervantes

Second: Chappell

Motion passed unanimously.

IX. Director Reports

- A. Putnam County Spelling Bee, Denise Everhart and Bob Merzoian
 - 1. Todd is doing very well as Assistant Director and is recommended to continue on towards earning his director credentials.

I. Executive Board Updates/Board Discussion/Comments

1. ABC requires the executive board members to sign a notarized agreement. Every time there is a change in the executive board, the new members need to sign the agreement and there is a \$330 charge per change.

X. Upcoming Meetings

- A. Financial Committee Meeting-Friday, May 12, 2023, 6:30PM
- B. Play Reading Committee Meeting-After July 4th.
- C. Youth Theater Program Committee Meeting, Sunday June 4, 2023
- D. Board Meeting, June 12, 2023, 6:30PM

XI. Upcoming Events

- A. Saturday, May 20, 2023-Celebration of Life
 1. Needs: Food service and set up
- B. Sunday, May 28, 2023, Noon-3PM-Jazmin Garcia Rental
 1. Volunteers needed?
- C. Saturday, June 3, 2023-Estela Hernandez Event
 1. 2PM
 2. Volunteers needed: Set Up
- D. Sunday June 4, 2023, 6PM-10PM-Jessica Bowker Event
 1. Volunteers needed?
- E. Spelling Bee Opens June 9, 2023
 1. Gala Volunteers
 2. Food Items Needed
- F. Firework Booth-June 28-July 4
- G. Summer Workshop-Saturday, July 15, 2023

XII. Closed Session-8:40-8:57PM

XIII. Adjournment-9:00PM