



**The Barn Theater**

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Board Of Directors Meeting Minutes

**August 14, 2023**

**I. Call to Order- (Kate Smith) 6:35PM**

**II. Roll Call**

**Executive Board in Attendance:**

Vikki Cervantes-Vice President (Via Live Stream),  
Kate Smith-Treasurer, Ambree Bough-Corresponding Secretary,  
Melanie Tyler-Recording Secretary

**Board Members In Attendance:**

Barbra Black, Ashley Chappell, Charles Hickinbotham, Ash Morales, Benjamin Satko (Jr Member), Cindy Kelly, Kristin Redford, Caitlin Plumlee (Jr Member), Robert Styles (Left at 8:30PM)

**Board Members Absent:**

Denise Everhart, Bob Merzoian, Daniella Lovato

**Public in Attendance:**

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. Minutes and Financials**

- A. July 10, 2023 Board Meeting Minutes
- B. Financial Report - Kate Smith (Treasurer)
  - 1. Discussion and possible action of the minutes and financials.

Motion to approve the minutes and financials as presented.

Motion: Redford

Second: Alcantar-Serna

Motion passed unanimously.

## **VI. Executive Board Meeting-Tuesday, 8/8/23**

- A. Discussion and Possible Action
  - a. 2024 Rudolph the Musical
    - i. Musical Rehearsal tracks are not available.
    - ii. The Executive Board reviewed all of the options that have been presented by the play reading committee and the reasonings behind every choice.
    - iii. The Executive Board proposes that Rudolph the Musical is replaced with Rudolph Jr. Directed by Denise Everhart.
    - iv. The Executive Board proposes that an Adult/Youth version of A Christmas Carol is added to the season for one weekend in December. Co Directed by Charles Hickinbotham and Melanie Tyler.

The board discussed the options presented and came to no resolution. This item will be tabled until the September 11, 2023 board meeting to allow for more submissions for the Christmas time slot before making a final decision.

- b. Guidelines for youth program
  - i. The Executive Board is submitting rules and guidelines for youth program to be operated under the umbrella of the Barn Theater.
  - ii. These guidelines will be a “working” document that can be amended with Board Approval if needed as the program is developed by the leadership team.

- iii. The leadership team will be tasked with creating their program and ensuring that it follows the guidelines that are set by the Board.

Motion to implement the guidelines for youth programs operating under the umbrella of the Barn Theater Board of Directors, effective immediately.

Motion: Tyler

Second: Alcantar-Serna

Motion passed unanimously.

## **VII. New Business**

### **A. Summer Workshop**

1. Review the workshop and what worked and what could be improved.
  - a) Request to seek out theater/arts professionals to present/teach at future workshops.
  - b) Having two leaders for each of the classes worked well.
  - c) Comfort Counselors were successful.
  - d) Would like to offer additional opportunities at future workshops.
2. Schedule another workshop
  - a) Tentative suggested date is Saturday, November 25th.

Motion to schedule another workshop prior to the end of the year.

Motion: Smith

Second: Morales

Motion passed unanimously.

### **B. Youth Program Leadership Submissions**

1. Kristin Redford
2. Denise Everhart
3. Maria Mancebo
4. Rachele Alcantar Serna
5. Stephani Berra
6. Jennifer Cannella

The board reviewed the submissions for the youth program leadership team.

Motion to approve all submissions as the new youth group parent and leadership committee who will be tasked with deciding who will become the program director, program assistant director, program secretary/producer, board liaison and create other leadership positions as needed and to create a program that follows the guidelines that have been voted in by the board. The program will be submitted to the board for final approval.

Motion: Tyler

Second: Bough

Motion passed unanimously.

C. Point of Sale

1. The point of sale system has been purchased and is operational.

No Action

D. Kitchen Freezer

1. Freezer is broken.
2. Proposal to research selling the freezer and fridge and purchase an icemaker and restaurant quality fridge.

Ice Makers run around \$500.

No Action

E. Frost Fest Fundraiser

1. Will need volunteers.
2. Find out if the Elf cast can perform.

No Action

F. Bunco Group

1. Review how the first monthly game went.

The first Bunco raised \$140 towards rights and royalties.

G. Elections

1. Board Members Up for Election
  - a) Kate Smith

- b) Ambree Bough
    - c) Cindy Kelly
    - d) Kristin Redford
    - e) Rachele Alcantar Serna
  - 2. Board Members Stepping Down
    - a) Daniella Lovato
    - b) Bobby Styles
  - 3. Submitted Nominees
    - a) Stephani Berra
    - b) Jennifer Cannella
    - c) Maria Mancebo
    - d) Benjamin Satko
    - e) Caitlin Plumlee (Jr Member)
  - 4. Review Deadlines and Voting Process
    - a) Nominations Due: August 31, 2023
- H. 2025 Season Play Submissions
  - 1. Deadlines for submissions
    - a) Ms. Tyler will create a google doc for play submissions.
    - b) Deadline for play submissions will be October 15, 2023.
  - 2. Committee Meeting-TBD
- I. Terry Winkler Play Update by Bob Merzoian
  - 1. Mr. Merzoian was not present at the meeting. Need to confirm the date of September 22, 2023 and then set up volunteers, reservations and advertising.

## **VIII. Unfinished Business**

### **(Discuss and possible action if any updates)**

- A. Barn Theater Rules, Regulations and Procedures for all Directors and Participants.
- B. Band App for Communication
  - 1. Ms. Smith noted how the app is very helpful for keeping us organized and for all of our documents to be in one place and easily accessible.
  - 2. Ms. Tyler noted that the sign up feature has been helpful and the voting feature has been helpful.
  - 3. Ms. Everhart needs help getting the app on her phone.
  - 4. Ms. Chappell likes the app for some things, but wants us to still use group texting.
  - 5. Ms. Tyler would like for us to use the app for all official messaging as it keeps the votes together and easily accessible for minutes. In

addition it was noted that we have not been able to fully test the texting functions as we are not all on the app as of yet.

6. Ms. Tyler will send out the invitation for the Youth Group to use the app.
- C. Printer Purchase
- D. AC/Heater Repair
- E. Roof Repairs

### **IX. Committee/Operations Reports**

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

- A. Financial Committee-Nothing to report.
- B. Barn Media/Calendar Update-Ambree Bough (Corresponding Secretary)
  1. Discussion regarding event reservations and the need for more structure and organization.
  2. Last month we had events listed on the calendar with no information and duplicate entries.
  3. Event over the weekend issues:
    - a) Minimal information given to the volunteers regarding the needs of the persons renting the space.
    - b) The people who rented were confused as to what they had reserved and/or needed.
    - c) Items that were promised as part of the rental were not available.
  4. The board discussed that we can no longer have random texts regarding event reservations and limited information.
  5. The last minute requests for volunteers are not working and we need to have help in place before saying yes to event bookings.

Motion to have all reservations for events go through the reservation line and for the person taking those calls to collect all of the information, confer with the kitchen manager as needed and to arrange for volunteers/workers before confirming the booking. Anyone that receives texts or messages requesting an event booking, needs to refer them to the reservation line.

Motion: Smith

Second: Styles

Motion passed unanimously.

- C. Kitchen-Denise Everhart-No Report
- D. Reservations-Kristin Redford

1. Ms. Redford has created a document for taking event reservations.
  2. Ms. Tyler already has a binder created for reservations; the reservations should be placed in the binder so that the volunteers can easily see what was agreed upon for bookings.
- E. Box Office-Vikki Cervantes-No Report
- F. Publicity-Kate Smith
1. Facebook is approaching 2,000 followers.
  2. Insta has over 1,000 followers
  3. We have joined Threads
- G. Outdoor Maintenance-Bob Merzoian-No Report

## **X. Director Reports**

- A. Putnam County Spelling Bee, Denise Everhart and Bob Merzoian

### **I. Board Discussion/Comments**

(Any updates or comments from 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.)

Ms. Redford shared an idea to have a Friends of the Barn group message that would go out to persons outside the board that have an interest in volunteer opportunities. Ms. Smith noted that we can easily do that with the Barn app and the suggestion was made to create a QR code for the programs that links to a google doc for signing up to receive messages regarding volunteer opportunities. Ms. Tyler volunteered to create and present at the next Board meeting.

Ms. Kelly requests that discussion of season tickets be added to the next agenda.

Ms. Tyler reminded the board that minors are not to be allowed in the building without an adult present and that all persons that are not approved key holders need to have board approval before being allowed to be in the building without supervision.

Ms. Smith noted that the parent of the minor in question needs to be informed that it is not ok to leave minors unattended in the building.

## **XI. Upcoming Meetings**

- A. Financial Committee Meeting-TBD
- B. Play Reading Committee Meeting-TBD
- C. Youth Theater Program Committee Meeting-TBD
- D. Board Meeting, September 11, 2023, 6:30PM

## **XII. Upcoming Events**

- A. Willy Wonka Drive Through Dinner Fundraiser-August 19, 2023-4-8PM
- B. Baby Shower-August 19, 2023-Ms. Redford will confirm information and add signup to Band App
- C. Elf Auditions:-August 20, 2PM & 21, 6PM
- D. Jesika Bowker Event-September 16, 2023-Ms. Redford will confirm information and create a signup on the Barn app. It was noted that multiple Board members will be out of town this weekend.

## **XIII. Adjournment-8:39PM**