



**The Barn Theater**

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Board Of Directors Meeting Minutes

**October 09, 2023**

**I. Call to Order- Vikki Cervantes 6:31PM**

**II. Roll Call**

**Executive Board in Attendance:**

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

**Board Members In Attendance:**

Barbra Black, Ashley Chappell (Arrived 6:50PM), Charles Hickinbotham, Bob Merzoian (Arrived at 6:37PM), Cindy Kelly, Kristin Redford, Daniella Lovato, Rachele Alcantar-Serna, Ash Morales, Caitlin Plumlee-Jr Member (Arrived at 7:20PM), Benjamin Satko-Jr. Member

**Board Members Absent:**

Robert Styles, Denise Everhart, 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. September 11, 2023 Board Meeting Minutes**

1. Discussion and possible action of the minutes and financials.
  - a) Minutes need to be revised to remove Ash Morales from the attendance and to add Rachele Alcantar-Serna to the attendance.

Motion to approve revised minutes.

Motion: Smith

Second: Bough

Motion passed unanimously.

### **B. Financial Report - Kate Smith (Treasurer)**

1. Ms. Smith reviewed the financials and presented the new purchase order and deposit slip system to the Board.

Motion to approve the financials as presented and to start using purchase orders and deposit slips, effective immediately.

Motion: Merzoian

Second: Tyler

Motion passed unanimously.

## **VI. New Business**

1. 2024 Quickbooks
  - a) Discussion and possible action regarding outdated issues for next year's taxes, (fiscal year, May 31, 2024)
    - (1) Ms. Smith presented information regarding Quickbooks upgrade. The cost to upgrade will be approximately \$500-\$600.

No Action

### **2. President Voting Rights**

- a) Discussion and possible action regarding the voting guidelines of  
The President of the Board.

(1) Melanie Tyler researched the standard rules for a President to vote on issues. Our current process is applicable to our situation, however, if we do not have

a quorum, the President can make up a spot to get us to a quorum and can vote as the rest of the body. The President can vote to break a tie and to make a tie for a motion to fail.

(2) From Robert's Rules of Order:

No, it is not true that the president can vote only to break a tie. If the president is a member of the voting body, he or she has exactly the same rights and privileges as all other members have, including the right to make motions, to speak in debate, and to vote on all questions. So, in meetings of a small board (where there are not more than about a dozen board members present), and in meetings of a committee, the presiding officer may exercise these rights and privileges as fully as any other member. However, the impartiality required of the presiding officer of any other type of assembly (especially a large one) precludes exercising the rights to make motions or speak in debate while presiding, and also requires refraining from voting except (i) when the vote is by ballot, or (ii) whenever his or her vote will affect the result.

When will the chair's vote affect the result? On a vote that is not by ballot, if a majority vote is required and there is a tie, he or she may vote in the affirmative to cause the motion to prevail. If there is one more in the affirmative than in the negative, the chair can create a tie by voting in the negative to cause the motion to fail. Similarly, if a two-thirds vote is required, he or she may vote either to cause, or to block, attainment of the necessary two thirds. [RONR (12th ed.) 44:12–13; see also Table A, p. 206 of RONR In Brief.]

No Action

### 3. Junior Member Voting Rights

a) Discussion and possible action regarding Jr. Member's right to vote.

- (1) Melanie Tyler researched the guidelines for Jr. Members of a Board and what their abilities are within the body, regarding voting and making motions.
- (2) Per Robert's Rules of Order, Jr Members have all of the same rights and privileges as all other members have, including the right to make motions, to speak in debate, and to vote on all questions.
- (3) If we do not have anything stating that Jr. Members are not allowed the right to vote in our ByLaws, then elected Jr. Members should be given the opportunity

to make motions, to speak in debate, and to vote on all questions.

Motion to amend the ByLaws in July of 2024 to allow Jr. Members to be an elected position with voting rights. This amendment would have to go before the membership for a vote.

Motion: Tyler

Second: Alcantar-Serna

Noes-Redford (Noted at the 12/4/23 Board meeting)

Motion passed.

4. Buzzard Festival

- a) Via Band App 9/21/23-Motion to schedule next year's Buzzard Festival for Saturday, Oct. 5th 2024 6pm-9pm.

Motion: Smith

Second: Tyler

Ayes: Tyler, Smith, Bough, Kelly, Cervantes, Alcantar-Serna, Redford, Lovato, Merzoian, Styles, Chappell, Black

Abstain: Everhart

Absent: Hickinbotham, Morales

Motion Passed.

5. Buzzard Festival

- a) Via Band App 9/19/23 - Motion to allow the food vendor "Up In Smoke" to be at our annual buzzard Festival every year to sell food only. The Barn would still sell chips, water, sodas, beer & wine.

Motion: Kate

Second: Melanie

Ayes: Morales, Smith, Tyler, Hickinbotham, Redford, Lovato, Merzoian, Chappell, Styles

Abstain: Everhart

Absent: Bough, Black, Alcantar-Serna, Cervantes

Motion Passed.

6. Discussion and Possible Action Regarding Fundraising Proposal from Rachele Alcantar-Serna and Jose Serna

- a) Ms. Alcantar-Serna and Mr. Serna discussed the possibility of selling tacos at events to raise money.
- b) They will develop a proposal with pricing to present at the next meeting.

No Action

7. Caitlin Plumlee

a) Presenting Sr. Project to the Board

- (1) Ms. Plumlee would like to utilize the Theater space to hold a workshop for 15-20 children and to host a 20-30 minute show that she will direct and produce.
- (2) She anticipates rehearsals 2x a week and will work around productions at the Barn.
- (3) The project will take place in the Spring.
- (4) Denise and Charles are her advisors on the project.

Motion to approve the project as presented.

Motion: Chappell

Second: Merzoian

Motion passed unanimously.

**B. Unfinished Business**

**(Discuss and possible action *if* there are any updates)**

- 1. Barn Theater Rules, Regulations and Procedures for all Directors and Participants.
  - a) *Final Revision will be presented at the November Board Meeting for vote.*
- 2. AC/Heater Repair
- 3. Roof Repairs
- 4. **Elections**
  - a) **Ballots will be mailed and emailed soon.**
- 5. 2025 Season Play Submissions
  - a) Deadlines for submissions -October 15, 2023
  - b) *Update at November Board Meeting*

**C. Committee/Operations Reports**

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

1. Barn Media/Calendar Update-Ambree Bough (Corresponding Secretary)
2. Youth Program Committee-Discussion and Possible Action
  - a) Ms. Redford presented information regarding the program.
    - (1) September 21, 2023 Minutes-Not presented.
    - (2) Planning a January Workshop
    - (3) Next meeting-10/12/23

No Action

3. Kitchen and Events-Denise Everhart & Kristin Redford
  - a) Discuss guidelines regarding the event/space rental.
    - (1) Sharing the Google Sheet
    - (2) Confirmations
    - (3) Board Volunteers
    - (4) Friends of the Barn Volunteers
    - (5) Declining Requests

No Action

4. Reservations-Kristin Redford
5. Box Office-Vikki Cervantes
6. Publicity-Kate Smith
7. Outdoor Maintenance-Bob Merzoian

#### **D. Director Reports**

1. Elf the Musical-Denise Everhart
2. Change at Last-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.)

Mr. Merzoian would like to address the trees that need to be trimmed at a future meeting.

Ms. Redford suggested that we get a keg for next year's Buzzard fest.

#### **E. Upcoming Meetings**

1. Financial Committee Meeting-TBD
2. Play Reading Committee Meeting-TBD
3. Youth Theater Program Committee Meeting-10/12/23
4. Board Meeting,November 13, 2023, 6:30PM

#### **F. Upcoming Events**

1. Zombies-October 21 and 28, 2023
2. Change at Last Auditions- November 12 and 13, 2023-5PM
3. 2025 Play Submission Deadline-October 15, 2023
4. Space Rentals are posted on the Google Calendar and Sign Ups are in the Band App.

#### **VII. Adjournment-Vikki Cervantes 8:25PM**