



The Barn Theater

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Board Of Directors Meeting Minutes

January 08, 2024

I. Call to Order- Denise Everhart: 6:36PM

II. Roll Call

Executive Board in Attendance:

Denise Everhart-President, Vikki Cervantes-Vice President, Ambree Bough-Corresponding Secretary, Melanie Tyler-Recording Secretary

Board Members In Attendance:

Barbra Black, Ashley Chappell, Charles Hickinbotham, Bob Merzoian (Arrived at 6:35, Left for Rehearsal at 6:50PM, Arrived at 8:13PM), Cindy Kelly (Left at 8:41PM), Kristin Redford, Ash Morales, Isaac Hernandez

Board Members Absent:

Benjamin Satko, Stephani Berra, Kate Smith

Public in Attendance:

Jose Serna, Mads Black (Arrived at 8:13PM), Ashley Freeborn (Left at 7:30PM), Rachele Alcantar-Serna

III. Executive Board Meeting, December 16, 2023

A. Review Minutes

1. Ms. Tyler reviewed the minutes from the Executive Board meeting and highlighted that we have not received the ballot results of the 2024 Board meeting election. Once received, they will be posted on the website.

IV. Election of Executive Board

A. Announce Election Results

1. Vice President- Tie - Vikki Cervantes, (6 votes), and Barbra Black, (6 votes). Ms. Black removed herself from the running.

Motion to accept the withdrawal of Ms. Black and for Ms. Cervantes to be elected as Vice President.

Motion: Everhart

Second: Black

Motion passed unanimously.

B. Executive Board Accept Positions and Begin New Roles for 2024

1. President- Denise Everhart
2. Vice President- Vikki Cervantes
3. Treasurer- Kate Smith
4. Recording Secretary- Melanie Tyler
5. Corresponding Secretary- Ambree Bough

Motion to approve the new Executive Board.

Motion: Hickinbotham

Second: Chappell

Motion passed unanimously.

Ballot results will be posted on the website for public viewing.

V. Call to Order-2024 President-Denise Everhart-6:50PM

VI. Birthday Acknowledgements

- A. Presented by Cindy Kelly

VII. 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.

VIII. Minutes and Financials

- A. December 4, 2023 Board Meeting Minutes
- B. October 9, 2023 Board Meeting Minutes-Revision
1. Discussion regarding implementing signing of the minutes by the President prior to posting for the public.

Motion to approve the minutes as presented.

Motion: Cervantes

Second: Bough

Motion passed unanimously.

C. Financial Report - Kate Smith (Treasurer)

1. Discussion and possible action of the minutes and financials.

Financials will be reviewed at the next Board meeting as the deposit files that were uploaded could not be opened by a majority of the members.

IX. New Business

A. Discussion and Possible Action Regarding Willy Wonka Partnerships with Staffords Chocolates and First Fruits Produce and Confections.

1. Presentation from Ashley Freeborn of First Fruits Produce and Confections.

Motion to waive a vendor booth fee in lieu of the donation of confections for the edible set pieces and to allow First Fruits Produce to set up a booth in the lobby for the run of the production.

Motion: Everhart

Second: Cervantes

Motion passed unanimously.

2. Staffords

- a) We will buy their chocolate bars for \$2.50 out of Wonka funds and sell them for \$5. A golden ticket will be found at every performance and the winner will receive a chocolate basket that Staffords is donating and a tour of the chocolate factory with Wonka and 2 Oompa Loompas. This would be a fundraiser for Wonka and the proceeds would be attributed to production costs.
- b) Staffords proposes that they buy a group of Wonka tickets and then give them out for free at Staffords with a qualifying purchase. He's asking that we help advertise this and provide printed tickets. Board needs to vote and decide on the price of each ticket he buys.

- (1) Recommendation of the Group Rate of: \$5.00 per ticket.
- (2) This would essentially be advertising for us from Staffords and encourage more seats to be filled.

Motion to approve the proposals from Staffords and to allow them to purchase tickets at the group rate of \$5 per ticket with a minimum of 10 tickets.

Motion: Tyler

Second: Everhart

Motion passed unanimously.

Ms. Everhart suggested that no sweets should be sold in concessions, to allow for more purchases to go to Staffords and First Fruits Produce and Confections products. The Board briefly discussed. This will be added to the next agenda for official vote.

Ms. Cervantes recommended that we reach out to Staffords regarding character meet and greet like they did during Mary Poppins.

B. Discussion and Possible Action Regarding the Barn Theater Rules, Regulations and Procedures for all Directors and Participants.

1. Final Revised Draft

Motion to approve the final draft of the Barn Theater Rules. Regulations and Procedures as presented, including new rules for the Hossscar Ceremony and to implement effective January 8, 2024.

Motion: Tyler

Second: Cervantes

Motion passed unanimously.

C. Review and Discuss Board Member Duties and Expectations.

The Board discussed the expectations for Board members and volunteering for productions during each season.

D. Appointment of the 2024 Hossscar Committee Members

The following Board members have volunteered to be on the 2024 Hossscar Committee.

1. Vikki Cervantes-Not directly affiliated with any productions during the 2024 Season.
2. Cindy Kelly-Not directly affiliated with any productions during the 2024 Season.
3. Ambree Bough
4. Melanie Tyler
5. Barbra Black
6. Kristin Redford

E. Youth Program Committee-Discussion and Possible Action

1. Workshop Review
2. Meeting Minutes Report
3. 2024 Season Goals

Ms. Redford reviewed the recent Youth meetings and events.

The Youth Program will be working with Caitlin Plumlee to help her complete her Sr Project during a Spring Workshop.

The program will be reaching out to directors to discuss doing pre-shows when the show is appropriate for children to be present.

They are working on getting t-shirts designed.

Future workshops suggestions: One day, more rotations, shorter classes, audition technique class.

Motion to reimburse the full amount for workshop supplies to Kristin Redford out of the Youth Program account. Ms, Redford will need to fill out a purchase order and give copies of receipts to Treasurer Smith for reimbursement.

Motion: Tyler

Second: Bough

Motion passed unanimously.

F. Play Reading Committee

1. Report on December 29, 2023 Meeting
 - a) The committee has narrowed down the choices. They will be meeting again to present their suggestions to the Board.
 - b) They are thinking we can do a 5 show season as they have had some low cost submissions.

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

1. Review of the trial taco sale from 12/17/23.
2. Discuss where the Board would like to apply the profits.

Ms. Tyler asked that we receive a final report of the true income and expense for this fundraiser as we have not received anything in writing. The Board agreed to allow the Serna's to sell tacos prior to the final matinee for Change at last on Sunday, February 18, 2024.

The Serna's suggested that the Barn purchase a propane tank for the fundraisers.

Motion for the profits from Serna taco sales to be applied to the Barn Theater general fund for operating expenses.

Motion: Hickinbotham

Second: Merzoian

Motion passed unanimously.

X. Unfinished Business

(Discussion and possible action regarding any previously discussed items that have not been resolved. Items will remain on the Unfinished Business list until resolved.)

- A. Firework Fundraiser
 - a. Phantom Fireworks will let us know when the applications for the City lottery are open.
 - b. Big Brand is our backup location if we are not successful in the City lottery.
- B. Solar Lights for Outdoor Stage.
- C. Tree Trimming
- D. Tule Town Book and Anniversary DVD
- E. Quickbooks Renewal
- F. Articles of Incorporation

XI. Committee/Operations Reports

(Please keep all reports to a maximum of 5 Minutes. Items reviewed in reports are up for discussion and possible action.)

- A. Barn Media/Calendar Update-Ambree Bough (Corresponding Secretary)
- B. Kitchen and Events-Denise Everhart
- C. Reservations-Kristin Redford
- D. Box Office-Vikki Cervantes
- E. Publicity-Kate Smith
- F. Outdoor Maintenance-Bob Merzoian
- G. Building and Equipment Repair and Maintenance
 - 1. Roof Repairs

- a) Global Roofing invoice of \$1200 forwarded to the Barn Media email.
- 2. AC/Heating Repairs
 - a) Heater in the house is not working.
 - b) Waiting on an estimate for repairs.
- 3. Plumbing Repairs
 - a) Toilets are not flushing properly and when we have large crowds we have to pour water into the tanks as they are not filling fast enough.
 - b) Alvino has suggested that we replace the toilets.
 - c) It was suggested that we possibly get a second opinion.
 - d) Ms. Tyler will be making signs for the bathrooms regarding flushing.
- 4. Kitchen Equipment
 - a) Freezer is broken and too expensive to repair.
- 5. Technical Equipment
 - a) There were technical issues with mics and headsets during Elf.

XII. Director Reports

(Please keep all reports to a maximum of 5 Minutes. Items reviewed in reports are up for discussion and possible action.)

- A. Elf the Musical-Denise Everhart
 - 1. The show was very successful. Brought in large audiences.
- B. Change at Last-Bob Merzoian
 - 1. First Sunday-Special Friends Day/Second Sunday-Taco Sales
- C. Willy Wonka-Kate Smith and Melanie Tyler
 - 1. Great turn out for auditions and brought in several new faces as well as multiple kids from Elf.

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.)

XIII. Upcoming Meetings

- A. Financial Committee Meeting-TBD
- B. Play Reading Committee Meeting- TBD
- C. Youth Theater Program Committee Meeting-First Mondays
- D. Board Meeting-February 12, 2024, 6:30PM

E. Hossscar Committee Meeting-January 20, 2024

XIV. Upcoming Events

- A. Discussion and possible action regarding space rentals from the calendar.
1. Feb 17, 2024-Denise Reservation
 - a) Denise would like to rent the lobby for the entire day.
 2. Feb 23, 2024-Interse Meeting
 - a) 12-3
 - b) Need at least two volunteers from 11am-4pm for prep, set up, service and clean up.
 - (1) Mr. Hernandez volunteered.
 3. Feb 24, 2024-Brianna Reservation
 - a) 4-7PM
 - (1) Mr. Hernandez volunteered.
 - (2) Ms. Tyler originally volunteered-but has a wedding to attend that day now.
 4. Feb 25, 2024-Jazmin Lobby Rental
 - a) Denise said she can cover this event without help.

XV. Adjournment-8:46PM