



**The Barn Theater**

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Board Of Directors Meeting Agenda

**February 12, 2024**

**Notice to the Public:**

**All regular Board Meetings are open to the public with exception to confidential closed sessions.**

**Confidential sessions will be noted on the agenda prior to meetings. They will be held on the second Monday of every month at 6:30 PM unless otherwise noted on our website or social media platforms. We ask that you attend in person, however, if arrangements need to be made for virtual access, please contact the Board at [barntheatermedia@gmail.com](mailto:barntheatermedia@gmail.com).**

**Public Comments:**

Any person addressing the Barn Theater Board of Directors will be limited to a maximum of five (5) minutes. A total of 15 minutes will be allotted for the Public Comment period unless otherwise extended by the Board President, (Vice President in absence of President). If you are part of a large group that would like to comment on an agenda item, please consider commenting in writing or sending one spokesperson to speak on behalf of the group. Public comments are limited to any item of interest to the public that is within the subject matter of the Barn Theater and that is not disparaging, slanderous or harmful to members of the Barn and our community.

**In Person:** Persons who wish to address the Board during public comment or regarding an item that is on the agenda may come to any regular Board Meeting. The Board meetings are held on the Second Monday of every month in the Barn Theater lobby at 6:30PM, Unless noted otherwise on the website or social media platforms.

**Mail and Email:** Members of the public may also submit public comment via U.S. mail at PO Box 108, Porterville CA 93258 or email at [barntheatermedia@gmail.com](mailto:barntheatermedia@gmail.com) before the meeting. The comments that are received via US mail or email before the meeting will be read in open session during the meeting, provided the comments meet the requirements for Public Comments as posted in the agenda.

***As a Courtesy to those in attendance, all individuals are requested to place all cell phones and other electronic devices to silent mode.***

**I. Call to Order-**

**II. Roll Call**

**Please sign in and sign out if you leave early.**

**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. January 8, 2024 Board Meeting Minutes
  - 1. Discussion and possible action of the minutes.
- B. January 26, 2024 Executive Board Meeting Minutes
  - 1. Discussion and possible action of the minutes.
- C. February 3, 2024 Executive Board Meeting Minutes
  - 1. Discussion and possible action of the minutes.
- D. February 11, 2024 Executive Board Meeting Minutes
  - 1. Discussion and possible action of the minutes.
- E. Financial Report - Kate Smith (Treasurer)
  - 1. Discussion and possible action of the financials.

**VI. New Business**

- A. Presentation from Amanda Staley regarding Vagina Monologues Collaboration.
  - 1. Discussion and possible action.
- B. Review Code of Ethics-New Board sign for the year.
- C. Discussion and Possible Action Regarding Candy Sales during Wonka.
  - 1. Ms. Everhart suggested that we do not sell any candy items during Wonka so that Staffords and First Fruit can have more sales.

- 2. Ms. Black suggested we make kids packs to sell at concessions.
- D. Mail and Bank Deposits
  - 1. Executive Board has approved for Ms. Cervantes to handle bank deposits and helping Ms. Smith with retrieving mail.
    - a) Ms. Everhart has ordered a replacement PO Box key for the one that was misplaced.
    - b) Ms. Everhart is currently in possession of the PO Box key issued to Ms. Smith.
- E. Play Reading Committee-Discussion and Possible Action
  - 1. Discussion and possible action regarding the 2025 Play Submissions.
- F. Keys-Discussion and Possible Action
  - 1. Keys for the Youth Program
    - a) Kristin Redford-Board Member
    - b) Stephani Berra-Board Member
    - c) Additional keys needed?
  - 2. Keys currently checked out to other parties not on the Board
    - a) Ralph Bourne
    - b) Alvino Levario
    - c) Jessika Bowker?
    - d) Katie Blevins
    - e) Cleaning Crew
    - f) Pest Control
  - 3. Lost keys-review contract.
    - a) Denise Everhart
    - b) Daniella Lovato
- G. Sponsorships and Ad Sales-Discussion and Possible Action
  - 1. From the 9/11/23 Minutes
    - a) Business Sponsorships
      - (1) What does it include
      - (2) Sample of Elf proposal

Kate Smith will work on revising what the sponsorship packages will include and pricing.

  - 2. Ms. Redford is looking at what the program costs are vs ad sales to try to come up with a \$ amount that is reasonable.
- H. Board Team Building Dinner-Discussion and Possible Action
  - 1. Hosted by Kate Smith's mom in Terra Bella

## **VII. 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
  - 1. Tablecloth-need to discuss the procedures regarding tablecloths to ensure they are cleaned and ready for events.
- C. Reservations-Kristin Redford
- D. Youth Program Committee-Discussion and Possible Action
  - 1. Review Minutes
  - 2. Lobby Show and Fundraiser for the Youth Program
    - a) Jack and the 3 Sillies, Directed by Todd Mathenia (approx 30 minutes long, plus a 30 minute talent showcase segment)
    - b) \$5 per person attending
    - c) Auditions July 28th and July 29th in the evening
    - d) July 30th callbacks as needed
    - e) August 1st meet and greet, sign waivers
    - f) Rehearsals in lobby 4x/week
    - g) Two weekends of performances, Sept 6-15th
- E. HOSSCAR Committee
  - 1. Review new judging guidelines.
- F. Box Office-Vikki Cervantes
- G. Publicity-Kate Smith
  - 1. Square Text and Email Messaging
- H. Outdoor Maintenance-Bob Merzoian
  - 1. Sprinkler Heads have been vandalized.
- I. Building and Equipment Repair and Maintenance
  - 1. Roof Repairs
  - 2. AC/Heating Repairs
    - a) Theater heater quote.
  - 3. Plumbing Repairs
  - 4. Kitchen Equipment
  - 5. Technical Equipment
    - a) Cellular Service
    - b) Square Storage

## **VIII. Director Reports**

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

- A. Change at Last-Bob Merzoian
- B. Wonka-Kate Smith
  - 1. Discussion and Possible Action Regarding Wonka Fundraiser
    - a) March 16, 2024 Concert
    - b) Serna Taco Sales-50% to Barn/50% to Wonka
    - c) Bar Sales-100% to Barn for Beer/Wine and Snacks
    - d) Possible Wine Cocktail-Wonka Themed-100% to Wonka
- C. Ms. Scrooge-Melanie Tyler
  - 1. Auditions and Rehearsals
    - a) Auditions in the Theater with access from the Green Room so as not to disturb the Youth Program-August 5th and 6th-Callbacks August 8th.
    - b) Rehearsals in theater beginning August 19th-M-Thurs (Possibly 3 days a week the first couple of weeks.)

## **I. 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
- B. Solar Lights for Outdoor Stage.
- C. Tree Trimming
- D. Tule Town Book and Anniversary DVD
- E. Quickbooks Renewal
- F. Articles of Incorporation

## **II. 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.)

## **IX. Upcoming Meetings**

- A. Financial Committee Meeting-
- B. Play Reading Committee Meeting- February 13, 2024
- C. Youth Theater Program Committee Meeting-
- D. HOSSCAR Committee Meeting-TBD-after Change at Last
- E. Board Meeting-March 11, 2024, 6:30PM

## **X. Upcoming Events**

- A. Discussion and possible action regarding space rentals from the calendar.
  - 1. Serna Taco Sales-February 18, 2024-11AM-1:30PM
    - a) Before Matinee performance of Change at Last
  - 2. February 23, 2024, Interse Luncheon-12PM-3PM
  - 3. February 24, 2024, Brianna Medina Birthday Party-3PM-7PM
  - 4. February 25, 2024-Jasmin Garcia Party-1PM-5PM
  - 5. March 2, 2023-Book Club-6:30PM
    - a) Approved by Wonka Director and approved by Executive Board on 2/10/24
    - b) Isaac Hernandez will supervise.
  - 6. Saturday, April 6, 2024-Special Needs Prom
    - a) Approved by the Wonka director and approved by the Executive Board on 1/26/24
    - b) Ms Everhart will supervise.
  - 7. NNovember 2024 Pathways Event

## **XI. Adjournment**