



The Barn Theater

42 S Plano

Porterville CA 93257

(559) 310-7046

www.portervillebarntheater.com

barntheatermedia@gmail.com

Board Of Directors Meeting Minutes

March 11, 2024

I. Call to Order- 7:26PM

II. Roll Call

Executive Board Members Present: Vikki Cervantes - Vice President, Kate Smith - Treasurer, Ambree Bough - Corresponding Secretary

Executive Board Members Absent: Denise Everhart-President, Melanie Tyler-Recording Secretary

Board Members Present: Cindy Kelly, Stephani Berra, Barbra Black, Benjamin Satko, Kristin Redford, Isaac Hernandez, Ash Morales, Charles Hickinbotham

Board Members Absent: Ashley Chappell, Bob Merzoian

Public in Attendance: Madeline Black, Rachele Alcantar-Serna, Jose Serna

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.

Prior to the start of the meeting, Ms. Cervantes presented envelopes to the Board on behalf of Ms. Everhart. Enclosed in the envelopes were copies of a letter of resignation from Ms. Everhart, which stated she would be stepping down from the Board as of Monday, April 8, 2024.

Motion to accept Ms. Everhart's resignation as of 4/8/24 and for Ms. Cervantes to move to the President position with Ms. Black stepping in as Vice President.

Motion: Redford

Second: Smith

Motion passed unanimously.

Ms. Alcantar-Serna commented about the musty smell in the lobby. Ms. Redford stated she would get some quotes to replace the flooring in the lobby as the carpet seems to be where the smell is coming from.

V. Minutes and Financials

A. February 11, 2024 Executive Board Meeting Minutes

1. Discussion and possible action of the minutes.

No Action-move to the next meeting.

B. February 12, 2024 Board Meeting Minutes

1. Discussion and possible action of the minutes.

Motion to approve the February 12, 2024 Board Meeting Minutes as presented.

Motion: Redford

Second: Black

Motion passed unanimously.

C. March 2, 2024 Executive Board Meeting Minutes

1. Discussion and possible action of the minutes.

No Action-move to the next meeting.

2. Discussion regarding JTF and the Youth Program
 - (1) Rachele will step away from the Youth Program Leadership and will organize a JTF Committee with help from Ms. Cervantes.
 - (2) A plan will be submitted to the Board for JTF preparation.

Motion for Rachele to head the JTF committee w/ the help of Ms. Cervantes and to propose a plan in writing.

Motion: Smith

Second: Satko

Motion passed unanimously.

D. Financial Report - Kate Smith (Treasurer)

1. Discussion and possible action of the financials.

Ms. Smith reviewed the financials and noted that the Barn paid an extra \$425.00 for Elf Scripts and materials that were not returned. The total for the missing materials was \$825.00 and the \$400.00 security deposit that should have been applied to our regular charges was applied to the missing materials.

Ms. Everhart reimbursed the Barn \$415.00.

Ms. Everhart requested to be reimbursed the shipping charges of \$106.42 for returning the scripts to MTI.

Motion to reimburse Ms. Everhart \$96.42, \$106.42 minus \$10 towards the \$425 owed.

Motion: Redford

Second: Hickingbotham

Motion passed unanimously

Motion to approve the financials as presented.

Motion: Redford

Second: Black

Motion passed unanimously.

VI. New Business

- a) Board Team Building Dinner
 - (1) Kate Smith
 - (a) March 17, 2024 @ Kate's parents house.
- b) Play Reading Committee
 - (1) Discussion and possible action regarding the 2025 Play Submissions.
 - (a) Proposed Season:
 - (i) January 17-February 2 Fearless Dick-Directed by Bob Merzoian
 - (ii) March 28-April 13 Newsies-Directed by Kate smith
 - (iii) June 13-14 Caberet-Mean Girls Boys and Jersey Girls
 - (iv) August 8-24 Something Rotten-Directed by Charles Hickinbotham
 - (v) September 12-13 Cabaret-Best of the Barn
 - (vi) October 10-26 The Shai Ones-Directed by Todd Mathenia
 - (vii) December 5-21 The Lion King Jr-Directed by Kristin Redford

Advertising will begin after rights are reserved.

Motion to accept the 2025 season as presented.

Motion: Redford

Second: Satko

Motion passed unanimously.

- c) Ticket Prices
 - (1) Board previously decided that straight plays are priced lower. (Adult \$10)
 - (2) We have been selling and advertising at a higher price for the last several plays without Board approval.
 - (3) There have been complaints about the pricing at the Box Office.

- (4) Lindsay offers a \$5 discount for all tickets purchased online. Adult tickets online for all of their shows are \$10.
- (5) Our community is generally a lower income area than Visalia/Tulare.
- (6) More patrons at lower cost earns us more profits.
 - (a) 3 seats at \$15=\$45
 - (b) 6 seats at \$10=\$60 plus increased concessions sales.

Discussion regarding prices. Ms. Redford would like to see prices to stay the same for all plays. Ms. Smith highlighted that the Board had already voted on the price changes and if we are to change it back, it would require another Board vote.

No Action

- d) Q&A Fundraiser Proposal
 - (1) Kate Smith

Ms. Smith proposed a fundraiser where we would invite various professionals involved in the acting, technical aspects and performing in for a Q&A. It would take place during the week, preferably on a Weds in August or September. She will contact the directors with productions during that time frame to find a couple of viable dates and then will reach out to the professionals, develop a formal proposal and bring it to the Board at the next meeting for approval.

- e) Concession Supplies
 - (1) Kate Smith
 - (2) Appointing someone to be in charge of keeping track of inventory and purchasing supplies.

Motion to appoint Ms. Berra is a concession supplier and have a card issued to her for purchasing.

Motion: Smith

Second: Redford

Motion passed unanimously.

- f) Improvement Ideas
 - (1) Barbra Black

Ms. Black reviewed several ideas for organization and improvements to the Barn. Ms. Black will head up communication regarding tasks that need to be completed.

Ms. Redford and Madeline Black will begin with inventory on the tubs in the green room and finding storage for them.

- g) Costume Loft
 - (1) Denise Everhart

Ms. Everhart was not present. No Action.

- h) Stage Lighting
 - (1) Ash Morales/Denise Everhart
 - (a) Electricity Issues
 - (b) Second Opinion?
 - (c) Storage

Two options to utilize the lighting that Mr. Morales has secured for the Barn.

1. Have a dimmer installed-this will allow the new lights to be hung in conjunction with our existing lights. Approx 2k-6k depending on quality. Mr. Morales to get quote.
2. Get quotes for upgrading the lighting to LED. This would be a better long term solution. Mr. Hickinbotham to get quote.

It was suggested to get the quotes and then submit a proposal to the Rotary Club and request a donation for the project.

- i) Burton Donation
 - (1) Kate Smith

No Action

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.)

- B. Barn Media/Calendar Update-Ambree Bough (Corresponding Secretary)
- C. Kitchen and Events-Denise Everhart
- D. Reservations-Kristin Redford
 1. Class reunion on 10/4/24 with possible catering.

- E. Youth Program Committee-Discussion and Possible Action
 - 1. Kristin Redford
- F. HOSSCAR Committee
- G. Box Office-Vikki Cervantes
- H. Publicity-Kate Smith
- I. Outdoor Maintenance-Bob Merzoian
 - 1. Ms. Everhart assigned to get a quote for sprinkler repairs.
- J. Building and Equipment Repair and Maintenance
 - 1. Roof Repairs
 - 2. AC/Heating Repairs
 - 3. Plumbing Repairs
 - a) Women's bathroom is missing locks and purse hooks from the stalls.
 - 4. Kitchen Equipment
 - a) Ms. Everhart assigned to get quotes for replacement fridge/ice maker/removing broken freezer.
 - 5. Technical Equipment

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. Wonka-Kate Smith
 - 1. Daniella Lovato has requested to bring a group of students to watch the final dress rehearsal of Wonka. They will donate \$5 per person to the show. This will not be advertised. April 10, approx 80 kids.

Motion to approve the request as presented.

Motion: Redford

Second: Bough

Abstain: Satko

Ayes: Bough, Smith, Kelly, Berra, Black, Redford, Hernandez, Morales, Hickinbotham, Cervantes (to make a quorum)

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

- a. Site plan for Barn location has been submitted to the City.
- b. Kristin and Melanie are working on it together.
- 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-
- C. Youth Theater Program Committee Meeting-
- D. JTF Committee Meeting-
- E. HOSSCAR Committee Meeting-3/30/24
- F. Board Meeting-April 8, 6:30PM
 - 1. Wonka Tech Week
 - a) Will submit poll on Band to move to April 15th.

X. Upcoming Events

- A. Discussion and possible action regarding space rentals from the calendar.
 - 1. Discussion and possible action regarding space rentals from the calendar.
 - a) Saturday, March 16, 2024-Wonka Concert
 - b) Friday, April 5, 2024-Caitlin Plumlee Performance
 - c) Saturday, April 6, 2024-Special Needs Prom

XI. Adjournment-8:50PM