



The Barn Theater

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Board Of Directors Meeting Minutes

May 13, 2024

I. Call to Order- 6:31PM

II. Roll Call

Executive Board Members Present: Vikki Cervantes - President, Barbra Black - Vice President, Kate Smith - Treasurer, Ambree Bough - Corresponding Secretary, Melanie Tyler-Recording Secretary

Board Members Present: Cindy Kelly, Stephani Berra, Benjamin Satko, Kristin Redford, Isaac Hernandez (Arrived 6:37PM), Ashley Chappell, Bob Merzoian (Left 8:16PM), Ash Morales, Charles Hickinbotham

Public in Attendance: Madeline Black, Rachele Alcantar-Serna, Jose Serna, Cathy Cassidy, Nancy Campbell

III. Birthday Acknowledgements

A. No Birthdays

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.

Ms. Campbell stated that she was in attendance to make a donation to the Barn and to let us know that there is an estate of a member of her church that has many items that the Barn may be interested in acquiring. Ms. Redford took down her email so that she could reach out to get pictures of the items to pass on to the Board for review. She also stated that her church has an antique sale on the first Thursday of every month for any members that are interested.

V. Minutes and Financials(Consent Calendar)

Items on the consent calendar are to be reviewed prior to the meeting. All Consent Calendar Items are considered routine and will be enacted in one motion. There will be no separate discussion of these matters unless a request is made, in which event the item will be removed from the Consent Calendar. All items removed from the Consent Calendar for further discussion will be heard at the end of Scheduled Matters

- A. April 15, 2024 Board Meeting Minutes
- B. May 6, 2024 Executive Board Meeting Minutes
- C. Financial Report - Kate Smith (Treasurer)

Motion to approve the minutes and financials as presented.

Motion: Redford

Second: Kelly

Motion passed unanimously.

VI. New Business

- A. Wesley Cox Scholarship Applications

The Board received one application for the Wesley Cox Scholarship from Caitlin Plumlee.

Motion to award the \$500 scholarship to Caitlin Plumlee.

Motion: Black

Second: Satko

Motion passed unanimously.

- B. Plumlee Sr Project

Ms. Smith notified the Board that Ms. Everhart had advised Ms. Plumlee privately regarding donations towards her college fund to be received during her Sr. Project performance at the Barn on March 5, 2024 that was not approved by the Board.

Mr. Satko read a written statement on behalf of Ms. Plumlee to the Board which explained that Ms. Everhart had stopped advising due to her resignation from the Board and that Ms. Redford had stepped in to help. She also noted that the college expense fund is traditional for her school Capstone projects and she was not made aware that she needed to run it by the Board.

Ms. Smith clarified that Ms. Everhart submitted a resignation letter that clearly stated a resignation date after Ms. Plumlee's project and also stated she had chosen that date so that she would be able to continue advising Ms. Plumlee through completion.

Motion for BYTP to donate half of the profits that were collected by the Barn on March 5, 2024 to Ms. Plumlee for her college expenses, with the other half to be donated to the Youth Program, per Ms. Plumlee's request.

Motion: Redford

Second: Tyler

Motion passed unanimously.

C. Review ByLaws

The Board received a concern from a member of the public that we are out of compliance with our bylaws due to the current unavailability of season tickets.

SECTION 7: MEMBERSHIP:

The numbers of members in the Barn Theatre shall be unlimited and such membership shall be terminated at the end of each calendar year as designated by the Board of Directors, subject to renewal according to the terms of membership as here listed in the Barn Theatre bylaws.

Membership is acquired by the following:

A: being a holder of a Barn Theatre Lifetime Membership.

(Memberships shall be continuous and not affected termination annually.)

B: current season ticket holder

C: donation of 30(+) hours of volunteer service in the Barn Theatre of the current season, verified by the Board of Directors

The Board reviewed the section and agreed that there is not a compliance issue as there is not a section of the bylaws which requires us to provide season tickets and it is clearly worded that there are three options to receive voting privileges, one of which being a season ticket holder. The Board was in agreement that if we are not able to offer them, there are other options provided to be a voting member. The Board is in agreement that we are not out of compliance with no objections from Members of the Board.

Ms. Cassidy offered up a suggestion to offer membership if a person makes a donation in lieu of the season tickets.

No Action

D. Sponsors/Advertising/Promotions/Season Tickets

Ms. Tyler presented the following proposals for 2025 Season Tickets, Advertising and Sponsorships:

PRODUCER: \$2500-\$5000

Sponsor one production and receive:

Full page ad for sponsored production.

Recognition on all advertising for the season of the production.

Recognition in the lobby for the season of sponsored production.

20 tickets to sponsored production.

Signed photo of cast and crew.

10 tickets to be used for any production during the season of sponsorship.

Season Membership Privileges

PARTNER: \$1000-\$2499

Partially sponsor one production and receive:

1/2 ad for sponsored production.

Recognition on all advertising for sponsored production.

Recognition in the lobby for the season of sponsored production.

10 tickets to sponsored production.

Signed photo of cast and crew.

5 tickets to be used for any production during the season of sponsorship.

Season Membership Privileges

GUILD: \$500-\$999

Receive:

Recognition in the lobby for the season of sponsored production.

Recognition on all advertising for sponsored production.

5 tickets to sponsored production.

Signed photo of cast and crew.

5 tickets to be used for any production during the season of sponsorship.

Season Membership Privileges

Season Tickets:

Receive Season Membership Privileges

\$100 7 Tickets to be used for any performance of the season.

\$200 14 Tickets to be used for any performance of the season

Reservations Required for all season & comped tickets!

ADVERTISING

Program Advertising is available for each production. Advertisements will be placed in the program for the run of the production, (8-9 performances for main stage, 1-3 performances for lobby and fundraiser productions), in print and digital format.

\$100- Business Card

\$300- 1/2 Page

\$500-Full Page

Proceeds from Ad Sales are attributed to the printing costs of the programs and any extra funds raised go to the production's budget for sets and costumes. This is a show fundraiser.

Motion to adopt and implement the sponsorship, season ticket and advertising pricing for the 2025 Season.

Motion: Smith

Second: Bough

Motion passed unanimously.

E. Phone Reservations and General Seating

Ms. Tyler presented the following suggestions and notes regarding phone reservations and general seating to the Board for Discussion:

1. Discount for paid online reservations
2. Phone reservations only allowed for season ticket holders, lifetime members, group rate tickets, comp tickets, etc
3. Auto replies directing to the website if you don't fall into one of the categories.
4. Discontinue advertising the reservation phone line for productions-verbiage would now read that tickets can be purchased online at our website or at the door the day of the show, there is a \$5 discount on adult tickets if you purchase ahead of time on the website (This is what Lindsay does-it is \$15 at the door, but \$10 online.)

5. Add verbiage to the website stating that if you fall into one of the categories, you can call the number to make your reservation
6. Return to assigned seating-pick seat when making reservations
7. Have a separate table set up to check in paid reserved seating to free up box office lines for direct purchases.
8. If we do not go back to picking seats ahead of time, we seat paid reservations first and walk-ins after.
9. Keep Lobby Doors locked until 30 minutes prior to show time. Get signage for the front doors that state the times that our lobby/box office opens.

Mr. Hickinbotham offered to make a test performance on the website how some of the suggestions could work. He also mentioned that a % discount for online purchases as opposed to a full \$5 off would be a better option.

The Board was asked to review and will discuss again at the next meeting.

F. Board Liaison for Conflict Resolution

Ms. Cervantes has volunteered to be a Board Liaison for conflict resolution amongst production participants and Board members.

Motion to amend our liability form and code of ethics forms to include Ms. Cervantes contact information should a participant or Board member need to reach out to voice a concern.

Motion: Satko

Second: Smith

Motion passed unanimously.

G. 2024 Fundraisers

1. Comedian Andy Gross

The Board discussed the terms proposed from this performer and did not feel like he was a good fit for our theater at this time.

2. Comedian Chris Wineland

The Board discussed the terms proposed from this performer.

Motion to move forward and book Chris Wineland for a performance on Saturday, August 31, 2024 with a possibility of a second performance on Friday, August 30, 2024.

Motion: Chappell

Second: Tyler

Motion passed unanimously.

3. Q & A Fundraiser

Ms. Smith stated that this fundraiser will be postponed to 2025 to allow more time to plan and organize the event.

H. Vagina Monologue Update

Ms. Smith notified the Board that the cast has agreed to do the 3 scheduled performances at the Barn, June 21-23, and the Empower Women's event in Exeter on June 29, 2024, as a combined team effort between the cast and crew. Ms. Smith will purchase the additional rights for the June 29, 2024 performance. The production at the Barn will be in the theater on stage, in front of the curtain.

I. Hiring a CPA for the Barn

No Update, Add to next agenda,

J. Bar & Box Office Training

Ms. Tyler notified the Board that a training video has been added to both the Board Band and the Friends of the Barn App Posts. There will be a printed training guide in the Box Office and the Bar prior to the next show. All new volunteers need to be provided these tools and need to have a Board Member review the process before they can volunteer in the Bar and Box Office.

K. Quarterly Barn Clean Up Days

The following 2024 Clean Up Dates will be added to the calendar and advertised in Friends of the Barn:

Saturday June 1st-10-12, Saturday September 21st 10-2, Saturday December 14th-10-2 (First date-just a couple hours in the morning before it gets too hot, pick a couple projects to knock out.)

In 2025 the Board expressed it would be a good practice to start scheduling clean ups two weeks prior to the opening of each production.

L. Supplies and Purchases

1. Two Walkway Signs and Posters Printed for the signs.
2. Table Cloths
3. Gloves for cleaning
4. Stock Cleaning Supplies
5. Stock Paint Supplies
 - a) Roller Covers, Liners, Brushes

- b) Black Paint
- c) Barn Red Paint
- d) White paint for billboards.

Motion to make purchases of the supplies listed.

Motion: Merzoian

Second: Kelly

Motion passed unanimously.

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. BarnMedia/Calendar Update-Ambree Bough (Corresponding Secretary)

Ms. Bough is able to enter the events into the Band Calendar and sync them to the Google Calendar so that they are in both locations.

B. Reservations/Events-Kristin Redford

All events scheduled have confirmed volunteers.

June 15th reservation has paid their deposit.

C. Youth Program Committee-Kristin Redford

Summer workshop has 9 children registered.

Accepting donations of snacks for the workshop.

There will be 4 classes offered.

D. JTF Committee-Rachele Alcantar & Ashley Chappell

Ms. Alcantar notified the Board that she had accepted a donation and paid the registration for JTF. Ms. Tyler highlighted that the Board had yet to vote and approve the JTF event as an official proposal had not been presented and accepting funds, fundraising and paying for an event that has not been approved is not an appropriate way to conduct business.

4/15/24 Minutes:

Committee will submit a proposal at the May Board Meeting.

- a. Youth committed to attending.
- b. Fundraising plan.
- c. Presentation for JTF-what show will be used.

After a brief discussion, Ms. Alcantar sent the proposal to the Board via email.

Motion to approve the proposal from Ms. Alcantar and Ms. Chappell and allow them to pursue planning for the JTF event with the caveat of the financials to be collected and

tracked by Ms. Chappell and then turned into Ms. Smith, Treasurer, for deposit and distribution to expenses.

Motion: Smith

Second: Black

Ayes: Kelly, Berra, Hernandez, Chappell, Morales, Hickinbotham, Black, Smith, Bough

Noes: Redford, Tyler

Abstain: Satko, Cervantes

Absent: Merzoian

Motion passed. 9/2

E. HOSSCAR Committee-No Update

F. Box Office-No Update

G. Publicity-No Update

H. Outdoor Maintenance-Bob Merzoian

Mr. Mersoian spent several hours working on the outside maintenance on 5/13/24. He cleaned up the parking lot. Mr. Merzoian noted that the lock on the trash bin is helping.

I. Financial Committee-No Update

J. Play Reading Committee-No Update

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

Wonka was a huge success in both ticket sales and concession sales. Ms. Black's kid pack idea was a huge success for the concessions. All of the feedback received has been extremely positive. Working with local businesses was also a very positive experience.

B. Misery-Todd Mathenia

Nine people auditioned for Misery. The following were cast in the three roles:

Matt White, Michelin White and Uriah Madrid. Mr. Madrid is new to the Barn Theater.

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. Tule Town Book and Anniversary DVD

B. Quickbooks Renewal

a. Our version is 2018. No need to update at this time. Will remove from Unfinished Business for the time being.

C. Articles of Incorporation

- a. Our attorney, Mr. Bailey, is working on the update of our Articles of Incorporation.
- D. Improvements/Maintenance List
1. Fridge for Bar Closet-Non Alcohol Beverages need to be kept separate from alcohol-per alcohol license.
 2. Flooring for Lobby
 - a. Ms. Redford got a quote of \$4 per square foot for vinyl plank flooring to replace carpet in the lobby. The Barn will be requesting a donation from the Noon Rotary Club of \$6,000.00. Letter was emailed to the Board for review.
 3. Tree Trimming
 - a. Quote needed
 4. Sprinkler Repairs
 - a. I believe we turned off for the winter, we need to address the sprinkler leaks. We need someone to reach out to our landscaper and get a quote for repairs needed.
 5. Plumbing Repairs
 - a. Two different plumbers to quote for repairs.
 - b. Contact the city once we find out the needs and if any of the plumbing issues are outside of our maintenance duties.
 6. Solar Lights for Outdoor Stage Area
 - a. Quotes needed
 7. Stage Lighting
 - a. Quotes needed
 8. Roof Repairs
 - a. Leak next to the front door in the lobby-Kate asked Alvino to look at it-need update.
 9. Heating/Cooling
 - a. Constant battle-stay on the list until we can get it corrected.
 10. Costume Tubs
 - a. Inventory and storage.
 11. Historical Pictures
 - a. Need to go through the pictures, possibly reframe some, get some of our history back up.
 12. Painting
 - a. The lobby is in need of paint-to match the hallway that was done recently.
 - b. The theater needs some fresh paint.
 13. Microphones
 - a. In need of more mics, need quotes.

14. Sponsorship Wall

- a. Ideas for a wall dedicated to our sponsors.

15. Vacuum

Ms. Alcantar stated that she unclogged the vacuum and got it working & Ms. Tyler is donating a back up vacuum. This item can be removed from the list.

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-None Planned
- B. Play Reading Committee Meeting- None Planned until starting work on 2026 Season
- C. Youth Theater Program Committee Meeting-TBD
- D. JTF Committee Meeting-TBD
- E. HOSSCAR Committee Meeting- Will be scheduled after Scrooge closes, unless an issue arises.
- F. Executive Board Meeting-June 3, 2024, 6:30PM
- G. Board Meeting-June 10, 2024, 6:30PM

X. Upcoming Events

- A. Discussion and possible action regarding space rentals from the calendar.

No Action

XI. Adjournment-9:03PM