



**The Barn Theater**

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Executive Board Meeting Minutes

**May 20, 2024**

**I. Call to Order- 6:34PM**

**II. Roll Call**

**Executive Board in Attendance:**

Vikki Cervantes-President

Barb Black-Vice President

Kate Smith-Treasurer

Ambree Bough-Corresponding Secretary

Melanie Tyler-Recording Secretary

**JTF Committee Members:** Rachele Alcantar-Serna & Ashley Chappell

**III. New Business**

1. JTF and Youth Program

- a) Ms. Alcantar and Ms. Chappell were notified that the Executive Board had reviewed the JTF Event vote from the Board meeting on May 13, 2024 and found that it had passed.
- b) Ms. Chappell notified the Executive Board that she has decided to step away from the JTF event at this time due to the time commitment and the stress that it is causing.
- c) Ms. Tyler expressed her discomfort with this event, especially the compressed timeline. She advised that the leadership should consider moving the timeline to the 2026 JTF event to properly plan for a successful event.

d) The following issues were discussed which includes deadlines and expectations:

- Two deadlines were missed where leadership was asked to present on the proposal for the JTF event and financial decisions were made prior to Board approval of the event. It was expressed to Ms. Alcantar that deadlines and requests need to be met and all financial decisions need to be cleared by the Board from here on out.
- JTF Finances:
  - All payments and monies raised need to be carefully tracked by the JTF Committee.
  - All monies will be given to Ms. Smith for deposits and tracking for the Barn's records.
  - Both records will be compared for proper checks and balances.
  - \$825 was donated to the JTF Leadership for the initial registration fee. The donor would like to remain anonymous. The name was reported to the Executive Board and the Treasurer will keep record of it.
  - All fundraising needs to be reported to the Board and no personal fundraising is allowed. The monies raised from fundraising needs to be turned into the Barn and held in the bank until needed for payments.
  - The parents/families will be required to pay for any portion of the event that is not raised through fundraising.
  - Tickets are \$335 per participant.
  - November 15, 2025 is the final date to pay.
- Leadership
  - Another co-leader needs to be picked. Ms. Alcantar stated she has someone she will be asking and will get back to the Board on who the other leader is.
  - Vikki is the Board Liaison.
- Contracts
  - Ms. Alcantar will submit a final parent contract to the Executive Board for approval by **Friday, May 24, 2024**.
- Show
  - Ms. Alcantar stated she would let the Executive Board know which show they have chosen by **Monday, May 27, 2024**.
  - Ms. Alcantar needs to submit a final rehearsal schedule to the Board. (All dates need to be reported to the Corresponding Secretary for confirmation on conflicts and updating of the calendars.)
  - Ms. Alcantar has listed the show in her first proposal as a fundraiser. She needs to submit a proposal for the show which includes:

- Show dates. (Play Reading Committee needs to review dates and all dates need to be reported to the Corresponding Secretary for confirmation on conflicts and updating of the calendars.)
- Pricing.
- Volunteer needs.
- Any other important information regarding the performances.
- Auditions
  - Ms. Alcantar would like to hold auditions the second week of June.
  - The Executive Board has asked that there are adjudicators at the auditions that are not parents of the children involved in the JTF Event to ensure that there is fairness when casting the children.

#### **IV. Adjournment-7:40PM**