



**The Barn Theater**

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Board Of Directors Meeting Minutes

**June 10, 2024**

**I. Call to Order- 6:33PM**

**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, Kristin Redford, Isaac Hernandez, Ashley Chappell, Bob Merzoian, Charles Hickinbotham, Ben Satko, Caitlin Plumlee-Jr Member

**Board Members Absent:** Ash Morales

**Public in Attendance:** Madeline Black, Cathy Cassidy

**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.

Ms. Cassidy asked what happened to comments she had made on the Friends of the Barn band app. Ms. Tyler stated that posts are periodically removed from the page as they are resolved or the volunteer opportunities are completed to keep the page streamlined and easy to search for the current volunteer opportunities.

Ms. Tyler highlighted that the purpose of the Friends of the Barn page is to gain volunteers outside of Board Members for events and activities. Any complaints and concerns should be emailed to the [barntheatermedia@gmail.com](mailto:barntheatermedia@gmail.com) account.

#### **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. May 13, 2024 Board Meeting Minutes
- B. May 20, 2024 Executive Board Meeting Minutes
- C. June 3, 2024 Executive Board Meeting Minutes
- D. Financial Report - Kate Smith (Treasurer)

Ms. Kelly asked for clarification regarding the unresolved net assets of \$19,000 from the liabilities and equity on the balance sheet. Ms. Smith stated she was not sure where quickbooks got the amount and we would have to research.

(Ms. Tyler found after the meeting that this entry is not a real entry, it is our Net Income math value of the new fiscal year. The net income from the date before gets closed to "Retained Earnings" which is often renamed to unrestricted net assets. As we work on the previous years data, the value will keep changing.)

Motion to approve the minutes and financials as presented.

Motion: Chappell

Second: Kelly

Motion passed unanimously.

#### **VI. New Business**

- A. Wesley Cox Scholarship Presentation

The Board presented the Wesley Cox Scholarship to Caitlin Plumlee.

A. JTF Committee

1. Executive Board

The Executive Board reviewed the deadlines that were set with Rachele Alcantar regarding the JTF event. Ms. Alcantar turned in a draft contract, revisions were requested and no further communication had been received by Ms. Alcantar. Additionally, the other agreed upon deadlines had been missed completely. The Executive Board recommended that the project be postponed to the 2025/2026 JTF event.

Motion to postpone the JTF event to 2025/2026 to allow more time to plan and raise money.

Motion: Smith

Second: Merzoian

Ayes: Kelly, Berra, Redford, Hernandez, Merzoian, Hickinbotham, Satko, Smith, Black, Tyler

Absent: Morales

Abstain: Chappell, Cervantes

Motion passed.

B. Main Account Signers and Card Holders

1. Kristin Redford

Motion to add Ms. Redford to the main account as a signer and to have a card issued to Ms. Redford.

Motion: Hickinbotham

Second: Kelly

Motion passed unanimously.

C. Phone Reservations and General Seating

1. Discussion continued from the last meeting.

a) Website Ticketing Upgrade-Charles Hickinbotham

Mr. Hickinbotham reviewed pricing options for a ticketing system upgrade through Tickera with the Board.

Motion to purchase the lifetime membership that includes unlimited updates for \$399.

Motion: Tyler

Second: Chappell

Motion passed unanimously.

D. Security

1. Discovered possible roof access.

Mr. Hickinbotham reviewed the security issues with persons gaining roof access. The Board discussed the needs of trimming the tree in back and installing security cameras.

No Action

E. CPA Update

1. Kate Smith & Vikki Cervantes

Ms. Smith and Cervantes discussed the recommendation that the Board hire a CPA to handle our accounting and to conduct a yearly audit. Several companies were recommended and quotes will be requested.

No Action

F. Barn use request from David Lowe with Spirit with Spirits podcast in Three Rivers.

1. Kate Smith

Ms. Smith reviewed the request for the Spirit with Spirits podcast to host an event at the theater.

Mr. Hernandez volunteered to coordinate and to be present during the event.

G. Background Checks for Youth Leaders

1. Executive Board

As of January 2022, criminal background checks are required under California law for all “regular volunteers” of any “youth service organization” in order “to identify and exclude any persons with a history of child abuse.” (Cal. Bus. & Prof. Code § 18975).

1. Executive Board proposes that the following must have background checks:
  - a) All Board Members
  - b) Youth Program Leadership
  - c) JTF Committee Leadership
2. Ms. Smith has recommended Sterling Volunteers for the service and they have two background check options and prices. (\$19 and \$39)
3. The Executive Board proposes that the Board Members pay for the background check at their own expense unless they have a financial hardship that is expressed to the Board Liaison. The Board can vote that the Barn Theater pays for the fee.
4. The Executive Board proposes that the Barn Theater pays for Youth Program Leadership that are not Board members and JTF Committee Leadership that are not Board members.

Motion to sign up for Sterling Volunteers and to require that Board members purchase the \$39 option, the Non-Board member youth leadership consent to background check at the Youth Leadership Account expense, and non Board member JTF Leaders consent to background checks at the Barn expense.

Motion: Redford

Second: Merzoian

Motion passed unanimously.

#### H. Bar Volunteer RBS Training

1. Executive Board

Effective July 1, 2022, RBS training is required by CA Assembly Bill 1221 and Assembly Bill 82 for on-premises alcoholic beverage servers and their managers. The regulations have been incorporated into the California Code of Regulations, Title 4, Article 25, Sections 160-173.

1. Our current requirement is that a Board member over 21 is present as a volunteer for all bar service.
2. The Executive Board proposes that all Board members over the age of 21 take the training and any fees associated will be covered by the Barn Theater.

Motion to encourage that all Board members over the age of 21 take RBS training so that they may volunteer in the Bar.

Motion: Redford

Second: Smith

Ayes: Kelly, Berra, Redford, Hernandez, Chappell, Hickinbotham, Satko, Smith, Black, Tyler

Absent: Morales

Abstain: Merzoian, Cervantes

Motion passed.

- I. Amended Liability Form and Ethics Form with added Board Liaison verbiage.

1. Melanie Tyler

Motion to approve the amended Liability Form and Ethics Form as presented.

Motion: Redford

Second: Smith

Motion passed unanimously.

- J. Chris Wineland Fundraiser

1. Kate Smith

Ms. Smith reviewed the deposit requirements for the Chris Wineland fundraiser on 8/31/24 with the Board.

- K. Fundraiser Proposal-Night of Improv

1. Isaac Hernandez

Mr. Hernandez, Ms. Bough and Ms. M. Black presented a proposal to host an improv night on October 11 and 12 at the Barn.

Motion to approve the proposal for the Improv night as presented.

Motion: Tyler

Second: Satko

Motion passed unanimously.

- L. Firework Booth

1. Melanie Tyler

Ms. Tyler reviewed the volunteer needs and to do list for the firework booth with the Board.

**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
- B. Reservations/Events-Kristin Redford
- C. Youth Program Committee-Kristin Redford

Ms. Redford reviewed the Summer workshop with the Board.

Motion to transfer the full amount of workshop fees without the credit card fees deducted to the Youth Program account.

Motion: Smith

Second: Tyler

Motion passed unanimously.

- D. JTF Committee-Rachele Alcantar **-Moved to New Business**
- E. HOSSCAR Committee **-No Update**
- F. Box Office-Vikki Cervantes
- G. Publicity-Kate Smith
- H. Outdoor Maintenance-Bob Merzoian
- 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.)**

No Updates

**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
- C. Articles of Incorporation
- D. Improvements and Repairs-List in agenda packet.

**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- First Monday
- D. JTF Committee Meeting-
- E. HOSSCAR Committee Meeting- Will be scheduled after Scrooge closes, unless an issue arises.
- F. Executive Board Meeting-July 1, 2024, 6:30PM
- G. Board Meeting-July 8, 2024, 6:30PM

**X. Upcoming Events**

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

No Action

**XI. Adjournment-8:25PM**