



**The Barn Theater**

42 S Plano

Porterville CA 93257

(559) 310-7046

[www.portervillebarntheater.com](http://www.portervillebarntheater.com)

barntheatermedia@gmail.com

Board Of Directors Meeting Agenda

**January 13, 2025**

**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 (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. November 18, 2024 Board Meeting Minutes
- B. November Financial Report - Kate Smith (Treasurer)
- C. November 22, 2024 Via Band App: Proposal from Charles Hickinbotham to purchase items for upgraded ticketing system. \$450.00
  - 1. Motion: Redford
  - 2. Second: Kelly
  - 3. **Ayes:** Melanie Tyler, Stephani Berra, Barbra Black, Kate Smith, Charles C. Hickinbotham, Ash Morales, Isaac Hernandez, Ashley Chappell, Ambree B., Kristin Redford
- D. December Financial Report - Kate Smith (Treasurer)
- E. December 10, 2024 Via Band App: Barn Clean Up Expense-\$400 to Nate Smith for hauling away large pieces from Bullpen.
  - 1. Motion: Tyler
  - 2. Second: Smith

3. **Ayes:** Melanie Tyler, Ash Morales, Bob Merzoian, Charles C. Hickinbotham, Cindy Kelly, Barbra Black, Ambree B., Stephani Berra, Kristin Redford, Kate Smith
4. December 14, 2024 Approval by Executive Board to pay an extra \$100 due to multiple trips and the trailer breaking on the last run.
  - a) Ayes: Black, Tyler, Smith, Bough
  - b) \$500 Total paid.
5. Via Band App: 2024 Board Award: Kristin Redford
6. Via Band App: 2024 Lifetime Award: Cindy Kelly

## **VI. Director Reports**

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

- A. Ms. Scrooge
  1. Mentor Director Report
    - a) Approve or Deny Melanie Tyler as qualified to direct on the Barn stage-per the Director Guidelines approved and adopted by the Board.
- B. Fearless Dick-Bob Merzoian
- C. Newsies-Kate Smith

## **VII. New Business**

- A. Executive Board Elections
  1. Count Ballots
  2. Announce Results
- B. Newsies Collaborations
  1. FFPC-Candy Sales
  2. Porterville Recorder
- C. Board Member Expectations
  1. Choosing Committees and Duties
    - a) Play Reading Committee
      - (1) Set Up Meeting Dates
      - (2) Secure Submissions for Shows
      - (3) Plan the Season Calendar
      - (4) Read and Review the Submissions
      - (5) Report to the Board
      - (6) Ensure that the Shows selected have the following team prior to final approval of the season:
        - (a) Director, Asst. Director or Co-Director, Producer
        - (b) Musicals: Musical Director and Choreographer

- b) Events and Reservations
    - (1) Event Requests
    - (2) Securing Volunteers
    - (3) Set-up and Clean-up
    - (4) Table Cloth Cleaning
  - c) Social Media and Advertising Team
    - (1) Creating social media content
    - (2) Posting and keeping the social media advertising current
    - (3) Monitoring engagement
    - (4) Submitting Press Releases
    - (5) Arranging Interviews by papers and possibly other advertising sources for the shows. (Podcasts, News Casts)
    - (6) Updating Public Calendars with our show dates. (Multiple sources have community calendars.)
  - d) Tech/Booth Team
    - (1) Managing the upkeep of the Booth
    - (2) Reporting needs to the Board
    - (3) Training tech teams for shows
  - e) Website Team
    - (1) Access to the website
    - (2) Keeping the website updated and current
  - f) Costuming Team
    - (1) Costume Loft Access
    - (2) Organizing and Purging Costume Loft
    - (3) Costume Cleaning
  - g) Maintenance and Upkeep Team
    - (1) Stocking Items
    - (2) General Cleaning
    - (3) Plan Clean Up Days
  - h) Youth Group
    - (1) 2025 Season Leadership and Committee
  - i) Box Office Manager
    - (1) Securing Volunteers
    - (2) Monitoring the Box Office Needs
    - (3) Tracking Ticket Sales
  - j) Community Outreach
  - k) Haunted House Committee/Fundraising Committee
- D. Security Cameras

1. Subscription Monthly Fees-Standard \$9.99 per month or \$99 per year, Premium \$19.99 per month or \$199 per year.  
<https://ring.com/plans>
  2. Three Cameras Purchased October 4, 2024
    - a) One has been activated and monitored by the Executive Board, no subscription purchased so we only have live view available.
    - b) All need to be properly installed and set up.
- E. Rotary Floor Donation
1. Dates for Installation
  2. January 28, 2025 Meeting w/ Rotary Club
- F. HossCars Program
- G. New Mics
1. Kate Smith/Ash Morales
- H. Website Training and Authorization
1. Melanie Tyler
- I. Plumbing Repairs
- J. Partial Roof Repairs
1. Cindy Kelly
- K. Show Expenses
1. Discussion regarding the use of the Barn Cards and show expenses.
  2. Stipends
- L. Burton Program
1. February 27 & 28 6PM
  2. Two Rehearsals the same week.

**I. Board Discussion/Comments and/or Consent Calendar Discussion  
(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. Consent Calendar items moved to this section are up for discussion and will be put back on the next agenda for final vote.)**

### **VIII. Upcoming Meetings**

- A. Board Meeting-February 10, 2025

### **IX. Upcoming Events**

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

1. Fearless Dick-January 17-February 2, 2025
2. Hoscars-February 8, 2025
3. Qrtly Barn Clean Up Day-TBD

**X. Adjournment**