



The Barn Theater

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Board Of Directors Meeting Minutes

January 13, 2025

I. Call to Order- 6:36 PM by Barbra Black, Acting President

II. Roll Call

Executive Board Members Present: Barbra Black - Vice President, Kate Smith - Treasurer, Melanie Tyler-Recording Secretary

Board Members Present: Cindy Kelly, Isaac Hernandez, Charles Hickenbotham, Ash Morales, Stephani Berra (Left at 8:16 PM), Melissa Kirkpatrick (Arrived at 7:17 PM)

Board Members Splitting Time with Fearless Dick Rehearsal: Ambree Bough, Bob Merzoian, Vera Benentt, Erik Tyler, Madeline Black, Kristin Redford

Board Members Absent:

Members of the Public Present: Cathy Cassidy

I. Birthday Acknowledgements

A. Presented by Cindy Kelly

II. 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.

I. 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

Motion to approve the minutes and financials as presented.

Motion: Bennett

Second: Morales

Ayes: M. Tyler, Smith, Morales, Kelly, Hernandez, Berra, Hickinbotham, Bennett, Bough, Merzoian

Absent: Kirkpatrick, Redford, E. Tyler, M. Black

Abstain: B. Black

Motion passed.

II. 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.

Mr. Hickenbotham reported on Ms. Scrooge and recommended Ms. Tyler as a qualified director for the Barn Theater.

B. Fearless Dick-Bob Merzoian

Mr. Merzoian reported on Fearless Dick.

C. Newsies-Kate Smith

Ms. Smith reported on Newsies.

III. New Business

A. Executive Board Elections

1. Count Ballots
2. Announce Results

President: Melanie Tyler 15/0

Vice President: Barbra Black 15/0

Treasurer: Kate Smith 15/0

Secretary: Kristin Redford 15/0

Meeting Adjourned: 6:44 PM

Meeting Called to Order: 6:44 PM by Melanie Tyler, President

B. Newsies Collaborations

1. FFPC-Candy Sales-Taken out of order, after Item C. (k)

Ms. Smith asked the Board to consider allowing Ashley Freeborn to sell her freeze dried candy in the lobby during Newsies. Barn Concessions will still be selling the regular concessions.

Motion to allow the sales of the freeze dried candy.

Motion: Bennett

Second: Redford

Ayes: B. Black, Smith, Morales, Kelly, Hernandez, Berra, Hickinbotham, Bennett, M. Black, Redford

Absent: Kirkpatrick, E. Tyler, Bough, Merzoian

Abstain: M. Tyler

Motion passed.

2. Porterville Recorder-Porterville recorder is donating newspapers for props and will be donating 1,000 programs printed on newspapers.

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

Ms. Tyler reviewed the expectations of Board members and volunteer opportunities with the Board. She asked that each Board member think about how they can contribute and consider taking over a duty.

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.

Motion to purchase the Premium Ring subscription and to purchase smoke detectors that are compatible with the Ring subscription.

Motion: Smith

Second: Bennett

Ayes: B. Black, Smith, Morales, Kelly, Hernandez, Berra, Hickinbotham, Bennett, M. Black, Redford

Absent: Kirkpatrick, E. Tyler, Bough, Merzoian

Abstain: M. Tyler

Motion passed.

E. Rotary Floor Donation

- 1. Dates for Installation-TBD
- 2. January 28, 2025 Meeting w/ Rotary Club

Ms. Redford and Ms. Kelly will attend. The Barn will provide lunch. Ms. Tyler will make arrangements for the lunch order.

F. Hoscars Program

February 8, 2025-directed by Ethan Willett. Charles ordered the plaques.

G. New Mics-Taken out of order after item D. 2 (b)

- 1. Kate Smith/Ash Morales

Ms. Smith reported on the needs for mic equipment to meet the demands for the musicals scheduled in the 2025 season. Mr. Morales presented quotes to the Board.

Motion to approve a budget of \$10,000 for new mics and sound equipment.

Motion: Redford

Second: Bennett

Ayes: B. Black, Smith, Morales, Kelly, Hernandez, Berra, Hickinbotham, Bennett, M. Black, Redford, Bough, Kirkpatrick

Absent: E. Tyler, Merzoian

Abstain: M. Tyler

Motion passed.

~~H. Website Training and Authorization-Mistakenly left on agenda.~~

~~1. Melanie Tyler~~

I. Plumbing Repairs

Letter was sent to the City and a meeting was set up with Mr. Ray Beltran from the City Council to discuss the plumbing and roof repairs needed. He will be doing some research and will get back to the Board.

J. Partial Roof Repairs

1. Cindy Kelly

Roof Repairs will not be able to be done in phases.

K. Show Expenses-Taken out of order after D. 2 (b)

1. Discussion regarding the use of the Barn Cards and show expenses.

2. Stipends

Motion to allow the use of Barn credit cards for show expenses with the directors of productions to submit links for purchases to a Board member with a card as the preferred method for purchasing, and to continue to offer the stipends as a secondary method.

Motion: Morales

Second: Bough

Ayes: B. Black, Smith, Morales, Kelly, Hernandez, Berra, Hickinbotham, M. Black, Redford, Bough, Kirkpatrick

Absent: E. Tyler, Merzoian, Bennett

Abstain: M. Tyler

Motion passed.

L. Burton Program-Taken out of order after D. 2 (b)

1. February 27 & 28 6PM

2. Two Rehearsals the same week.

Vera, Melissa, Cindy and Kristin all volunteered to help work box office and concessions during the program.

Motion to approve the Burton Program use of the theater.

Motion: B. Black

Second: Bough

Ayes: B. Black, Smith, Morales, Kelly, Hernandez, Berra, Hickinbotham, M. Black, Redford, Bough, Kirkpatrick, Bennett

Absent: E. Tyler, Merzoian

Abstain: M. Tyler

Motion passed.

**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.)**

Ms. Black spoke about the passing of Shirley Hughes and asked that the 2025 season be dedicated to her memory.

Ms. Kelly donated a new exterior sign to the Barn that will be put out prior to each performance. Ms. Kelly also presented keys to a storage building located on her property.

IV. Upcoming Meetings

- A. Board Meeting-February 10, 2025

V. Upcoming Events

- A. Discussion and possible action regarding space rentals from the calendar.
 - 1. Fearless Dick-January 17-February 2, 2025
 - 2. HossCars-February 8, 2025
 - 3. Qrtly Barn Clean Up Day-TBD

VI. Adjournment-8:25PM