

**Arena Theater Board of Directors**  
**Wednesday, August 28, 2019**  
**6:00 pm regular session, Coast Community Library**

1. Call to Order
2. Roll Call
3. Privilege of the Floor/Correspondence/Suggestion Box
4. Approval of Minutes from June 26 and July 31, 2019 board meetings

**REPORTS:**

5. President's Report
6. Treasurer's Report
  - Discuss 2019-2020 budget
7. Standing Committee Reports
  - a. Fund Development Committee/Jumpstart Program
    - DonorPerfect, Shauna
    - OZ Farm Dinner, Dean
    - Winter Donation Letter, Barbara
  - b. Programming Committee
    - Reports from subcommittees: Cinema, Live, Telecast, Publicity, Film Club
  
    - Discuss future possibility of a live theater group, Elizabeth
  - c. Facilities Committee
    - Paint, marquee, green room roof, carpet cleaner, cup holders, Tim
    - Handicap bars in women's restroom, Elizabeth
  - d. Membership Committee
  - e. Personnel Committee

**OLD BUSINESS:**

8. Staff Reports (*Staff meetings are held on the 1<sup>st</sup> Wednesday of each month*)
9. Blake's website recommendations, discussion and vote

10. Strategic Plan quarterly review

11. Develop descriptions for responsibilities of committee chairs

**NEW BUSINESS:**

12. Incident report form discussion and decision, Steven

13. Adjournment