

## Minutes of the August 25, 2021 Meeting of the Arena Theater Board of Directors

1. **Call to Order** – Boyd called the meeting to order at 6:11 p.m.
2. **Roll Call** – Present: Beattie, Joakimides, Andersen, McMurtry, Archer, Crutcher and More  
Absent: Sussman and Wilkinson  
Minutes – Archer
3. **Privilege of the Floor/Correspondence/Suggestion Box** – A Letter from Lena
4. Approval of Minutes from June 30 and July 28, 2021 board meeting – Andersen moved and

### REPORTS:

5. **President's Report** – Beattie voiced an appreciation for all of our Board, staff and volunteers for working so hard to keep us open and to make people feel welcome in our Theater.

6. **Treasurer's Report** – Andersen reported for July 2021 we received a second Community Foundation Operations Grant for \$7,500, our Have-A-Seat Auction raised \$3,100 and we had total contributions of \$13,672. We had earned income of \$7551, our gross profit was \$20,240, our event expenses were \$8,821 which is a loss of \$2,333 before any operating expenses are covered. Our operating expenses were \$6090 (not including depreciation and our net operating income was \$5328. Other income included \$186 released from restricted fund, final use of State Fund Grant and a restricted donation of \$1,000 to the Solar Loan Fund. The net for July was \$6,513 largely due to the Community Foundation Operations Grant and the Have-A-Seat Auction.

The two PPP Loans, the CA Covid Grand and the Community Foundation Operations Grant funds are all used up and next month we will begin disbursing from the Shuttered Venue Operation Grant

### 7. Standing Committee Reports

a. **Finance Committee** – Andersen noted there was nothing to add beyond the Treasurer's report.

b. **Membership Committee** – Joakimides reported that membership is 541 and holding steady. The Committee is planning the Fall Fundraising Letter for the beginning of November and will focus on planned giving and being grateful. The Committee is also looking at a change in the Film Club finances.

c. **Fund Development Committee** – Joakimides reported that the Committee has been working on a brochure for the Planned Giving Program. They have also been discussing additional grants, auctions and other fund-raising ventures. Funds were received from a Community Foundation Grant (\$7,500), the Have-A-Seat Auction (\$1,000) and a donation to the Solar Loan Fund (\$1,000) for a total of \$14,733 (compared with \$8,547 for July 2020).

The Committee has decided to defer Fall Fundraising Cocktail Party and Auction because of COVID and may schedule them for next Spring. The Committee is looking at a new potential Grants from the Community Foundation (for a generator or carpeting/carpet tiles).

Sussman has been working on the Planned Giving brochure and it is getting close to final form. The Committee suggests that some of our Grant funds be used for the printing and that it be available in the Theater lobby. The Committee is also considering mailing a brochure to each member.

Boyd reported on the two different Community Foundation Grants. One is a Community Enrichment Grant which can only be received every other year. We received such a Grant in 2019 for the new heaters and we can now re-apply in September 2021. This Facilities Committee is getting price quotes and putting together a budget for replacement carpeting.

The Community Foundation Field of Interest Grant could be the source of funds for a generator however the Facilities Committee cautioned that given the electrical wiring in the Theater the cost for a generator might exceed the maximum grant amount and Committee is considering not applying for this Grant at this time to allow the Facilities Committee and the Board time to develop a more detailed plan.

The Committee is discussing whether higher membership levels should confer more perks? There are some possible suggestions being circulated and considered including dissolving the Cinema Stars Program and using those perks for membership perks

**d. Programming Committee (includes cinema, live, telecasts, publicity, and film club) –**

**Cinema** – Marrinan reported that it is business as usual and he discussed some upcoming movies.

**Live** – Nothing to report

**Telecasts** – Opera tickets will go on sale in a couple of weeks.

**Publicity** – Nothing to report.

**Film Club** – Steve McLaughlin is eager to resume Film Club showings and is in the process of booking three movies. Manhattan Shorts will reopen to be followed by the first re-opened Film Club which will show Casablanca. He plans on booking only month-to-month because of uncertainty due to COVID.

**e. Facilities Committee** – McMurtry reported that the phone jack has been replaced in concessions and Moseley confirmed that it works great.

**f. Personnel Committee** – Nothing to report.

## **OLD BUSINESS**

**8. Reopening committee update** – Boyd reported that the Committee has recently met to review COVID numbers and to discuss requiring vaccines or negative COVID test for entry. The Committee put together a report on the resumed showings and will present that at the September Board Meeting.

The Committee’s consensus is that at this point we are doing well with our procedures and the protections in place are sufficient. Boyd surveyed other movie theaters outside of S.F. and none are requiring vaccinations. They have discussed potential additional requirements but the consensus is that the system in place is working well.

**9. Discussion/decision regarding potential installation of security cameras** – Andersen reported that there have been some criminal incidents in/near the parking lot, especially at night. The City would like to install a video camera on top of the Theater building. Balambao would install it. Andersen showed a slide of the proposed camera view as well as some details of the camera equipment and the video recorder. He requested that the Board approve the proposal which would be funded entirely at the City’s expense. The data would be retrieved by the City and given to the Sheriff’s Department in response to reported incidents. Access to the video would be limited and available only if something happens or is reported. Archer moved that we allow the City to post the camera and install the equipment. Crutcher seconded the Motion and it was unanimously approved.

## **NEW BUSINESS:**

**10. Discussion regarding requiring vaccinations or negative Covid tests for all theater event attendees, staff and volunteers** – Archer started the discussion by stating that he is in favor of requiring vaccinations and/or negative COVID test result w/in 48 hours for admission to the Theater. The Reopening Committee has discussed several other options. Crutcher suggested that people should feel responsible for our community. Andersen felt that the Theater is pretty safe because of masking, social distancing, limited numbers in the Snack Bar, etc. Beattie mentioned that breakthrough cases occur and he did not feel that any mandatory vaccine requirement was appropriate.

Archer mentioned that unvaccinated people are the greatest threat of exposure to the rest of us and this is a way for our Theater to help “lead” and protect the community. Joakimides said that she would follow a federal, state or CDC mandate if issued. Because of the Delta variant she feels that a vaccination requirement might be counterproductive as it is a polarizing issue. We are operating at under 20% capacity at this time and she questioned whether we need a mandate and whether the Theater should “lead” on this issue. Andersen mentioned the idea of positive encouragement such as a vaccine-only showing, free popcorn on proof of vaccination, and he suggested that the steps we have already taken are working and should be followed. It was agreed that this would be a discussion item for the next Board meeting so that we can re-assess the pandemic and whether there have been any additional guidelines issued by the CDC.

**11. In-person meetings** – McMurtry recalled Beattie’s wish to resume in-person meetings and said that he felt that might not be feasible to have in-person meetings at the Theater given the

current state of the pandemic. While he longs for the opportunity to get together in person, he feels that it is not the right time. It was agreed that the Board would continue to hold Zoom meetings for the foreseeable future.

**12. Brainstorm reasonable expenses for Shuttered Venue Operating Grant funds to increase future profitability** – Boyd reported on this topic which has been discussed in various Committee meetings and she invited suggestions for what the funds can be used for. The CA COVID Relief Grant funds can be used in the same way. We are showing a loss on each cinema showing currently and we should consider how long that will continue. Some of the Grant funds could be used to off-set these short-term losses. Some other ideas relate to expanding the membership base, increasing mailer outreach, hiring a consultant to help with some strategic planning, printing costs for the planned giving brochure, an additional sign on the building to increase visibility, etc. It was agreed that this would remain on next month's Agenda.

**13. Next meeting date and time** – The meeting was adjourned at 7:37 p.m. and the next meeting will take place on September 29, 2021 at 6:00 p.m.