

## Minutes of the June 24, 2020 Arena Theater Board of Directors Meeting

**Present:** Beattie, Pratt, Wilkerson, Anderson, Joakimides, Fernandez, McMurtry, More, Boyd

**Absent:** None

Minutes by: Archer

1. **Call to Order** by V. P. Beattie – at 6:02 pm.

2. **Roll Call**

3. **Privilege of the Floor/Correspondence/Suggestion Box** – Suggestion from Leela for more space on front of the theater for more artwork. Approved.

4. **Approval of Minutes from May 27, 2020 board meeting and June 8, 2020 special meeting.** Joakimides moved, Archer seconded. Approved unanimously

### REPORTS:

#### 5. President's Report

##### Action Item: Appointments of Officers and Committee Chairs

Anderson asked some questions about the sub-committees of the General Programming Committee and when and why they were formed. Boyd explained the history of prior Board decisions to establish them and confirmed that they are not mentioned in the Bylaws and are not required "Standing Committees" as defined in the Bylaws. The "plan" was that the General Programming Committee would have meetings on at least a quarterly basis to oversee the work of the Sub-Committees. Boyd recommends that we appoint a formal General Programming Committee with a Chair to follow through on this.

A discussion ensued, votes were taken and the following positions were filled:

Pratt will become President.

Beattie will continue as the Vice President.

Fernandez will continue as Treasurer.

Archer will become Secretary.

Pratt raised the idea of a voluntary Parliamentarian to help keep the Board on track and in compliance with the rules. Anderson agreed to act as a voluntary Parliamentarian.

McMurtry will continue as Chair of the Facilities Committee. Members will continue to include Beattie and Fernandez. McFarland has volunteered to participate as an ex officio member.

Fernandez will continue to Chair the Finance Committee. Archer, Anderson, Pratt, Boyd and Montag.

Pratt will continue to Chair the Fund Development Committee. Beattie, Archer, Wilkinson, Joakimides, Boyd and Moseley will be members.

Joakimides will continue to Chair the Membership Committee. Pratt, Archer and Wilkinson will be members.

More volunteered to Chair the General Programming Committee. The other Sub-Committee Chairs will continue in their roles.

Marrinan will continue as Chair of the Cinema Sub-Committee. Anderson, Moseley and Crutcher will continue as members.

McLaughlin will continue as Chair of the Film Club Sub-Committee. Wilkinson, Moseley, Marrinan will be members.

Boyd will continue as Chair of the Live Sub-Committee. More and Moseley will be members.

Moseley will continue as Chair of the Publicity Sub-Committee. Anderson, More and DuPont will be members.

The Telecast Sub-Committee is composed of different groups. They will continue to operate with the same members.

Archer volunteered to be the Chair of the Personnel Committee. Anderson, Pratt and McMurtry will be members.

**6. Treasurer's Report** – Fernandez reported that he is working with Pratt and Montag to clarify our financial position. The Committee has discussed our situation given the uncertain opening and the need to replenish the Operating Reserves Fund. We have received a PPP loan. EIDL Loan is not an option as it is now limited to agricultural entities, but this may change in time.

## **7. Standing Committee Reports**

**a. Fund Development Committee** – Pratt reported that she had sent a report to all members. She updated the GoFundMe line item to confirm that we have received \$900.00 so far (out of the total \$2,700 we collected). The Talent Show was a success. Even though we don't have a dedicated "Technology Fund" we will continue to use it for fundraising. She suggested that we could use the Have A Seat program for the solar loan so that we can transition from the mortgage once paid off. This information will be given to Mosely for publicity. Fernandez or Boyd will check with Montag for the date when it will be paid off.

Pratt will send Archer details of the projector for the drive-in project and a potential grant.

Steve McLaughlin wants to be included on the drive-in project emails.

Joakimides discussed Hometown Holidays and identified December 12, 2020 as the target date.

**b. Membership Committee** - Joakimides reported on the results of our fund-raising through 6/15 for this year it totals \$14,810.00 do date. The Year-in-Review is still in progress awaiting a financial summary from Montag.

**c. Programming Committee** (includes cinema, live, telecasts, publicity and film club), drive-in – Moseley reported that Magnolia has completed a run for several streaming movies that we have shown and she is awaiting a report as to earnings. She suspects that the other streaming services may either be delayed due to long term streaming or that we did not have any members buying tickets.

Pratt reported that many distributors may be negotiable on their %/ticket prices when we reopen. She will forward information to Mosely. This information also includes potential fund-raising opportunities.

Boyd reported for the Live Sub-Committee. The Talent Show was a success with over 100 tickets sold. Pratt asked whether we could Zoom Third Monday Music and Boyd will discuss with Tom Merline who chairs that program.

Moseley reported on the Short Subjects streaming which was not well attended. We are still having some difficulty working out the kinks of the streaming programs.

Boyd reported on the Drive-In Project. The group includes Anderson, McMurtry, Tracy DuPont and Tim Balambao. They have met several times trying to identify details that will need to be dealt with. The biggest hurdle is the price of the projector (est. \$8,000) which could be used as a back-up for our main projector but still need funds. Renting projectors doesn't appear to be feasible. We are exploring buying less expensive projectors and are concerned that they provide the high end resolution, adjustable image size, etc. Boyd is working with Tim Balambao on this. McMurtry reported that the group will be meeting again this Friday and will report back to the Board.

**d. Facilities Committee** – McMurtry reported on things that might be the proper subject of future grants. Generator, carpet, roof, fogger came to mind.

**Generator** - McMurtry met with Rick White, an electrician. They went through the wiring in the theater and there are 8 sub-panels with wires in walls that lead to 4 meter boxes. There is no way to sort them out and the only option would be to power the entire theater and that would require a generator (\$11,000), cable, piping and a transfer switch. He estimated the total cost might be \$30,000.

**Carpet** – Stained and torn. Discussed the drawbacks of a Rug Doctor. Got an estimate for rug cleaning (\$400) and seat cleaning (\$10@). The idea of carpet tile was raised for floors, with carpet runners for the stairs. Estimate was \$10,000.

**Roof** – over the Green Room will eventually need to be replaced. It is still in pretty good shape but will ultimately need to be replaced.

**Fogger** – for inside the auditorium an electric disinfecting fog machine. Is looking at a Ultra Low Volume Sprayer (\$500) and disinfectant is in 5 gallon drums. We need to get the MSDS for the fogging disinfectant.

**Sneeze guards** – Tim will make frames for the Plexiglas.

**Heaters** – Archer reminded the Board that the Grant we received requires that the old heaters be replaced by October. Beattie suggested that HEPA filters affect the efficiency and produces greater wear on the heaters. Archer suggested that we replace the heaters with HEPA filters that will be in place through the pandemic and until we get a vaccine for COVID-19. Beattie and McMurtry also discussed investigating a disinfecting system for our existing ductwork. Anderson cautioned that we use a non-toxic disinfecting solution.

Archer will discuss with Montag whether any of these items may be the subject of the PPP Loan. Pratt will forward a webinar on this to all Board members.

**e. Personnel Committee** – Archer reported that Rob has tendered his resignation. Boyd, Moseley, Archer and Montag have met and Boyd and Moseley have agreed to assume Rob's responsibilities with Montag's assistance.

## **OLD BUSINESS**

**8. Timeline and safety protocols for re-opening** - We need to self-certify with the County and that requires a detailed safety plan. Issues related to timing, safety requirements and costs were discussed. An Ad Hoc Committee will be headed by Moseley and Anderson, More, Beattie, Joakimides and Archer will be members. Archer mentioned some suggestions and felt that Thermometers. PPE, sanitizing solutions, signs, etc. will be needed. Joakimides discussed the self-

certification requirement for re-opening which is complicated and detailed. Moseley will put caveats on any live shows advertised on our calendar.

#### **NEW BUSINESS:**

**9. State Fund Grant** – Boyd and Moseley reported. We can get a grant up to 2x the cost of our annual premium toward reopening costs. Boyd and Moseley are in the process of trying to put together costs estimates since they want to get the Grant proposal completed asap. Boyd is exploring on-line pre-sale ticketing systems for the drive-in project and also when we reopen. More asked to be involved in evaluating the on-line systems.

**10. Board training** – Anderson asked to defer this to our next meeting.

**11. Next meeting date and time** – July 29, 2020 at 6:00 p.m.

**12. Miscellaneous** – Once the Minutes are approved the past Zoom recording of that meeting will be deleted from the Drop Box.

**13 Adjournment at 7:54 p.m.**

The Board then went into closed session.