

Minutes of the July 29, 2020 Arena Theater Board of Directors Meeting
6:00 pm regular session, ZOOM

1. Call to Order – The meeting was called to order by Pratt at 6:02 p.m.

2. Roll Call

Present: Pratt, Fernandez, Joakimides, Andersen; McMurtry, More, Archer, Boyd, Marrinan, Moseley, Montag

Absent: Beattie, Wilkinson

Minutes: Archer

3. Privilege of the Floor/Correspondence/Suggestion Box – Moseley reported that there was nothing to report.

4. Approval of Minutes from June 24, 2020 board meeting – Joakimides moved to approve the Minutes and Andersen seconded. The Minutes were approved and sent to Moseley to add to our website..

REPORTS:

5. President's Report – Pratt reminded all that she had send a draft year-end review to all Board members. No corrections were received.

6. Treasurer's Report – Fernandez reported on the last Fin Comm meeting at which a question arose as to whether we should delete or reduce our paid advertising while we are closed.

Additional question as to our insurance policy and the amount of coverage that we have and what the current premium was. Fernandez will speak with our insurance broker and report back to the Board..

7. Standing Committee Reports

a. Fund Development Committee – Pratt had circulated the Minutes of the last Fin Comm meeting. The Committee will be focusing on lapsed memberships in October. The Have-a-Seat has paid off the mortgage. Because there are seats left, we will re-focus this to pay off the Solar Loan. We will announce it but will try to run it in conjunction with the Drive-In.

We are considering a Fall Fundraiser with an on-line Art Auction. Discussion of whether to purchase a computer program to help with the auction.

Pratt reminded all that the Fall Fund-Raising Letter drafting process begins in August and it takes a couple of months to refine and finalize. We need to begin to focus the fundraising given our ongoing closure.

Grants – Boyd reported that we had applied for the SCIF Grant for re-opening costs. SCIF has asked for more details and documentation to support our Grant Application. They wanted screen shots of all of the items that we wanted to buy and she provided them and believes this is promising.

The Community Foundation of Mendocino has two Grant cycles for non-profits (Fall and Winter) from \$500-\$5,000 in amounts for various types of grants, e.g. operations, adaptations to building/programs, historic preservation of buildings); We will focus on operations and adaptations grants. First grant will issue at the end of October and we can ask for ongoing operating expense support as the PPP Loan will expire at the end of November.

McMurty raised the issue of air scrubbers and advised that Beattie determined that they cost \$900.00 each and we will need two for our system (this may also require replacement of ductwork and some installation costs). Archer confirmed that these would be attached to our new heaters after they were installed. It was decided that McMurtry/Beattie will send details of the scrubbers to Boyd for inclusion into the Grant.

Archer asked whether the electrostatic sprayer and fogger could be included in this Grant as well, even though they have already been included in the SCIF Grant Application. Boyd suggested we defer for a few weeks and if SCIF has not approved the Grant Application then we could include in the Community Foundation Grant's second round of grants in January 2021.

b. Membership Committee – Joakimides reported that there were no new memberships this month. We have raised \$3,950 toward the costs of the Drive-In project.

c. Programming Committee (includes cinema, live, telecasts, publicity and film club), drive-in –

Cinema – Moseley reported that there is not much to report. She had circulated a table showing what virtual cinema showings we have had since April with a guestimate as to what we might expect. Any payments for the movies have nation-wide runs and that could delay payment of our share of the virtual showings income. There are no "terms" per se, we don't have to pay out anything to get the showings. The net income is divided (usually 50:50) between the distributor and us. It is difficult to get an accurate sense of which are the most popular of the offered titles.

Marrienen has recently gone to the Theater and turned the projector on to run it. No problems were noted.

Pratt noted that this type of report is very helpful to help us track things throughout the year and would like this type of reporting to continue. Moseley reported that there is no new information available on a monthly basis so it might be difficult to provide more frequent information.

Live – More reported on the Third Thursday Poetry program which was successful last month. There were approximately 20 participants (only two locally). It is going to become a regular program series. Pratt asked if there could be a video clip from one of the future programs to add to our website. More described how difficult and time-consuming that would be, but she will keep in mind.

Boyd reported that a Fall Talent Show might be on the horizon, but most of her time is now being spent on the Drive-In project. If the Drive-In is successful, the a winter talent show might be possible.

More also reported that Dragon's Breath Theater will also be virtual this year and we can tie that into our programming.

Pratt mentioned that when we do have some virtual fall programming we should consider whether to use that as an opportunity for the art auction.

Publicity – Moseley reported that the Short Subjects program from Manhattan Shore (usually available in February) will not be available on-line this year. Their "selling point" has been and remains that these shorts cannot be viewed on-line and must be seen in a theater.

Drive-In – McMurty reported that he has developed a draft parking diagram for the Cove parking lot. The screen materials have been obtained. There was a City Council meeting last night and Boyd reported that we had originally wanted to have a test run for the drive-in but that was not in our original proposal so she that it might be brought up at the open comments section of the Council meeting. McMurty raised it during an agenda item related to the Cove closure and the City Attorney pointed out that the City Council has issued an ordinance that closed the Cove. The City Council then realized that they couldn't approve the drive-in project until/unless that ordinance was revised. It

was agreed that we would follow-up with the City Council going forward to see if the ordinance could be revised to make exceptions for the drive-in project. There seems to be a lot of support on the Council for this project, but the concerns about the ongoing pandemic caused them to be more hesitant as to the project. Boyd is following up with the City Manager. The City Council will reconsider the closing of the Cove in two weeks and we are waiting for additional information from the City Manager as to whether the drive-in project will be reconsidered at that time as well. The City Council is concerned because, notwithstanding the closure order, there have been quite a few people there.

Boyd reported that she had also begun to discuss alternate sites for the Drive-In in the event that the Cove is unavailable.

Joakimides reported on the many safety protocols that have been included in our proposal.

Archer suggested that if the opening of the Drive-In is delayed then we should add the cost of the projector to one of the Grant Applications. Marrinen suggested that we consider getting a better projector for the drive-in and that could also be useful in the Theater later on, like the high school has. Tim Balambo has provided information on a more expensive projector that costs approximately \$8,000. Joakimides noted that we've already raised \$3,950 in donations and suggested that remaining funds after all Drive-In costs were paid might be used for this purpose.

d. Facilities Committee – McMurtry reported that there are ongoing daily checks to the premises. He goes into the Theater weekly, trims the weeks and checks the plumbing, runs the sinks, etc. He has begun to work on the framing for the sneeze guards for the concessions area (32" high). The cost of the plexiglass will be included in one of our grant applications.

e. Personnel Committee – Archer reported that we are having an ongoing dialogue regarding updating and refining the job descriptions. Pratt mentioned that we should develop a decision tree as to what the Theater will expect from Board members, staff and volunteers re COVID-19. Archer mentioned temperature testing, questionnaires, etc. should be included as a condition of recalling furloughed employees. Pratt agreed and noted that we have a responsibility to our community and we are trying to work through this so that decisions can be made quickly and safely.

OLD BUSINESS

8. Timeline and safety protocols for re-opening – Pratt suggested that this be deferred to next month because we are not close to reopening.

NEW BUSINESS:

9. Board training – Andersen had nothing to report and suggested this be continued to next month. Joakimides clarified that this was both sexual harassment prevention training for new Board members (required every two years) as well as well as general training about non-profit board so that our Board members are educated as to their duties and responsibilities.

10. Committee Reports – Reports Save Time - Pratt mentioned that it is helpful for Committee Chairs to send documents, reports, etc. to the Board prior to the monthly meeting at which it will be discussed.

11. Next meeting date and time – The next Board meeting is August 26, 2020 at 6:00 p.m.

12. Adjournment- The meeting was adjourned at 7:00 p.m.

Closed session--Personnel