

**Arena Theater Board of Directors**  
**Wednesday, October 30, 2019**  
**5:30 pm closed session, Coast Community Library**  
**6:00 pm regular session, Coast Community Library**

1. Call to Order

2. Roll Call:

Mitch McFarland, Lisa Joakimides, Tim McMurtry, Barbara Pratt, Paul Andersen, Steven Archer, Elizabeth Herbert. Michael Beattie. Dean Fernandez

3. Privilege of the Floor/Correspondence/Suggestion Box:

The Board expressed gratitude to Barbara Pratt and Dean Fernandez for the Oz Farm Fundraiser.

4. Minutes from September 25, 2019 board meeting will be amended to include Shauna Boyd as "Controlling Signer" and tabled until the November Board meeting. Steven/Paul

**REPORTS:**

5. President's Report:

The Coastal Development Use Permit was passed by the City Council. The City will be purchasing two Have a Seat donations. Special Conditions for the Use Permit listed under Item 10 below.

6. Treasurer's Report

Tabled

7. Standing Committee Reports

a. Fund Development Committee

Winter Donation Letter, Barbara will again send letter and remit for final approval

Fundraisers, Elizabeth would like to review the schedule and add in more fundraisers if possible. Barbara suggested an updated Year in Review Report be available at each board meeting.

Grants discussion, Steven will prepare a Community Foundation grant for new Heater/s.

Jean Ohman will be encouraged to again write a Chevron grant.

b. Programming Committee

Reports from subcommittees:

Cinema: no report

Live: It was brought to the board's attention that the ABC license will require purchasing alcohol through a wholesaler,

Telecast, Publicity, Film Club: no reports

Music on Film Nite: Paul is pursuing corporate underwriting

Margaret Atwood Telecast: Dagmar presented the Margaret Atwood telecast. The board agreed it should be shown on Sunday, March 8, 2020.

c. Facilities Committee:

Shauna brought it to the board's attention that kids were using our ladder to access adjoining roofs. Tim will try to remedy the situation.

d. Membership Committee: no report

e. Personnel Committee: Closed Session with resulting action items and consequences were discussed.

**OLD BUSINESS:**

8. Staff Reports (*Staff meetings are held on the 1<sup>st</sup> Wednesday of each month*) no report
9. Incident report form was presented. Discussion of secured information. Vote next meeting.

**NEW BUSINESS:**

**10. Bar conditions: Paul suggested we stamp hands at the bar for purchasing.**

Special Conditions for the Use Permit include:

1. When alcohol is being served at a live performance, "one-time use" wrist bands or unique hand stamps will be issued and worn by persons over 21 years old who will be buying or consuming alcohol.
2. A bar manager will be designated by the Theater Board of Directors.
3. Within 120 days of issuance of the type 64 license issuance, the person designated by the Theater as the "Bar Manager" will attend and complete the ABC's Licensee/Server Education on Alcohol and Drugs (LEAD) Program. A copy of the certificate of completion will be filed with the City.
4. The "Bar Manager" will be responsible for training any volunteers that operate the bar.
5. The initial use permit will be good for 24 months from the date that the type 64 license is issued. Renewal will be done administratively unless City Administration has concerns regarding the licensee's performance under the terms of the use permit. In that case the use permit renewal will go to the City Council for consideration prior to expiration.
6. The theater will arrange with its commercial garbage hauler, recycling for empty beverage containers.
7. The entry to and use of the premises shall be limited to persons who possess movie or event tickets. If the premises admit any person who is not committed to see movies prior to the entry, the lounge will be considered a bar and shall require a new Conditional Use Permit and/or any other applicable entitlements.
8. The Conditional Use Permit for the sale of alcoholic beverages at the premises shall become null and void if the premises is no longer used as a movie theater. Continuation of alcohol sale at the premises under a different use shall require a new Conditional Use Permit.
9. There shall be no minimum drink orders. Patrons shall not be obliged to purchase any goods, e.g., food or beverages, other than movie or event tickets.
10. The off-site sale and/or consumption of alcohol are strictly prohibited.

11. Sexual harassment training: Paul is investigating suggested programs

12. The next Board meeting will be November 20.

13. Adjournment