

Arena Theater Board of Directors
Wednesday, August 28, 2019
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, Dean Fernandez, Elizabeth Herbert. Michael Beattie absent
- Staff, Shauna, Phil, Dagmar

3. Privilege of the Floor/Correspondence/Suggestion Box

- Kat Gleason proposed an organic drink for concessions. Machine costs \$7,000, example at PA Chevron station, costs 92¢ to 1.25 per 12 oz. serving.

4. Approval of Minutes from June 26 and July 31, 2019 board meetings

Approved June and July Steven / Lisa

REPORTS:

5. President's Report

- Mitch lauded the financial reports from last events. Updated progress on obtaining a Liquor license. Necessary paperwork was distributed.

6. Treasurer's Report

- Discuss 2019-2020 budget...Dean asked board to contact him with any questions.

7. Standing Committee Reports

a. Fund Development Committee/Jumpstart Program

- Network for Good... Dean said Amy suggested we request a refund.
- DonorPerfect, Shauna reported that Barbara, Amy and herself concluded that DonorPerfect was a better fit for Arena Theater's needs and is less expensive. Lisa/Paul ... unanimous
- OZ Farm Dinner, Dean reported Ross is not available for the Oct. 19 event, other chefs are being sought. Barbara gave Ross a listing of items needed for event. A follow up planning meeting will be held Wednesday, Sept. 4 at 10am
- Winter Donation Letter, Barbara showed an example of letter the FM committee will be considering at their next meeting. Will send example to Board.

b. Programming Committee

Reports from subcommittees:

- Cinema, Tuesday movie successful
- Live, listed upcoming events, poster delivery problem, suggested using live video clips on Facebook
- Telecast, Sept. 25 showing of Anthropocene will conflict with board meeting
- Publicity, Tim will work on better lighting for poster box in foyer
- Film Club, no report
- Discuss future possibility of a live theater group, Elizabeth reported over \$1,000 donation to Cinema from proceeds of Peace and Love '69. Additional live theater events being scheduled.

Rehearsal [bp1] space suggestions were Green Room, High School and Dark Mornings at Arena Theater.

c. Facilities Committee

- Paint, marquee, green room roof, carpet cleaner, cup holders, Tim updated
- Handicap bars in women's restroom is available, needs signage

d. Membership Committee

- Lisa will call present and prospective members to encourage membership and donations when possible.

e. Personnel Committee

- No report

OLD BUSINESS:

8. Staff Reports (*Staff meetings are held on the 1st Wednesday of each month*)

- Steven will attend Sept. 4, 4:30 pm meeting.

9. Blake's website recommendations, discussion and vote

- Blake updated us on website guidelines for Search Engine Optimization (SEO) and American Disabilities Act (ADA). Board voted to proceed in increments and request written updates. At a rate of \$40 hour, Blake can proceed with five hours of the estimated 20 hours work. Dagmar will update Alt Text as needed. Lisa will convey board's decision. Board will work with Amy as to source of funding. Steven/Tim

10. Strategic Plan quarterly review

- Dagmar asked for definition of Volunteer
- Chair will report on their committee at next meeting

11. Develop descriptions for responsibilities of committee chairs

- Committee Chairs will report their responsibilities at next meeting. Will be used on the website and for board recruitment.

NEW BUSINESS:

12. Incident report form was accepted for Arena Theater use.

13. Adjournment