



May 29, 2024
Arena Theater Board of Directors
Meeting Minutes

Call to Order President Beattie called the meeting to order at 6:02 p.m.

Roll Call Present: Beattie, Dupont, Vanderwoude, McMurtry, Andersen, Joakimides
Via Zoom: More, McLaughlin
Absent: Curbelo

Staff Boyd and Moseley

Guests None

Privilege of the Floor/Correspondence McMurtry shared Bill Golly's ideas about making the theater experience more compelling. Shauna suggested that the Board consider strategic planning in order to be proactive. She also gave an update on Rufus' condition.

Approval of the Agenda Andersen moved and xx? seconded a motion to approve. Passed unanimously with Curbelo absent.

Approval of the Minutes of the April 24, 2024 Meeting Vanderwoude moved and xx? seconded a motion to approve. Passed unanimously with Curbelo absent and Dupont abstaining.

President's Report Beattie reported that Member of the Board will change positions. He nominated Lisa Joakimides for President with Andersen seconding. Motion passed unanimously with Curbelo absent. Joakimides became the President for the next year.

The following positions were filled unanimously:

President – Lisa Joakimides
Vice President – Michael Beattie
Secretary – Paul Andersen
Treasurer – Mark Vanderwoude

Secretary Report Boyd shared that McFarland has provided the Board with updated information booklets.

Treasurer's Report Andersen highlighted the most recent budget report, which is attached. Overall, the Theater ended the fiscal year with an approximately \$17,000 profit.

Standing Committee Reports

Membership & Fund Development Joakimides gave a report as Curbelo was absent. She stated the annual spring fundraising letter was released in mid-May. The Committee has been discussing potential fundraisers for the new fiscal year. There was discussion about possible purchases in the future, such as a new printer and lighting equipment. She noted that the hearing aid project had been put on hold.

Lengthy discussion ensued about the various types of headsets. McLaughlin noted that many new hearing aids are Bluetooth compatible and could help resolve the issue of compatibility. He stated he would try to provide more information.

Programming

Cinema Mosely provided a rundown of feature films for the following few weeks. Andersen inquired about kids movies like "Inside Out." Mosely noted that kids movies are challenging because by the time the theater can get them, most have already seen the films at other theaters. She requested that Cinema receive more feedback about films and film selection. Boyd provided an update about the Film Festival slated for November 8-10. Planning and fundraising have begun.

Live Boyd noted that there were two blues shows in the past month.

Opera The season has completed and did very well financially.

Art on Screen The most recent showing about Jeff Koons did not perform well. Jon Sandoval will cover the loss. There is a trend of current artists shows not doing well and the ones on classic artists perform much better. She noted that the June showing is being cancelled.

NT Live The last showing did well.

Film Club Steve suggested a revision to the Committees document about how Film Club operates. He noted that Film Club was successful in selling season tickets which ensured its success and viability. He tried to share a document through Zoom. Shauna will forward the document when she receives it.

He stated that the selection process for the next season has begun. He noted that Film Club selections are limited in two ways: the films have to be booked through a non-theatrical booker, Swank Motion Pictures; and they have to use a physical copy of the film on DVD or Blu-Ray. With the demise Netflix DVD, they have had to look elsewhere. Fortunately, Dave Bradbrook loaned DVD's from his collection and even bought a couple of the ones he didn't have.

Film Club members were after six showings to determine the next six showings utilizing a list generated at the beginning. He envisions a similar process for the upcoming season.

Last season, it took 60 advance ticket sales at \$72 each to ensure it would break even. Additionally, there were sales at the door at full price. He estimated there was a \$1000 profit. In mid-summer, advanced tickets for the upcoming season will be made available.

Personnel Did not meet. McMurtry reminded the board that he has resigned from the committee and a new Chair will be necessary. He nominated Blake More as Chair of the Committee. Tracy seconded the nomination, which was approved unanimously. It was agreed that meetings would likely be by Zoom. Mosely explained recent changes in snack bar staffing.

Facilities The railing and threshold were repainted. The carpets were cleaned by Jim Mosely, who will provide an estimate for renewing grout in various locations. Michael suggested it be done in-house.

New concessions signs have been installed. Future near-term projects include the installation of a new drinks cooler and refrigerator and new fixtures for the front posters, as incandescent bulbs have stopped being produced.

Old Business

Capital Expenditures Treasurer Vanderwoude explained he sent a request to all interested parties in mid-March regarding capital needs. He received three responses which he itemized: Admin requested new desktop and laptop computers; and a large monitor, camera and speaker for Board and other Theater-related meetings. There was a request for a lightboard for live events; an iPad for the tech; a new popcorn machine; and a concession area mat. He suggested that the Theater's last fiscal year was in the black, providing the funding needed for these necessary items. He made a motion to approve the list. Mosely explained issues around the popcorn machine and that the new models require additional staff time in setup and cleanup. Parts that are needed can be ordered and would be much less expensive than a new machine. Boyd stated that bids would be solicited and the lowest cost would be used to order.

New Business

Committee Assignments See attached list for updated Committees list.

With no further business to discuss, the meeting was adjourned at 6:40pm

Next meeting is June 26 at 6:00pm.

Financial Report Fiscal Year 23-24 (May 23 to April 24)

CATEGORY	INCOME	EXPENSES	NET
EVENTS	\$198,026	\$190,784	\$7,241
OPERATIONS	\$84,061	\$74,186	\$9,875
TOTAL	\$282,087	\$264,970	\$17,117

Events Income = ALL tickets sold except for productions + concession/bar + ads on screen.

Events Expenses = Specific to events including payroll, movie rental fees, licensing, and creation of ads.

Operations Income = memberships + donations + fundraisers + rentals + interest.

Operations Expenses = communications, insurance, heat, accounting, office, property taxes, workers comp, etc.



Committee Chairs, Members, and Meeting Information
As of May 31, 2024

Facilities Committee:

Chair: Tim McMurtry

Members: Michael Beattie, Mitch McFarland

Committee does not hold regular meetings.

Finance Committee:

Chair: Mark Vanderwoude

Members: Paul Andersen, Tracy Du Pont, Lisa Joakimides, Shauna Boyd, Donna Montag

Meets the third Monday of each month at 5 pm via Zoom. Agenda: Shauna Mark chairs the meeting, Shauna takes minutes

Fund Development Committee:

Chair: Rod Curbelo

Member: Tracy Du Pont, Lisa Joakimides, Steve McLaughlin, Mark Vanderwoude, Shauna Boyd, Dagmar Moseley

A joint Fundraising/Membership (FM) committee meets the third Friday of each month at 10 am via Zoom. Agenda: Shauna Rod chairs the meeting, Shauna takes minutes

Membership Committee:

Chair: Rod Curbelo

Members: same members as Fund Development committee

A joint Fundraising/Membership (FM) committee meets the third Friday of each month at 10 am via Zoom. Agenda and minutes combined with Fund Development.

Personnel Committee:

Chair: Blake More

Members: Paul Andersen, Lisa Joakimides

Committee does not hold regular meetings.

General Programming Committee:

Chair: Blake More

Members: Shauna Boyd (Live), Phil Marrinan (Cinema), Dagmar Moseley (Publicity), Steve McLaughlin (Film Club), Paddy Batchelder (Opera), Jon Sandoval (Exhibition on Screen)

Committee does not hold regular meetings.

The following are subcommittees of the programming committee:

Cinema: Chairs: Phil Marrinan, Dagmar Moseley

Members: Susan Crutcher, Lisa Joakimides, Steve McLaughlin, Shauna Boyd

*Committee meets the 1st Monday of the month at 5 pm via Zoom. Agenda: Dagmar
Dagmar chairs the meeting.*

Film Club: Chair: Steve McLaughlin

Members: Joel Chaban, Susan Crutcher, Michael Hicks, Lisa Joakimides, Shauna
Boyd, Phil Marrinan, Dagmar Moseley

Monthly meetings as needed, usually on a Monday at 5pm via Zoom

Live: Chair: Shauna Boyd

Members: Tracy Du Pont, Kat Gleason, Tom Merline, Blake More, Dagmar Moseley,
Lisa Joakimides

*Monthly meetings are held on the third Wednesday of the month at 5 pm via Zoom.
Agenda: Shauna Shauna leads the meeting. No minutes are taken.*

Music on Film Nite: Chair: Phil Marrinan

Members: Paul Andersen, Dagmar Moseley, James Schmidt

Committee does not hold regular meetings

Publicity/Advertising: Chair: Dagmar Moseley

Members: Blake More, Tracy Du Pont

Committee does not hold regular meetings.

Telecast :

Opera Chair: Paddy Batchelder

NT Live: Chair: none

Exhibition on Screen Chair: Jon Sandoval

Committee does not hold regular meetings.

The following is a subcommittee of the Finance Committee:

Concessions Committee:

Tracy Du Pont, Lisa Joakimides, Dagmar Moseley

Other meetings to note:

***Board Meetings are the last Wednesday of the month at 6pm in the Yellow Room and
via Zoom. Staff meetings are held the first Wednesday of the month at 4:30 pm
(currently suspended). All other meetings held in Yellow Room of Arena Theater
offices or Zoom unless otherwise specified.***