

**Arena Theater Board of Directors**  
**Wednesday, February 26, 2020**  
**5:30 pm closed session, theater's yellow room**  
**6:00 pm regular session, Coast Community Library**

1. Call to Order President Mitch McFarland

2. Roll Call

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

3. Privilege of the Floor/Correspondence/Suggestion Box

Steven reported a friend was having difficulty finding the cinema schedule on the website. A more concise discussion of the problem is under Programming>Subcommittees>Publicity.

4. Approval of Minutes from January 29, 2020 board meeting. Steven/Lisa/All

**REPORTS:**

5. President's Report

Mitch is preparing an Arena Theater Information Booklet for all board candidates. It was decided to include the Arena Theater Mission Statement and Committee Assignments.

6. Treasurer's Report: Dean Fernandez

Update on finance committee meeting. It was expressed that the numbers from Accountant Amy Soderman reports she sent to all board members were better than expected. The Arena Theater Association (ATA) 990 will be available for review and approval by an ATA board member the first part of March 2020 and will be due March 15. The Finance Committee is working on Amy's transition out of her present accounting responsibilities. She has provided a listing of all her past duties which will be used in finding a replacement. The Finance Committee also plans to use Amy's suggestion of where the board can take more responsibility to help cut accounting costs.

7. Standing Committee Reports

a. Fund Development Committee

Elizabeth updated the board on the Stardust Cocktail Party Fundraiser scheduled for Saturday, March 21, from 4:30 to 7:00 p.m. She requested the baby grand be tuned. Shauna said she would contact Will Reed. The No Host Bar was discussed regarding the legality of serving Mocktails from the bar as normally alcohol and non-alcoholic drinks cannot be served from the same location. A sign will be posted, and publicity will state the event is "21 and over" to bring us in line with current law for this event.

b. Membership Committee: Lisa updated her responsibilities for the Stardust Cocktail event. It was revealed there may be a problem with the fonts on the poster. Barbara will visit the printer to find a solution. Lisa also updated the plans for the Annual Membership Meeting and Board Elections which is scheduled Monday, April 20, 2020, 6 pm at Arena Theater. The Board Election Timeline is being monitored by Dagmar.

c. Programming Committee

Reports from subcommittees:

Cinema, Phil reported good attendance

Live, Shauna reported the Valentine event netted \$700 and Cummings \$650. SFMT is looking for additional underwriting. Bryn Harris 3rd Monday proposal was rejected by the committee.

Telecast, All My Sons is being rescheduled due to the original showing having technical problems. Peter Reimuller is actively looking for underwriting and scheduling trailers.

Publicity, Recap of board candidates' requirements and Membership Meeting publicity requirements. At present the board identified four possible candidates. They will be reminded of the Wednesday, March 18 due date of their statements. Dagmar presented more information on the website problem and is pursuing a solution of adding Cinema Schedule for clarity.

Film Club no report

d. Facilities Committee Tim reported on the need for new toilets, Michael will find donated toilets. Explanation of the installation of marquee bulbs with o rings and cement. Pursuing lights for the Poster Boxes. Solar Panels need cleaning (brush estimate \$40). Solution to suction cup for marquee letters (estimate \$30). Rick White has offered consultation for free. A foyer closet light was requested.

e. Personnel Committee Hiring someone for Amy's position, Mitch will contact Patricia Schwendt. The board requested the Personnel Committee pursue additional personnel for concession and box office so that more people will be trained for those positions when needed.

#### **OLD BUSINESS:**

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

9. Strategic Plan quarterly review, Time did not allow this review. Barbara will facilitate updating the plan and sending it to each board member for additions and corrections for each committee.

10. Film Club financials discussion... initial discussion and explanation of numbers will be taken to their FC committee.

11. Confidential email policy, Steven will write up a proposed Policy

#### **NEW BUSINESS:**

12. Comps, Shauna will send Elizabeth the list of comps. The staff is reminded to hand out Reward Cards as they are turned in.

13. Adjournment Paul/Lisa