

Arena Theater Board of Directors

Wednesday, May 27, 2020

6:00 pm regular session, ZOOM

1. Call to Order

2. Roll Call:

Board Members: Paul Andersen, Steven Archer, Michael Beattie, Lisa Joakimides, Mitch McFarland, Tim McMurtry, Barbara Pratt.

3. Privilege of the Floor/Correspondence/Suggestion Box: nothing to report

4. Approval of Minutes from April 29, 2020 board meeting Steve/Lisa

REPORTS:

5. President's Report:

Information Packets finished. Hard copies will be distributed when possible.

6. Treasurer's Report: none

7. Standing Committee Reports

a. Fund Development Committee:

- Attached is the Gift comparison from January 1 through May 19. Periodic-Gift_Comp-20200519.doc Total Sum of all is \$54,030.00
- GoFundMe \$2724 sum through May 27
- Grants: PPP grant was received. EIDL, NEH CA CARES, Arts and Public Media Grant from National Endowment for the Humanities, and WESTAF grant are being worked on
- Start to strategize for August Winter Donation Letter
- Updates to Membership: 1. Introduce Donna, our new accountant 2. We reassigned some of our non-Restricted funds to our Operating Reserves 3. **Barbara will continue to look for additional topics and have report** to Dagmar by Monday.

b. Membership Committee

- Bylaws will be amended at Special Zoom Board meeting June 8 (see attached file Addendum Cancellation Meeting Election-5-25-2020.docx) Public is invited to call the office for invitation.
- Update of Membership for Spring Summer 2020 Donation Letter

Totals 5/1/2020 to 5/19/2020		
1 Benefactors (\$1000) = 2 memberships		
1 Patron (\$500) = 2 memberships		
1 Sponsor (\$240) = 2 memberships		
1 Sustaining \$20 mo = 2 memberships		
32 Partners		
18 Individual		
Total of 58 memberships		

c. **Programming Committee** (includes cinema, live, telecasts, publicity and film club) Dagmar

Cinema Report

We continue to show movies in our virtual screening room, many of them via Kino Now. So far we've shown 9 titles (most at the recommended duration of two weeks).

Playing now: Saint Frances, Best of CatfestVideo, and New French Shorts until May 28, Capital in the 21st Century, until June 4

New: The Grey Fox, May 29-June 11, One Ocean Film Tour, June 8-10

We have received a few Box Office Reports:

-New York International Children's Film Festival, May 8-18, 0 tickets

-The Woman Who Loves Giraffes, April 10-16, 14 tickets @\$12=\$72 after fees (deducted from the gross income)

Frequency of reports: Exhibitor statements will be posted to a portal by mid-month following the previous month's sales. Subsequent payments due associated with the monthly statements will be processed at the end of the current month.

To refresh everyone's memory: the way it works is that Arena Theater signs up with distributors who offer the service. They'll set up an Arena Theater specific website and send us the link and promo material. The streaming itself is done via these distributors and patrons will sign up on their website, so we don't know how many people went to site to watch.

Pop-up Cinema

Where it's at: Tim Balambao with help from Tim McMurtry will conduct a test to evaluate projector performance

Publicity Report

-ongoing reports/ads in weekly email, on website, ICO on National Theatre Live streaming offers and Exhibition on Screen. The Met is continuing their weekly streaming and I've added donation buttons to weekly emails/announcements

-received \$200 voucher from ICO redeemable for display ads, thank you already went to ICO via email, they will be one of several businesses that will be thanked in the weekly email

-published first board update on newsletter, thanks, Barbara!

d. **Facilities Committee**

Tim is preparing reports on facility needs/wants that we can focus grants for. Some ideas were to replace the shed roof, green room roof, additional speakers in stage columns, hand sanitizer unit, sneeze guard, cleaning carpet / seating, and back-up generator.

e. **Personnel Committee**

June 8 meeting will be last meeting for Mitch to preside. **Michael** will preside as president at the June 24 Board meeting in order to elect new officers and committee chairs.

OLD BUSINESS

8. Timeline and safety protocols for re-opening: Cinema, Concessions, Bar, Personnel, Facilities:

Phil and Dagmar will prepare an initial draft of protocols for re-opening Cinema and Concessions. Additional reports will be assigned for determining personnel and facility protocols in the future.

9. Modeling of budget through end of year: expected expenses vs. possible outcomes

Barbara has requested that the **Finance Committee** prepare budgets representing worst case and better case scenarios.

10. Update on pop-up movies

Paul reported they are going to test the limitations of projector. Possible location at Cove. Screen could be secured with PVC pipe.

11. Update on status of PPP/EIDL Grants/Loans

Mitch reported we got the PPP grant of \$19,575. We have applied for an EIDL loan.

NEW BUSINESS:

12. Action item:

Barbara Pratt vacated her present seat on the board and was appointment to open board seat for the next year.

13. Have A Seat campaign focus:

Board recommended the Have a Seat campaign be refocused on paying off the Solar loan at such time that the mortgage has been paid in full to the City of Point Arena.

14. Next meeting date and time:

June 8, 2020 Special Zoom Meeting

June 24, 2020 elect officers and all Committee Chairs

July, date to be determined, schedule a Strategic Plan meeting, Training Orientation, and schedule Sexual Harassment Training for new board members.

15. Adjournment: Paul / Michael

Closed Board Session followed.

Prepared by Barbara Pratt, board secretary

Note: Red indicates an Action Item for an individual or committee