

## Minutes of the March 31, 2021 Arena Theater Board of Directors Meeting

1. **Call to Order** – Beattie called the meeting to order at 6:02 p.m.
2. **Roll Call** – Present: Beattie, Fernandez, Archer, Joakimides, McMurtry, Andersen, Wilkinson, More, Sussman, Crutcher, Ohman, Boyd, Moseley and Marrinan  
Absent: Pratt and Montag  
Minutes: Archer
3. **Privilege of the Floor/Correspondence/Suggestion Box** – Nothing to report
4. **Approval of Minutes from February 24, 2021 Board meeting** – Beattie moved that the Minutes be approved and Joakimides seconded. The Minutes were approved unanimously.

### REPORTS:

5. **President's Report** – Nothing to report.
6. **Treasurer's Report** - Fernandez discussed the third quarter reports. Income was \$99,640, expenses were \$69,038 and operating income was \$30,602. Fin Comm discussed putting a budget together assuming 3 screenings a week with limited capacity, with and without an open snack bar using the projected income for the last 9 months of this calendar year as a comparison.  
Payroll will still be covered under the PPP Loan for \$16,809 during the three-month projection.  
Montag confirmed that employees cannot volunteer for tasks that they are usually paid for.

### 7. **Standing Committee Reports** -

#### a. **Finance Committee** -

**Discussion/decision regarding rescinding current sales tax policy** – The 2014 sales tax policy must be revised to comply with the law. Sales tax is applied to all food and beverages consumed on the premises where applicable. We need to post a sign near the bar to that effect. Beattie will check with ABC for additional information and will advise accordingly.

Once we have additional information from ABC the Finance Committee will finalize this new policy and present it to the Board.

#### b. **Fund Development Committee** -

**Spring fundraising letter** – Wilkinson reported that the Spring Fundraising Letter is in progress. It has been decided that the draft will be forwarded to Fin Comm for review. He has spoken with the printer and was told that the turnaround time will only be 3-4 days. He hopes to have a draft letter to the Board within the next week.

**Nomadland Fundraiser** – Joakimides reported that our proposal is on the City Council Agenda for the April 6, 2021 meeting. She discussed the specifics of the fund-raiser which are still under consideration. She is working with Frances McDormand's assistant to get some additional video clips and/or a Q&A with her.

There is also a potential to auction off the "Have-a-Seat" next to the two seats previously purchased by Ms. McDormand and her husband, Joel Coen, as well.

**b. Membership Committee –**

**Zoom board election** – Joakimides reported on the plans for the Annual Membership meeting. Candidate statements, a report from the Board and various committees will be included.

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

**Cinema** – Marrinan reported that our technical assistant will be visiting in two weeks to make sure that our equipment has been properly maintained and is in good working order.

**Publicity** – Moseley reminded all Board members to submit their volunteer hours. Waivers were discussed as well.

**d. Facilities Committee -**

**Heater update, carpet update, plaque, eventual cleaning party, security lighting—**McMurtry reported that the heaters have been installed but have one missing part. Once that is received the air scrubbers will be installed and the system will be operable. He also reported on some vents that will be replaced.

He has a meeting scheduled with the solar panel consultant to inspect the panels.

The City has provided two solar security lights which have been installed on the Theater's outer walls. A broken light on the north wall will be replaced.

All of the seat cushions have been cleaned. He will be cleaning more areas of the Theater, but anticipates that we will need a cleaning day for the auditorium.

With regard to re-opening the Theater, there is concern about the carpet. Some is so damaged that it must be replaced. He has received two quotes for carpet tiles and will try to get more detailed quotes. The lowest quote was \$8,400 for commercial carpet tile. Archer suggested that the Fin Comm also needs to be involved in this decision.

Sussman mentioned the possible off-gassing and petroleum base of the carpet tiles. Once these materials are installed they will be given sufficient time so that the Theaters ventilation system can evacuate any off-gassed chemicals long before any formal re-opening occurs.

It was agreed that we should get three different bids for the project and that we include the purchase of additional tiles for future replacement of damaged or worn tiles.

**e. Personnel Committee** – Nothing to report. Standing by for guidance from the Re-Opening Committee re plans and personnel needs.

The question was raised as to whether we can, or should, require employees to be vaccinated. That was deferred, but it was suggested that we check with all employees to see if they have been vaccinated. Archer subsequently provided the Board members with a link to the most recent guidelines issued by the Department of Fair Employment and Housing.

## **OLD BUSINESS**

**8. Reopening committee update** - Boyd reported that the Committee is looking to re-open by the end of May (Memorial Day weekend). The Committee has been diligently working on a plan, has ordered cleaning supplies, a touchless hand sanitizer stand has been ordered. All certifications from the County and our insurance carrier have been obtained. McMurtry described the seating plan which will be used for available seats for ticket sales and the fact that we will have ushers seating

patrons and periodic walk-throughs by staff re patrons wearing masks, seated in the available seats, etc.

Mosely discussed the results of the Reopening Survey. The Board discussed potential re-opening dates and the concern about another surge due to the spread of variants. It was suggested that we look to the areas near where other theaters have recently reopened (Ukiah and Santa Rosa).

## **NEW BUSINESS:**

### **9. Amendment to the Bylaws** – Archer proposed that the Bylaws be amended as follows:

During times of national or natural disaster, pandemic, public health emergencies or other similar conditions the Arena Theater Board of Directors may vote to hold the Annual General Membership Meeting and Election of Board members remotely by conference telephone, videoconference or other similar electronic communication device and all participating Members appearing remotely shall be deemed to be present, in person, at such remotely-held meeting and shall count toward a quorum.

When electing Board Members in such a manner, the Arena Theater Board of Directors may also vote to allow a longer voting period of up to two calendar weeks prior to the remotely held Annual General Membership Meeting and each Member submitting a vote during that period shall also be deemed to be present, in person, at such remotely-held meeting and shall count toward a quorum.

Archer moved that the Bylaws be amended as indicated and Wilkinson seconded the Motion. The Motion was passed unanimously.

**10. Timing for seating of board members and officers** – Andersen reported that in the past there has been a lost opportunity for the new Board to begin work by scheduling the April Board meeting so that all Board members can be seated and Committee appointments made. Since the new Board terms begin after the conclusion of our fiscal year on April 30. Archer suggested that the April Board meeting be scheduled for May 1 and Boyd suggested that we hold a meeting as scheduled at the end of April with all Officer and Committee appointments be effective May 1. Andersen moved and Wilkinson seconded the Motion that we hold our next Board meeting on April 28, 2021. The Motion passed unanimously.

**11. Parking lot security measures** – Andersen reported that the parking lot has had some negative activity. The City has installed lights directed toward the restrooms and we have installed two solar lights on the back of the building to make it less attractive for loitering, etc. The City is still interested in installing a camera on our property to monitor activity at/near the restrooms. The City is also considering limiting overnight parking in the lot which could be monitored by the Sheriff's Department.

**12. Vote to make Shauna an authorized signer (for City special permit)** – Archer moved that Boyd be appointed as our authorized representative for any permit applications with the City. Beattie seconded it and it was unanimously approved. Archer and Beattie signed an Authorization form which will be submitted to the City.

**13. Next meeting date and time** – April 28, 2021 at 6:00 p.m.

The meeting adjourned at 7:55 p.m.