



February 26, 2025
Arena Theater Board of Directors
Meeting Minutes

1. Call to Order

The meeting was called to order at 6:00 p.m.

2. Roll Call

Present: Lisa Joakimides, Michael Beattie, Paul Andersen, Mark VanderWoude, Tracy DuPont (arrived 5:15pm), Tim McMurtry, Steve McLaughlin

Via Zoom: Blake More

Absent: Rod Curbelo

Staff: Shauna Boyd & Dagmar Mosely

Guests: None

3. Privilege of the Floor/Correspondence

- A complaint was received regarding handicapped access to the upstairs bar.
- Some patrons expressed interest in the return of Wednesday afternoon matinees.

4. Approval of the Agenda

Steve moved to approve the agenda. Michael seconded. Motion carried 7-0.

5. Approval of Minutes from January 28, 2025

Mark moved to approve the minutes. Tim seconded. Motion carried 7-0.

6. President's Report

- Lisa discussed the upcoming Spring Fundraiser on March 20 and encouraged all Board members to participate.
- She reminded Board members to avoid speaking over each other during meetings.

7. Secretary's Report

- No report.

8. Treasurer's Report

- Mark provided financial updates for January and year-to-date (financial reports attached).
- Noted an event expense loss of \$6,189 compared to a \$63 loss in the previous fiscal year.
- Reported high cinema ticket sales in December 2024, nearly matching July 2024 (Barbie release).
- Liquor license cost: \$550.
- Additional expenses for tax preparation.
- Donations have decreased this fiscal year.

9. Standing Committee Reports

a. Membership

- The Theater has 291 memberships covering 554 individuals, similar to 2024 numbers.

b. Fund Development

- \$2,404 raised in February: \$1,290 from memberships, \$600 from sponsorships, and \$200 unrestricted.
- Lisa provided updates on the March 20 Spring Fundraiser and highlighted Blake's work on the event poster.
- Drafting of the Spring fundraising letter has begun.
- The Board election is scheduled for April 30, with candidate statements due by March 27.

c. Programming

Cinema

- Upcoming screenings: Oscar Shorts, *I'm Still Here*, *Paddington in Peru*, and *Captain America*.
- Steve proposed screening *The Brutalist*; the Board reached a consensus to proceed.
- Discussion on sponsorships for the Western film series led to the decision against individual sponsorships covering losses.

- Consideration of expanding sponsorships to include other series (Music on Film, Cult Classics, etc.).
- First meeting of the Shorts Film Festival committee scheduled for March.

Live Events

- Ronnie Baker Brooks opens the *Blues on the Coast* series on March 2 (43 subscriptions sold).
- Polyrhythmics scheduled for March 15.
- A Talent Show is under consideration for May 3.

Telecasts

- Opera *Fidelio* screening on March 15.
- National Theater Live's *The Importance of Being Earnest* on March 22.
- Attendance for *Munch* in the *Art on Screen* series was lower than expected.

Publicity

- Dagmar noted some issues with ICO coverage.

Film Club

- Three films remain in the current series.

d. Personnel

- No business to report.

e. Facilities

- Tim reported the Arena Theater cleaning day was a success.
- The new popcorn machine has been installed.
- Addressing issues with the ice machine.

10. Old Business

Further Reach Proposal

- Further Reach proposed upgrading the Theater's internet connection at no cost, improving speed and extending coverage to the snack bar area.
- Michael moved to approve the upgrade. Seconded by Steve. Motion carried 8-0.

Board Retreat

- Tracy reported she reached out to North Coast Opportunities for recommendations.

Retroactive Approval of PTO Policy for Hourly Workers

- Mark outlined a PTO policy allowing hourly employees to accrue paid time off at a rate of .04 per hour worked.
- Eligibility: Employees with at least one year of service or 100 hours worked.
- Policy attached. Tracy moved to approve. Steve seconded. Motion carried 8-0.

11. New Business

- Next meeting scheduled for March 26 at 6:00 p.m.

12. Adjournment

- With no further business, the meeting was adjourned at _____ p.m.

Attachments:

- Financial Reports
- PTO Policy

Financial Report Fiscal Year

Jan 25

Jan 24

CATEGORY	INCOME	EXPENSES	NET	NET
EVENTS	\$21,472	-\$22,401	-\$929	\$794
OPERATIONS	\$2,864	-\$8,124	-\$5,260	-\$857
TOTAL	\$24,336	-\$30,525	-\$6,189	-\$63

Included in Events: 2025

Cinema = -\$691

Nite/Cult = \$531

Film Club = -\$76

Opera = \$1,307

Produced = -\$1,832

Exhibits on Film = -\$69

NT Live = -\$29

Rentals = 0

Film Festival = -\$69

Total = -\$928

Included in Events: 2024

Cinema = -\$562

Nite/Cult = \$273

Film Club = \$412

Opera = \$1,503

Produced = -\$556

Exhibits on Film = -\$109

NT Live = -\$36

Rentals = -\$130

Film Festival = 0

Total = \$795

Financial Report Fiscal Year

YTD thru Jan 25

YTD thru Jan 24

CATEGORY	INCOME	EXPENSES	NET	NET
EVENTS	\$160,534	-\$153,371	\$7,163	\$13,012
OPERATIONS	\$61,949	-\$58,262	\$3,687	\$11,639
TOTAL	\$222,483	-\$211,633	\$10,850	\$23,651

Included in Events: 2025

Cinema = -\$11,439

Nite/Cult = \$640

Film Club = - \$504

Opera = \$2,660

Produced = \$4,710

Exhibits on Film =-\$190

NT Live = -\$274

Rentals = \$571

Film Festival = \$10,994

Total = \$7,168

Included in Events: 2024

Cinema = -\$3,254

Nite/Cult = \$2,199

Film Club= \$938

Opera = \$2,665

Produced = \$798

Exhibits on Film = \$311

NT Live = -\$126

Rentals = \$2,773

Film Festival = \$6,998

Total = \$13,302

Paid Time Off (PTO) Policy

Effective Date: January 1, 2025

The Arena Theater Board is implementing a **Paid Time Off (PTO) Policy**, effective January 1, 2025. Although PTO is not currently mandated by California law, this policy is designed to provide employees with flexible paid time off to be used for vacation, personal time, or illness.

Eligibility

- All employees who have worked for the Arena Theater for at least **1 year** or have completed **100 hours** of service are eligible for PTO.

Accrual

- PTO accrues at a rate of **0.04 hours per hour worked**.
- Employees who work **2,000 hours per calendar year** (full-time equivalent) will accrue a maximum of **80 hours of PTO per year**.
- Accrual is based on actual hours worked, including overtime.

Usage

- PTO is earned and must be used within the **calendar year** in which it is accrued.
- PTO should be taken in daily increments, based on the **average number of hours the employee typically works per day**.
- Employees are encouraged to schedule PTO in advance, subject to management approval, except in cases of illness or emergency.

Year-End PTO Cash-Out

- Any unused PTO at the end of the calendar year **must be cashed out** and will be included in the employee's **final paycheck of the year**.
- PTO does not roll over to the following year.

General Provisions

- PTO is considered earned wages and will be paid at the employee's regular hourly rate.
 - PTO does not accrue during unpaid leaves of absence.
 - This policy may be reviewed and adjusted at the discretion of the Arena Theater Board.
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