

## Arena Theater Board of Directors

Wednesday, March 25, 2020

6:00 pm regular session, ZOOM

1. Call to Order: This board meeting was conducted through Zoom, an online conference program

2. Roll Call:

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

Staff and Guests, Shauna Boyd, Dagmar Moseley, Phil Murrinan, Steve McLaughlin

3. Privilege of the Floor/Correspondence/Suggestion Box. nothing

4. Approval of Minutes from February 26, 2020 board meeting

Lisa / Michael

### REPORTS:

5. President's Report: Mitch McFarland

Information booklet still under construction. Peter Reimuller received a \$10,000 check from an anonymous donor as a result of reading the attached Report for Sponsorship to the theater telecast participants.

6. Treasurer's Report: Dean Fernandez

Reserve accounts should be adequate for the next three months, \$45,000, board will be reviewing every month.

Received an anonymous \$10,000 donation that will be restricted to the Mortgage Reduction Fund.

Our accountant, [REDACTED] originally planned to vacate her position on May 1, but will now work with the theater through the Covid-19 event.

Our potential new accountant has asked not to do our payroll. Amy will switch us to a different payroll system before she leaves.

7. Standing Committee Reports: Barbara Pratt

a. Fund Development Committee

Prior to the meeting Barbara emailed pros and cons about emailing the Spring Summer Donation Letter by May 1. After discussion the board decided to rewrite the message and plan for a potential goal of April 30 for printing and mailing.

b. Membership Committee: Lisa Joakimides

The Membership Meeting scheduled for April 20 is cancelled.

Elections discussion,

Postpone Motion Elizabeth/Paul: The Membership Meeting and Election will be rescheduled to third Monday of June

Barbara Pratt and Mitch McFarland will continue participating as board members until elections are held. If we don't get additional candidates, Mitch McFarland will run again. Tim McMurtry has already completed his candidate requirements. We have one other candidate, Blake More.

Barbara Pratt and Mitch McFarland will continue participating as board members until elections are held. If we don't get additional candidates, Mitch McFarland will accept an appointment to a vacant seat should there be one after the election is held and no other applicant steps forward to apply for the vacancy appointment. He would resign in March 2021 and not complete the three-year term creating an opening

in the 2021 election. Tim McMurtry has already completed his candidate requirements. We have one other candidate, Blake More.

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

Shauna Boyd will cancel all events through mid-May. Evaluations will continue to take place for upcoming events.

Steve McLaughlin has cancelled all Film Club films on website. Will reschedule at appropriate time.

Shauna will work with Jean Ohman to offer partial or full credit for next year's Met Opera subscribers for the missed performances. She will also encourage forgiveness of the missed events as a donation.

d. Facilities Committee: Tim McMurtry

Tim is checking the theater facility in the morning, and Michael is checking every evening. There has been an ongoing sanitizing program throughout the facility. Tom Hicks has loaned his equipment to resurface the dance floor and Tim has completed the sanding. The special varathane surfacing will be purchased by the theater. A new mop for cleaning the solar panels has been purchased. Steven reported on the Community Foundation grant for the new heaters... Steven, Michael, and Tim are coordinating logistics for acquiring and installing the new furnaces.

Steven, Michael and Tim will collaborate on getting a possible generator. Wiring is the main issue with the installation. Tim is meeting with an electrician to conduct a feasibility study and potential cost of a generator hook up.

e. Personnel Committee: Steven Archer

Discussion of Salary Payments during Covid-19 event. Board Motion to continue with regular wages from March 13 through 31. Michael/Steven.

Steven and [redacted] are attending a conference for non-profits on 3/26/2020 to discuss best procedures during the Covid-19 event. It is the goal of the board that all staff and employees will receive full payments equal to their normal salaries during the Covid-19 event.

Discussion of hiring a new bookkeeper is postponed.

**NEW BUSINESS:**

8. Handling of donation, Elizabeth commended the handling of the latest donation but cautioned we should honor our agreements to keep future donors anonymous.

9. Reimbursing half of March and rest of down time on-screen advertising, Lisa and Ann Mary will contact each advertiser and offer a reschedule. A donation can also be offered. We do not encourage refunds, but it will be acceptable.

10. A Get-Well card will be sent to Rob Cozens and Mary Cope

11. Adjournment

Addendum Decisions of the Arena Theater Board through March 31

- 1. Email Motion Proposed on March 26 by Steven Archer/ Paul Andersen. Yes from Mitch McFarland, Michael Beattie, Lisa Joakimides, Elizabeth Herbert, Tim McMurtry, Dean Fernandez, Steven Archer and Paul Andersen. No from Barbara Pratt as she felt this Motion had already been passed and is reflected in the 3/25/20 board minutes.**

Based upon the limited knowledge available at this time, recognizing that COVID-19 has caused significant health and economic challenges in our community and to our employees and staff, I move that the Arena

Theater Association pay its staff and employees their average biweekly earnings for the period of March 14-31, 2020. The biweekly earnings amount will be calculated as their average biweekly pay amount during the six-month period from 10/16/19 to 3/13/20.

- 2. As a result of the passing of this online Motion this email was sent to the Arena Theater staff on March 30 by Steven Archer who is on the Personnel Committee. It was accompanied by a UI info sheet of the last 8 quarters earnings that was prepared by our accountant [REDACTED].**

The Board recently held its monthly meeting and we wanted to report to you some of the decisions that were made.

As you already know, we have closed the Theater due to the COVID-19 pandemic effective March 13, 2020. We have cancelled all events through the end of April, 2020 and we have cancelled a couple of live events that were scheduled for May, 2020. We are not sure whether we will be able to re-open in May as that will depend on the course of the COVID-19 pandemic and Governor Newsom's decision as to when the Stay-at-Home Order will be lifted. The Board will review this issue at our April meeting but additional closure after April 30, 2020 is likely.

In order to relieve some of the economic consequences of the COVID-19 pandemic and the Governor's Stay-at-Home Order the Board has voted to issue paychecks to all employees covering the period from our closing (March 13) through the end of the next payroll period (March 31, 2020). You will receive a check representing your average biweekly earnings (based on the period of September 1, 2019 – February 29, 2020). That will pay you your respective wages through March 31, 2020.

Over the last week or so each of you received an email with an informational flyer re Unemployment Insurance [UI] along with a record of your earnings from the Theater for the last 8 quarters. That was provided so that each of you could file for UI benefits "just in case" since the time period for eligible benefits is only retroactive to the Sunday of the week that you file your application and since the large number of applications filed over the last several weeks may slow down the application approval process. Some of our staff will continue to work, however, they will likely be working fewer hours. The reduction in their hours qualifies them for UI benefits based on the reduced hours.

We sent you the UI information out of an abundance of caution. As you can well imagine, with the flurry of COVID-19 bills that were being debated, revised, amended and, ultimately, passed by Congress in the last couple of weeks there is a lot of confusion as to what additional aid is or may be available to small business employers and workers. As more information becomes available the Board will make a further decision as to whether to continue to pay your wages under the foregoing formula or, alternatively, whether to formally lay you off so that you can then qualify for UI. We would much rather do the former (i.e., continue to keep you on the payroll if possible) and we will keep you advised as this situation progresses.

Please feel free to call me (323.422.9626) or email me if you have any questions.