

Minutes of the April 28, 2021 Arena Theater Board of Directors Meeting

1. **Call to Order** – Beattie called the meeting to order at 6:03 p.m.
2. **Roll Call** – Present – Beattie, Joakimides, McMurtry, Andersen, More, Archer, Sussman, Boyd, Moseley, Marrinan
Absent – Crutcher, Wilkenson
Minutes - Archer
3. **Privilege of the Floor/Correspondence/Suggestion Box** – None.
4. **Approval of Minutes from March 31, 2021 Board Meeting** Joakimides moved that the Minutes be approved, Beattie seconded that Motion and the Minutes were unanimously approved.

REPORTS:

5. **President's Report** – None.
6. **Treasurer's Report** – Archer provided a brief summary of the Treasurer's Report from the recent Annual Membership Meeting. Our fiscal year ends on April 30, 2020 and the draft financial reports indicate that, notwithstanding the pandemic, we received Grant Income of approximately \$56,000 (including PPP Loans of \$19,575 and \$18,143), Membership Income of approximately \$35,000 and Donations of approximately \$42,000. Our earned income was primarily derived from Drive-Ins (approximately \$10,000) and Talent Shows and telecasts (approximately \$4,000).
7. **Standing Committee Reports** -
 - a. **Finance Committee** – Archer reported on the decision regarding rescinding current sales tax policy. Archer moved to formally revise the policy, Andersen seconded the Motion, and the Motion was approved. Sales tax will be charted on all food and drink items sold in the Theater and will be incorporated into the per item charge.

Archer reported that the proposed \$500 Purchase Protocol per revisions suggested at last Board meeting were discussed and approved as revised. The Protocol was followed with the proposed new projector purchase and worked very well.
 - b. **Fund Development Committee** -
 - Fundraising letter update** – Joakimides reported that the final draft of the Spring Fundraising Letter has been completed and will be sent to the printer.
 - Nomadland Fundraiser** – Joakimides reported that we sold out the Drive-In with 35 tickets @ \$100. The auction for the Have-a-Seat next to “Fern” is open through June 15, 2021. The Q & A will be recorded tomorrow. Archer suggested that we try to get Ms. McDormand to do a sound bite about our Theater that can be repurposed and used at other times. The volunteer positions necessary for the Drive-In have been filled.

The tours are being arranged for Sunday May 9 beginning at 10:00 a.m. with new tours starting on the hour.

b. Membership Committee – Joakimides reported that our Annual Membership Meeting and Board Election was held. We have 556 total members, \$2,400 in donations in March, one new Have-a-Seat purchase and second projector fundraising project which has raised \$3,600.

Membership Perks – The Committee is exploring ways to provide additional perks to members. One of the proposals that the Committee is considering is a reduced ticket charge for Film Club for members (\$5.00 including a small popcorn) and \$10 for non-members. Another proposal being considered is a new membership perk of two free popcorn passes for an annual membership. These and other proposals are still being discussed and the Committee will report back to the Board. No final decisions will be made until the Fall.

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

Cinema – After the carpet is cleaned Marrinan will begin working at the Theater to get the equipment and the facility ready for use. We have two movies booked for 5/28 – News of the World (Tom Hanks) and 6/4 Nomadland (Frances McDormand). It is difficult to book many of the recent award winners because of availability but he will keep trying.

Live – Nothing to report.

Telecasts – Nothing to report.

Publicity – Moseley reported that it has been a busy month with the Annual Membership Meeting, the Re-Opening Survey and the Drive-In Nomadland Fundraiser. She discussed some award-winning films that she is trying to line up for later this year.

Film Club – Nothing to report.

d. Facilities Committee – McMurtry reported that the heaters are installed and working but they still need a new thermostat. Beattie discussed the location and installation of the air scrubbers which have yet to be installed. Boyd reported that the paperwork for the Community Foundation Grant for the heaters has been completed and submitted.

McMurtry was able to use the recent rain to help wash off the solar panels.

He submitted a proposal of approximately \$700 for chair cleaning to the Fin Comm and it was approved to go forward. The cleaning process will begin next week and should be completed within a week.

A Fire Extinguisher Inspection will be performed next month. All our fire extinguishers will be inspected and, if needed, charged up.

Action Network has asked if they can share our garbage collection service. They will contribute to our monthly trash collection charge. The Café is out of business and cannot share our trash collection charge as it had before. Boyd will reach out to Action Network so that the collection services will begin at a more frequent rate beginning next month.

e. Personnel Committee – Archer reported that we have reached out to all our furloughed employees inviting them to come back. We have heard from all but one of them.

We also asked our employees whether they had or were planning to get a Covid vaccination. All but one of our employees has indicated that they have been vaccinated or intend to get vaccinated. Accommodations will be made for that employee.

OLD BUSINESS

8. Reopening: committee update – Boyd reported the Committee met and is making steady progress on reopening. It was decided to start with 3 screenings/week (Friday PM and Sunday and Wednesday Matinees). For the time being the Committee still thinks it prudent to continue with our 25% attendance limit and a reduced number of showings notwithstanding the improving County health status.

Internet service has been extended to the Snack Bar area to facilitate credit card sales transactions.

NEW BUSINESS:

9. Appointment of Officers, Committee Chairs and Committee Memberships - Archer led the discussion. All current Board members that are Committee Chairs for the Facilities (McMurtry), General Programming (More) and Personnel Committees (Archer) and the Cinema (Marrinan) and Film Club (McLaughlin) Sub-Committees will remain in the same position. For the next year new Chairs were appointed for the Membership Committee (Joakimides), Finance Committee (Andersen) and the Fundraising Committee (Wilkinson). Board Officers for the 2021-2022 fiscal year will be Beattie (President), Joakimides (Vice-President), Andersen (Treasurer) and Archer (Secretary).

10. Next meeting date and time – 6:00 p.m. on May 26, 2021

The meeting was adjourned at 7:05 p.m.