

## Minutes of the January 27, 2021 Arena Theater Board of Directors Meeting

1. **Call to Order** – The meeting was called to order by Pratt at 6:04 p.m.
2. **Roll Call** - Present: Pratt, Beattie, Fernandez, Joakimides. McMurtry, Andersen, Wilkinson, Archer, More, Boyd, Marrinan, Mosely and Montag

Absent – None

Minutes - Archer

3. **Privilege of the Floor/Correspondence/Suggestion Box** - None

4. **Approval of Minutes from December 16, 2020 board meeting.** Pratt pointed out a misstatement which was corrected. Joakimides moved that the corrected Minutes be approved, Wilkinson seconded the motion and the Minutes were approved unanimously.

### REPORTS:

5. **President's Report** – Nothing to report.

6. **Treasurer's Report** – Fernandez reported that in December 2020 we received \$9,000 in membership, \$10,000 in donations and have \$15,000 net after expenses. We have 3 grants and 1 loan in the works. We are on a waiting list for the CA COVID grant and our second PPP Loan.

Restricted funds policy reviewed in 4/20 but did not deal with some of the smaller funds. Fin Comm will revise restricted funds definition and protocol at its next meeting and report back to the Board. Our 990 form has been filed and will be posted on website this week.

### 7. Standing Committee Reports

a. **Finance Committee** – This was discussed in the Treasurer's Report.

b. **Fund Development Committee** - Pratt discussed the pending Grant applications, why there are Wait Lists. She is working on a CA Arts Grant and CA General Operation Grant. Second PPP Loan is submitted and pending. Some of the Grants are mutually exclusive (if you apply for one you cannot apply for another). Crowdfunding copy has been changed and has resulted in \$340 in new donations. Still investigating planned giving. Still discussing the possible rental of our marquee for events and holidays. Committee will explore this further at its next meeting.

b. **Membership Committee** – Joakimides reported on the upcoming Annual Membership Meeting (April 19), how many new Board members we will need to recruit and increasing diversity. Issues include whether it will be a Zoom meeting and, if so, how members will vote.

December brought in \$20,590 composed of \$8,480 from Fall Fundraising Letter (57 donors and a few gifts). Unrestricted gifts totaled \$8,540 and we had a solar loan reduction donation of \$650.

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

**Cinema** – Nothing to report.

**Live** – Nothing to report.

**Telecasts** – Wilkinson reported that National Theatre Live has announced a new season of productions. More information to follow.

**Publicity** – Nothing to report.

**Film Club** – Nothing to report.

d. **Facilities Committee** - McMurtry reported that there are no mice, but many pill bugs which are swept up regularly. McMurtry removed the old, spoiled beer and disposed of it. The bar is cleaned out of boxes. He found 40 seat covers in the Green Room and washed and dried them. He looked at the seats in the theatre and he cleaned mold spots off of some of them with bleach. He has taken some seats apart and suggests that we might take the other seat covers off and have them cleaned commercially.

The building was Inspected today. No indication of any leaking from the roof or walls, including the closet in the Green Room.

We are still waiting for updated technology on air scrubbers. Beattie added that the technology is changing and a new model might be the best for us. A UV light cleans the air as it passes through the scrubbers. Cost is \$750-\$900 but would require some revision to the bottom chamber in our heating system. That part of the process could take 2-3 weeks.

e. **Personnel Committee** – Nothing to report.

## **OLD BUSINESS**

8. **Reopening committee update** – Boyd reported that the Committee has developed a timeline for re-opening listing and prioritizing tasks for re-opening. The first group of these tasks will be discussed in detail at the next Committee meeting (including heaters, air scrubbers research and recommendation, etc.). She attended a State Compensation Insurance Fund (our Worker's Comp carrier) seminar on the new Cal-OSHA requirements. They will provide a template for us to use and modify. Once there is a draft it will be circulated for comment and input to the Personnel Committee and others. The discussion included both employees and volunteers that will need training and will need to comply with the system.

More questioned why we, as a small non-profit, will have to comply with these requirements when larger businesses do not seem to comply with. Archer pointed out that once we are allowed to re-open we will have a P.R. challenge in convincing people that it is safe to come to the movies.

We will also begin the certification process with the County for next season's Drive-In movies and this will include an estimate of employee time/screening.

## **NEW BUSINESS:**

9. **Soliciting candidates for the Board election** – Joakimides reported that Pratt, Joakimides and Fernandez's terms are up. Joakimides will run for re-election, Fernandez has not decided and Pratt will not run again. Archer suggested that we develop a list of potential candidates that could be approached. Moseley will send out an announcement inviting potential candidates to attend an upcoming Zoom Board meeting. Important dates to note are:

Beattie reminded that there is a process for inviting candidates to submit letters of intent, etc. and it was agreed that this is not a substitute for the application process set forth in the By-Laws.

The timeline called for in our Bylaws for the next Annual Membership Meeting and Board Election is as follows:

- Monday, April 19, 2021 at [insert time of day]: Annual Membership Meeting
- Wednesday, March 31, 2021: the latest date to publicly announce the Annual Membership Meeting
- Friday, March 12, 2021: Board candidate names should go to the Membership Committee,
- Friday, March 12, 2021: Deadline for submissions of letters of interest from candidates.

**10. Next meeting date and time** – February 24, 2021 at 6:00 p.m.