

## Minutes of the May 26, 2021 Meeting of the Arena Theater Board of Directors

1. **Call to Order** – The meeting was called to order by Beattie at 6:02 p.m.
2. **Roll Call** – Present – Beattie, Joakimides, Andersen, McMurtry, More; Crutcher, Sussman, Archer, Boyd, Marrinan, Moseley, Montag  
Absent – Wilkinson  
Minutes – Archer
3. **Privilege of the Floor/Correspondence/Suggestion Box** – Nothing to report
4. **Approval of Minutes from April 28, 2021 board meeting** – Joakimides moved to approve the Minutes and McMurtry seconded the Motion. The Minutes were approved unanimously.

### REPORTS:

5. **President's Report** – Beattie reported briefly on working with Boyd on Grant proposals
6. **Treasurer's Report** – Andersen reported on the last Fin Comm meeting. The Theater enjoyed a significant increase in donations of approximately \$31,700 (v. \$17,400 in the previous fiscal year) and membership (up \$7,000 to \$39,800 from \$32,400 due to the lapsed membership campaign). Expenses totaled \$96,529 and net operating income was \$57,270.42, excluding depreciation.

Grants were received during the last fiscal year from the Community Foundation and for the Front Fills and mortgage funds were moved from a restricted account to the operating account after the mortgage was paid off. We received two PPP Loans \$19,575 (which was forgiven) and \$18,500 and we have approximately \$10,000 left from the second loan. \$13,000 of Restricted Donations was used for the purchase of equipment (furnace, front fills, air scrubbers, router, drive-in screen and framework).

### 7. Standing Committee Reports

a. **Finance Committee** – Archer reported on the Fin Comm's review of policies including Sales Tax Policy, Confidentiality Policy, Restricted Funds Policy, Capital Purchase Approval Policy, Withholding for Out-of-State Performers Policy and Use of Email for Board Communications Policy. The Board has already approved the Sales Tax Policy and Capital Purchases Approval Policy and the rest of the policies will be brought to the Board for approval in the coming months.

Archer noted that the Capital Purchase Approval Policy was used for both the purchase of the Air Scrubbers and the Carpet Cleaning Contract and the Policy worked very well.

Boyd commented on the projected profit noting that it was in large part due to two PPP Loans, donations and several Grants (Community Foundation, CA Covid Relief and Zoom).

b. **Fund Development Committee** – Joakimides reported the Nomadland Drive-In costs were \$485, tickets generated \$4,020 with a profit of \$3,335. The tours went very well, and the hosts were most hospitable. The second projector (2020 Epson Portable Projector) was purchased for \$3,251.00 (original price was over \$16,000). Comes with the lens that we need and with a full warranty.

Another Have-A-Seat was sold last month for \$1,000. The seat next to Fern now has a high bid of \$3,100 and the auction will continue into June.

The Fall Fundraiser is being discussed by the Committee.

Sussman reported on the Testamentary Giving proposals which are still being discussed and developed. Additional donation opportunities are being explored.

Joakimides also reported that the Fund Development and Fin Comm are discussing changes to the Film Club. There is a proposal that Members would be charged \$5 but would receive a free small popcorn (non-members \$10).

**b. Membership Committee** – Joakimides reported that membership is holding steady (550 as of last month). Spring fundraising letter has been mailed and we will be able to discuss some results next month.

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

**Cinema** – News of the World will be our re-opening feature. Nomadland will follow in the first week of June. Cruella, A Quiet Place II, Raya and the Last Dragon are scheduled and Marrinan reported that we are booked through June. Jungle Cruise is set for July. The Beatles documentary will play in August. Looking forward to adding another weekly showing later in the summer.

**Live** – Nothing to report.

**Telecasts** – Moseley reported that this is the last week of the Great Art on Screen and National Theatre productions. She will investigate if the program will be continuing. Exhibition on Screen will be presenting 5-6 additional productions beginning in October.

A modern opera “Fire in My Bones” will be available later in the season. Boyd is in contact with the Met to renew our subscription. Moseley commented that she believes it will be a full 10 production season.

Boyd reported that NT Live is offering telecasts beginning later this summer and she will investigate this further.

**Publicity** – Moseley reported on the protocols, on-line ticket sales and is looking forward to re-opening. The Friday showing sold out very quickly (two days), 17 sold for Sunday and 11 for Wednesday.

**Film Club** – Nothing to report.

**d. Facilities Committee** – McMurtry reported that the heaters, air scrubbers and thermostat are installed and working. The carpets have been cleaned and most of the seats have been cleaned to date. Screens have been constructed to replace some of the inside screens. There was a recent toilet failure that led to some flooding in the basement. That has been corrected and the sewage lines have been cleaned as well.

He raised the idea of taking the Arena Pharmacy sign and changing it to Arena Theater and mounting it on the north wall. He will contact the sign-maker, Dusty, to see if this is feasible.

**e. Personnel Committee** – Archer reported that we held a staff meeting describing the re-opening plan, COVID protection and other issues related to the Theater.

## **OLD BUSINESS**

**8. Reopening: committee update** – Boyd reported that we are re-opening this Friday. We are going to keep most of the protocols that we put in place when the situation was different. These protocols may not technically be “necessary” now but, prudently, we will keep them in place to allow our staff and members to become more comfortable with returning to the Theater. We will revisit this after a few weeks to see what is working, what needs to be changed and whether we want to add an additional showing/week to our schedule. The re-opening plan and safety guidelines were reviewed.

**NEW BUSINESS:**

**9. Vote to approve Paul, Dagmar and Shauna as check signers for RCU account** – Boyd reported that Fernandez needs to be replaced on these accounts. Andersen needs to be added and, in doing so, we also need to renew our approval of Moseley and Boyd as signers. Sussman moved that we approve Andersen, Moseley and Boyd as signers. More seconded the Motion and the Motion was approve unanimously.

**10. Next meeting date and time** – June 30, 2021, at 6:00 p.m.

The meeting was adjourned at 6:50 p.m.