

November 20, 2019 Board of Directors Meeting Minutes

1. **Call to Order** - The November 20, 2019 Board of Directors Meeting was called to order by Beattie at 6:01 p.m. As set forth in the Agenda, each of the Agenda items and a few other items were discussed.
2. **Roll Call** - Present: Beattie, Pratt, Fernandez, Herbert, Jiakomides, Archer, McMurtry, Andersen
Staff: Boyd, Moseley, Marrinan
Absent: McFarland
Minutes: Archer
3. **Privilege of the Floor/Correspondence/Suggestion Box** – None
4. **Approval of Revised Minutes from September 25, 2019 Board Meeting and October 19, 2018 Board Meeting** – The Minutes from both meetings were approved.

REPORTS

5. **President's Report** – Given McFarland's absence this Report was deferred.
6. **Treasurer's Report** – Fernandez circulated copies of the 2020 Budget and Actuals. He will be meeting with Amy and will report further at the January Board meeting. There is a shortfall from the Facilities Fund and there was a discussion as to whether some of those charges could more properly be assigned to other Funds/sources. There was a discussion of the Budget with agreement that further review and analysis is warranted.
7. **Standing Committee Reports**
 - a. **Fund Development Committee**

Jumpstart Program – This topic is no longer relevant and was taken off calendar.
Oz Farm Fundraiser – Our net profit was \$3,907.00.
Fall Donor Letter – Discussion of the costs of mailing and the current status of responses.
Community Foundation of Mendocino Grant – Archer confirmed that our Grant Application for funds to replace the Theater's heaters has been submitted.
Additional Grants – A discussion was had as to whether we should submit additional Grant Applications for such things as a 15-20kw Generator. Archer, Beattie and McMurtry will explore this further.
 - b. **Programming Committee**

Reports were received from Cinema, Live, Telecast, Publicity and Film Club.
The Publicity Committee requested a specific budget commitment for the next year. Moseley will provide additional data at the January Board meeting.
A discussion of the Film Club's cost/budget began. Boyd will collect data and report further at the January Board meeting.
Herbert reported on the Valentine's Day program.
Marrinan reported on the recent Cinema sales and upcoming movies.
Marrinan reported on the Music on Film Series and upcoming movies (including

Linda Ronstadt, Bob Marley and others).

- c. **Facilities Committee** – McMurtry reported that the replacement of the marquee panels has been completed. Cup holders were again discussed and it was agreed to ask Peter Reitmuller to see if he could get a competitive quote. Handicapped signs were discussed and it was agreed that additional signs would be posted. While our ABC Permit is still pending there will be no events at the Theater which will include the sale/consumption of alcoholic beverages. Our “target” date for approval of the application will allow for sale/consumption of alcoholic beverages at our Valentine’s Day event.
- d. **Membership Committee** – Pratt reported on updating our form response and “thank you” letters and again raised the idea that Board members should send personal notes to acknowledge renewed membership and/or donations from the members/donors that they know.
- e. **Personnel Committee** – No report.

OLD BUSINESS

- 8. **Staff Reports** – Archer reported on the last Staff meeting.
- 9. **Incident Report Form** – The contents of the proposed Incident Report Form were discussed. Anderson questioned whether we were asking for too much information (i.e., driver’s license numbers, etc.) of witnesses and suggested that might dissuade witnesses from completing the form. Archer responded that the more information we had would provide more of an opportunity for our insurance carrier to locate/contact witnesses if necessary. After further discussion it was agreed that any/all information on the Incident Report Form was voluntary and if a witness objected to providing some of the requested information that was acceptable. The goal was to get as much information on the form as possible.
- 10. **Strategic Plan** – This was tabled until the January Board meeting. Each Committee Chair is requested to provide additional information.
- 11. **Sexual Harassment Training** – Boyd reported that the training is available on line and that each employee will be required to complete a one-hour training course and each Board member will be required to complete a two-hour training course. The goal is to have all courses completed by the beginning of 2020.

NEW BUSINESS

- 12. **Limit on Check-Signing Amounts** – The Board approved increasing the amount of checks that Boyd could sign without further Board approval to \$2,500.00.
- 13. **Chevron grant funding request for Music on Film Nite** - Andersen moved that the Board commit funding to underwrite the Music on Film Series for the rest of this fiscal

year. The Board approved the proposal and agreed that Chevron funds could be used for this purpose.

14. Adjournment - Beattie adjourned the meeting at 7:15 p.m.