

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

1. **Call to Order** – Beattie called the meeting to order at 6:05 p.m.

2. **Roll Call** – Present: Beattie, Joakimides, Andersen, Archer, McMurtry, Sussman, Crutcher, Boyd, Marrinan and Moseley

Absent: Wilkinson and More

Minutes: Archer

3. **Privilege of the Floor/Correspondence/Suggestion Box** – Discussion of a request to sponsor a concert in the park. Questions were raised as to whether such a concert was feasible given the mask and social distance requirements which are in flux.

Moseley raised a question as to whether a camera had been/was being installed on the Theater's roof. McMurtry reported that he and Tim Balambao recently inspected the roof. Balambao has been in contact with the City which has requested permission to install two cameras on the roof aimed at the parking lot and the restrooms in the plaza. Access to the recorded data would be limited. The Sheriff's Office had originally requested the cameras. They would be on 24/7 and the only a limited number of people would have access to the stored data. No contracts/agreements have been generated and it was agreed that this would become an issue for later Board meeting.

4. **Approval of Minutes from June 30, 2021 Board meeting** – Deferred to next meeting.

REPORTS:

5. **President's Report** – Beattie is encouraged

6. **Treasurer's Report** – Andersen gave the budget report for June – We earned \$4,200 from memberships and donations, another \$5,240 from cinema ads, concessions and ticket sales for a gross profit of \$8,898. Event expenses were \$6,128, operating expenses were \$5134 for total expenses of \$11,262. Net operating income was -\$2,364.00, \$4,769 of PPP funds were used, we had an additional donation of \$60 for a total net profit of \$2,455

In May and June we received \$15,150 from CA-COVID Grants and a Community Foundation of Mendocino Zoom Grant so our net income at the end of June was \$23,442.00. Andersen made the point that the PPP Loans and other Grants contributed to this result.

7. **Standing Committee Reports** -

a. **Finance Committee** – Archer reported on the Sonoma Clean Power EverGreen Program and moved that the Theater switch to the EverGreen Program. Sussman seconded the Motion and it was approved.

b. **Fund Development Committee** – Joakimides reported that we had 7,500 community found grant, approved for \$91,000 shuttered venue operation grant.

Sussman is working on a science grant (max 8,500) due 8/1/21 which, if granted, (would involve showing 3 films related to STEM and we are thinking about climate change, wild fires, and a bio film as a topics, and outreach to schools for events. .

Grants update – Boyd reported on the SVOG. It is a federal grant and the maximum amount is based on a % of our 2019 revenue. It is to be used on expenses from 3/1/20-12/31/21. It

will allow us to cover our bookkeeper and tech costs, solar loans, etc. It was a complicated application process and reporting will be complicated. The additional bookkeeping costs for the documentation of the grant expenses will be approved over and above the 20 hours/mo that Montag is already working. Archer explained why

b. Membership Committee - Joakimides reported that membership is quite stable given our limited reopening. Film Club has been discussed in this Committee (and others). Questions center on whether higher membership levels should get more benefits.

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

Cinema – Marrinan reported going steady and hoping to add more showings.

Live – Boyd reported that the Committee recently met and discussed how things have changed and there is more trepidation now than there was a month ago as COVID-19 continues, breakthrough infections for vaccinated people, mask wearing, etc. so the Committee is moving slowing. If we do sign a contract for Halloween, we will need mask requirement and a contract with a cancel provision.

Telecasts – Boyd reported that we just returned the Met contract and that will move forward. The contract calls for 10 showings and would allow for cancellations and showing a pre-recorded showing depending on COVID-19.

No contract of Ballet or NT Live

Publicity – Moseley reported that there has been discussion of late-arriving ticketholders and the additional delay due to ushers. She has added the time that doors open (30 min. before showtime) to our ad text and website to try to ease this problem.

Film Club – Boyd reported that Steve McLaughlin came to the Fund Development/ Membership meeting and Fin Comm also discussed this. The recommendation is that Film Club be \$10/ticker for non-members and \$7/ticket for members, beginning when Film Club reopens in October. If any member complains about the member price then we can handle those issues as they arise (e.g., pro-rated refund of membership fees). Sussman moved that we adopt these new prices when Film Club begins in October and Beattie seconded the Motion. The Motion was passed.

d. Facilities Committee – McMurtry reported that the curtains at the entry to the auditorium have been reversed so the worn edges are next to the wall. The fountain began to leak in the lobby last month. It was shut off and all of the parts were replaced. We are still awaiting a rebuilt on/off button. There are 3 new copper vents on the north wall of the building.

e. Personnel Committee – Archer reported that the minimum wage has been raised by \$2/hour for all employees so that we meet the \$15/hour.

Joakimides inquired about what our plan for COVID is long-term. Probably includes masking, social distancing which both require usher/ticket takers. A few volunteers have been providing these services to date but she wonders whether we should add a paid position for a short period of time (e.g., 6 months). Moseley questioned how we pay some people and have volunteers for the same task. Would vaccination be required? She suggested that Re-Opening Committee discuss this and present a proposal to the Board.

OLD BUSINESS

8. Reopening committee update - Shauna reported that there wasn't too much to report. Still studying the 4 showings/week and managing all COVID protocols (masking, distancing, limited attendance/showing) and their next meeting will be 8/11 and they will discuss adding paid position(s) for ticket taker and/or ushers. The question was raised as to whether we would require proof of vaccination and/or recent negative COVID test to enter the Theater. The Committee will report back to the Board next month.

9. Sonoma Clean Power's Evergreen program – Archer reported previously during the Fin Comm discussion.

NEW BUSINESS:

10. Next meeting date and time – August 25, 2021, at 6:00 p.m.

The meeting was adjourned at 7:15 p.m.