

Members' Present: Tricia Williams, Kathryne Ehlermann, Jake Asakey, Christie Beck, Deanna Kirkeby, Chandler Spivey, Missi Prosser, Allsion (Joined at 5:46)

Members Absent: None

Start Time: 5:29

Board Member Duty

Moving forward, the Board Member on Duty will be responsible for making decisions regarding any injuries or urgent situations that may occur during theater operations. They will also be the point person for speaking on behalf of the theater regarding any immediate legal or operational matters.

Final Week of Camp

With school starting next week, Tricia will be unavailable to assist with the final week of camp. Additional support is needed to help finish out the week, as the board does not want Cash to be responsible for running camp alone.

Christie confirmed that she is available to help on Monday and Friday.

Board Member Discussion

The board discussed the need to continue growing the board and adding additional members who can help support the theater in different areas.

Motion: To add Faith and Lily as new board members.

Motion made by: Tricia

Seconded by: Deanna

During discussion:

- Jake shared that he feels the board would benefit from adding more members who can focus on the non-artistic side of the organization. He explained that having people who can help with behind-the-scenes operations, planning, and administrative responsibilities is important for the continued success of the theater.
- Christie shared concerns about board member age and whether younger people would feel prepared to make certain decisions, especially in situations involving legal matters or emergencies where a board member may need to be present.
- Kathryne emphasized that age should not be the deciding factor, but rather the willingness and preparation of the individual stepping into the role. She explained that board members need to feel comfortable contacting the appropriate person when something happens, whether that is Tricia, Jake as the Theater Liaison, or Missi as Vice President. She also suggested creating training opportunities before someone serves as the only Board Member on Duty so they understand expectations, procedures, and responsibilities before being placed in that position.

After discussion, the motion was voted on.

Motion passed: Faith was approved as a Board Member.

Motion passed: Lily was approved as a Board Member.

Board Role Updates

Box Office and Ticketing

Motion: Christie will take over management of the ticketing spreadsheet and overall Box Office responsibilities.

Motion made by: Christie

Seconded by: Missi

The board discussed the importance of having someone oversee ticketing organization, including maintaining spreadsheets, monitoring ticket sales, and making sure the lobby team has everything they need before performances.

Christie shared that she would focus on keeping ticket information organized and helping prevent issues such as overselling seating sections.

Tricia explained that while the ticketing system does not allow for a permanent seat maximum setting, sections can be turned on and off as needed. She also shared that Wix continues to be the most affordable ticketing option currently available and that she is happy to transition these responsibilities.

Christie confirmed she is comfortable managing the ticketing system.

Motion passed.

Concessions and Theater Supplies

Motion: Deanna will step away from overseeing concessions and theater supplies. **Motion made by:** Deanna

Seconded by: Tricia

The board discussed Missi temporarily taking over these responsibilities until another person can be identified for the role. The board acknowledged the challenge of this responsibility due to where Missi lives and will continue looking for a long-term solution.

Secretary Position

Motion: To appoint a new Secretary.

Motion made by: Kathryne

Seconded by: Jake

The board discussed Deanna stepping into the Secretary position after transitioning her previous responsibilities to Missi.

Motion passed.

Future Planning and Organization

Jake brought up the importance of creating a transition or pass-down log for the theater. He explained that having documented procedures, responsibilities, and important information would help ensure the theater continues to run smoothly if leadership roles ever change in the future. If Tricia was to ever leave the theater in capacity

Jake also emphasized the importance of financial transparency and the need for clear financial documentation so that the board remains informed and accountable

Meeting Ended at 7:15