

## Theatre Board Minutes January 8, 2018

**Present:** Michelle Graves, Wilma Kallies, Nicole Lenhart, Pat Milliron, Betty Soderberg, Paul Sundquist, Ruth Warmanen, Angie Dohl, Paul Dalpra (ex-officio member)

**Absent:** Lucas Wickstrom, Maria Peterson (city council rep.),

The meeting was called to order at 6:05 pm by President Wilma Kallies.

**Secretary's Report:** accepted

**Treasurer's Report:** accepted; more info. on year-end status will be presented at Jan. 29 meeting. A major gift of \$2,000 was received in honor of Olga Sartori by her family.

**President's Comments:** agenda will adhere to a briefer format in the future; only specific recommendations from committees will be addressed. Pat Miliron was thanked for her many years on the board of directors, manager of the concession stand. and countless hours cleaning the theatre as a volunteer. Pat was presented with two complimentary tickets to the 2018 Gem Season.

**Costume Closet:** received financial report; board requests that monthly income be listed in the month received rather than the date deposited.

**Old Business:** discussed another Basic Responsibility of Nonprofit Boards; Wilma and Angie will be the theatre's official spokespersons.

### Committee Reports

- **Finance:** audit should be arranged; Michelle will check with Justin Curtis and Lucas.
- **Publicity:** to facilitate eblast messages with our large email list, Angie recommended trying Constant Contact service (for organizations over 500 emails) for several months at cost of \$45 per month.
- **Fundraising/Grants:** Wilma recommended offering similar ad opportunities as last year (playbill, digital, radio, ad sponsorships of events); committee will discuss minor changes to ad presentation.
- **Programs/Theatre Manager's Report:** two contracts have been finalized for Gem Season; others are in process; a more complete update will be presented at Jan 29 meeting.  
Rental agreement: sub-committee (Michelle, Paul S., Angie) will bring recommendation to board concerning potential cleaning deposit and other issues.
- **Property:** Furnace replacement: not needed immediately but in near future; will get several bids. Dressing room project: Mark Hegstrom will give estimate for roughing it in; finishing to be done by volunteers.
- **Personnel:** Cleaning duties: approved hiring Karen Land to clean theatre as needed (Wilma moved, Michelle sec.); Pat will give her an orientation.

### New Business

- **Election:** Ruth Warmanen was voted to another term on the board (Wilma moved, Paul sec.); election of officers will take place at the Jan. 29 meeting.

- Crystal Market Round-up: new manager is considering offering round-up payment to certain organizations during particular months.

The meeting adjourned at 7:30. Next meeting is scheduled for January 29.

Respectfully submitted,

Ruth G. Warmanen,  
Board secretary