

The Island Board Meeting Minutes

Overview:

- **Date of the Meeting:** December 22, 2024
- **Time the Meeting Was Called to Order:** 5:37 pm
- **Location:** The Island Theater Lobby
- **Attendees:** Tricia Williams (President), Chera Bleau (VP), Christie Routel (Grants Coordinator), Chandler Spivey (Tech Coordinator), Missi Prosser (Benefit Coordinator), Jill Amburgey (Raffle Coordinator)
- **Absentees:** Katheryne Allen (Secretary) Charish Delee (Volunteer Coordinator)
- **Approval of Previous Meeting Minutes:** President motioned to approve/ VP seconded it
- **Agenda Items:**
 - **Production Report:** President- As our season closed out we were not in the red, but did not close out the season with much profit. Fiddler was more profitable than White Christmas because of group prices being only \$10 per ticket and because we had no knowledge of when SJClassical chorus was coming, limiting our seats. President to check in with Directors now before they are able to have auditions to make sure they complete set plans, have ideas about costumes, and know/will follow our policies.
 - **Maintenance:** President- The heat was turned on during White Christmas before we got the unit serviced. This cost \$120 to fix. Make sure no one turns on the heat without talking with the President first.
 - **Storage:** President- We need to clean out the \$340 a month storage unit in Green Cove by the end of January. We cannot afford to be paying \$210 a month for storage and an additional \$340 for storage in Green Cove, as well. VP- Mentioned that maybe all board members can come out Monday, January 20th (Martin Luther King Day) to help with moving storage items.
 - **Deep Clean:** President- The backstage area needs a deep clean/organization overhaul. The lights in the theater need to be dusted with an electric blower. Tech booth needs to be cleaned out.
 - **Taxes:** President to work on these in January and send them to board for review before submitting.
 - **Island Awards:** President- Voting form is out for the public. We are currently at 60 for nomination registration. January 2nd, any remaining tickets will be on sale. VP to create Peter Pan Basket, Grant Coordinator to make memories of the season basket and Steve basket, Benefit Coordinator to make popcorn basket, President to make Broadway basket. Concessions duty will be split amongst the board members. Raffle Coordinator mentioned having a 50/50 raffle during Island

Awards. All were in agreement. President is coordinating entertainment for the evening.

- **New Business:**

- **Seating:** During White Christmas some patrons were bumped by cast. Going forward we need to accommodate wheelchairs and walkers. If we know Allegra, Moosehaven, and/or Seagrass are coming, we need to set up for wheelchairs and walkers.
- **Board Member Nominations and Voting:** President nominated Holly Husovic for the board and the floor was opened for discussion. President stated she has done several shows, and asks questions when needing clarification. The Benefit Coordinator stated that Holly is really involved, she has stage managed, and has brought people into the theater. Grants Coordinator stated that Holly is currently working on a grant for the theater. VP stated that Holly is really great to work with and is very motivated. President motioned for Holly to be added to the board. The Grant Coordinator seconded the motion. All voted. 6/6 ayes. 0 nays. President then nominated Jake Askey to join the board and the floor was opened for discussion. President mentioned that he may be great at running social media and writing grants because he has a two year old and will have to contribute from home often. President motioned for Jake to be added to the board. The VP seconded it. All voted. 6/6 ayes. 0 nays
- **Director Applications:** All board members looked over the list of Director Applications for 2026. The first show of 2026 was motioned by the President. It was seconded by the Benefit Coordinator. All voted. 6/6 aye/zero nays. Each month the list will be discussed via email with the board and we will vote for another to be approved monthly.

- **Open Discussion/Public Participation:**

- **Concessions-** VP stated that we are tracking concession purchases with the credit card and on the 1st we will take inventory and evaluate the cost/balance/financial efficacy.
- **Grants-** Grant Coordinator stated that we have received the Community Foundation grant. She is working on Reinhold in January. President asked that each board member make it a New Year resolution to write a grant.
- **Benefits-** Benefit Coordinator stated that Karaoke monthly is going well. The next one is January 31st. VP putting on Night on Broadway and Princess Benefits in February. The Benefit Coordinator is completing a Villain's Revue in October for a benefit. All board members need to sign up for a benefit or can donate in lieu of hosting a benefit.
- **Programs-** President- Chandler Spivey needs to be added to every show's FB group so she can send out the Program Google Doc/requirements.
- **Ticket Prices-** Board discussed changing group ticket prices to \$12 instead of \$10. Board is going to think about this and vote on it next time.

- **Next Meeting Date and Time:**

- **Time of Adjournment:** 12/22/2024 7:14pm