

Cheyenne Theater Meeting Minutes



July 7, 2014

The meeting began at 6:04 PM.

Attending: Board members Brent Rueb, Jamie Patton, and Robert Grace; and City Council representative Glorianne Milne. Justin Lohr was unable to attend.

Brent reported that Dawn Zimbel had agreed to serve as a new Board member, but that she was unable to attend tonight.

Robert handed out the tickets and concessions spreadsheet, the minutes of the last meeting, and the proposed new House Rental agreement. Glorianne handed out the treasurer's report. The checking cash balance is \$10,172. **There was a motion by Brent, and second by Jamie to accept the minutes as printed**, which was unanimously approved. **A motion by Jamie and second by Brent to accept the treasurer's report was also accepted.**

Robert reported that he had talked with JR about installing the lighting fixture in the lobby, and that the City was too busy. Robert talked to Ed at *Heartland* about a scaled-down lobby climate control system, with only one temperature control, and Ed promised to provide a quote. At the time of the meeting, it was extremely hot in the theater lobby, so the need for the improvement was obvious to all attending.

The new *House Rental Agreement* proposed changes were discussed, and Robert reported that some of the policy changes concerning content and *MPAA* ratings were suggested by the City Council. Jamie and Brent both offered changes to the draft which were approved by the Board. **There was a motion by Brent, and a second by Jamie** to implement the *House Rental Agreement* as revised, which was approved unanimously.

Under new business, Jamie brought up the issue of emergency policy for hazardous weather or power outages. The Board discussed the issue, and agreed on two policies:

For a power outage, the staff will wait for fifteen minutes for the power to return, and then they will cancel the movie and offer refunds or free tickets for the next movie. Waiting longer is not allowed due to emergency lighting battery limitations.

For hazardous weather, the trigger event will be the town's siren/whistle. When it sounds, the movie will immediately be stopped, and the patrons will be told they should move immediately to the theater's basement (furnace room) or the concessions store room, depending upon the size of the crowd. Patrons older than 17 years will be allowed to leave, if they desire, but those younger will stay in the designated locations until "all clear" is sounded or their parents arrive.

The manager will post a copy of these emergency procedures where the staff can access them, and Glorianne will ask the 911 office to call the theater when they sound the siren, in case it is not audible in the theater building.

Glorianne announced that the City Council will meet on July 14th, and that the auditors will be attending. The Theater Board was invited to send a representative, but no one on the Board volunteered. Robert agreed to write a summary of the issues concerning the budget to present to the auditors if no one on the Board can attend the meeting. He will also mention the need for accepting credit cards, as that might help the City Office move forward on that issue.

Since Samantha did not attend this meeting, the Board tabled the issue of a new employee until the August meeting.

Brent moved to adjourn, Jamie seconded it, and the meeting ended at 6:49 PM.