

Cheyenne Theater Meeting Minutes



March 6, 2017

Attending: Board Members, Justin Lohr, and Robert Grace; City Council representatives Amanda Milne and Lila Whitmore. and Manager Cara Hunt and Assistant Manager Emily Mullins.

The meeting began at 6:02 PM.

The minutes were passed out. **Justin moved to accept them as presented, Robert seconded it, no dissent.**

Lila handed out the financial report. She noted that we are still carrying a good bank account balance of \$17,146, which includes \$7,500 earmarked for the lobby climate control project which we are waiting on *Heartland* to finish. She also noted that some expenses are slightly higher, including concessions purchases. The Board thanked her for the report, and she was excused from the meeting. **Robert moved to accept the report, Justin seconded it, and it passed without dissent.**

Cara reported that the new employee is doing well. As to *Coca Cola* syrup, the company representative is saying that we should get the provisional credit on expired syrup, but we haven't had an order pickup yet to find out if this will happen.

Cara also reported that internet is still very slow and unreliable, and causing problems with operation of the theater. It might be worse during the matinees, which would indicate an issue with the museum usage. The Board asked Cara to call *Eagle Communications* and see if they can determine if it is an issue with our radio not being completely operational.

Cara also said that Janet Carman wanted to show the movie *Grease* for the alumni in the theater. Cara explained the issues discussed in our last meeting, which basically says that using the High School as opposed to the theater makes more sense from a cost standpoint. The Board does not like this fact, but the reality is that potentially breaking copyright law adversely affects the *Cheyenne Theater* more than the same practice affects individuals or other institutions. The Theater can will show special movies, but with the \$200 house fee and the \$100-\$300 movie booking fee, it is expensive.

Cara said that Janet Carman the High School might be producing a short movie, and would like to show it in the theater. The Board agreed that this would be a good thing, as no copyright issues exist on self-produced content, and agreed to waive the house fees, since it is a community High School project. The High School will have to provide the movie in DVD format, so that we can

show it.

Cara also said that the new theater *Facebook* page is up and running. We couldn't convert the existing one from the City office, so it was removed and a new one set up. Cara said the page has already gotten a lot of likes and that the *Facebook* page links to the theater website.

It was reported that there are still several front door lock keys out. The Board discussed this continuing problem, and again revisited the idea of an electronic lock. They think that electronic could make more sense, since old keys can be rendered useless by merely changing the locks' codes. But it was noted that there are a lot of people who need access, including the JR, the City Manager, *CashWa*, *Ideal Supply*, *UPS*, and maybe *Coca Cola*. Robert will talk with JR and confirm that he is okay with the change, and possibly order the locks. We will then have to determine a process for distributing the keys to the various theater users and suppliers who need access.

Cara reported that the hot dog machine is leaking water again. The last time that this happened, Brent repaired the machine, with help from other Board members. Both Cara and Emily say that not many people buy hotdogs, so it was decided to take the machine down for a month and see how much angst that causes. Justin wanted to explore the idea of a roller type machine, as opposed to the steam type that we have now, so that we wouldn't have water in the machine, and thereby obviate the current problem.

We noted that one of the hallway lights was out, a fluorescent 32 watt cool white *Circline* bulb. Replacing it with one from the Theater storeroom didn't stop the flickering. Robert will look for new bulbs, and see if it is the bulb or the ballast.

We went into executive session for ten minutes concerning employee relations. The Board gave Cara some suggestions as to how to handle the issue, but made no motions.

At about 6:40 PM Justin moved and Robert seconded a motion to adjourn the meeting.