

# Cheyenne Theater Meeting Minutes



**Date: October 14, 2013**

The special board meeting opened at 6:02 PM at the Cheyenne Theater. There were no lights as Heartland is working on replacing the breaker box, and there is no electrical power.

**Attending:** Deb Harper, Jamie Patton, Justin Lohr, Robert Grace, and Brent Rueb.

There was no financial report since the meeting was a special one. The minutes from the October 7 meeting were read, and **approved unanimously after a motion by Justin and a second by Brent.**

Deb announced that Kate Jenkins resigned from the Board.

Robert read a message from Holly announcing that she is resigning as Theater Manager, with two weeks notice. This is the reason for the special meeting.

Robert reported on the maintenance items which were mentioned in the last minutes, including the ceiling tiles, hot water heater, toilet paper dispenser and others. Some Board members expressed a desire that the theater ceiling repair be completed, perhaps with a complete renovation. Robert reported that JR and Roger Jensen had looked at the ceiling and had a plan for repairing the seven or eight places where the tiles are missing. He added that a complete ceiling replacement, while desirable, is quite expensive.

Deb asks if the City Council should manage the theater instead of the Theater Board? Robert thought that the City did not want the job.

There was discussion as to the appropriate wages for the manager, and if they should be monthly as opposed to hourly.

**Deb moves that we advertise for a new manager for two weeks, with a deadline for applications on October 25<sup>th</sup>, 2013. Justin seconds the motion, unanimous approval.**

The Board elects to make Emily Mullins, assistant manager, the interim manager during the transition process to a new manager. Emily will be encouraged to apply for the permanent job, if she is interested in it. Emily will contact Holly or Robert if she has questions concerning managing during this time.

The Board updated the draft description of the manager's duties which Robert had presented. They discussed the manager's wages at some length. They will review all employee wages at the next meeting. It was noted that this review is overdue.

Deb said that the crib sheet with instructions for loading the projector was not in the projection room. Robert said he would contact Bob Bixler, who might be able to send us his draft of the sheet.

Robert was tasked with contacting Emily as to the interim management, and advising JR about the ceiling fans, as they could be repaired when the ceiling tiles were replaced, since both jobs require a special lift.

Robert will also run an in the paper for the new manager, and will update the draft of the manager's duties for the manager applicants to pick up in the City office.

The meeting adjourned at 8:03 PM.