

# Cheyenne Theater Meeting

## Minutes



**October 7, 2013**

The meeting opened at 6:05 PM at the Cheyenne Theater.

Attending: Holly Bryan, Deb Harper, Jamie Patton, Justin Lohr, Robert Grace, and Fred Mahlberg. (Jamie left early, Fred arrived late.)

The financial report was approved by acclamation.

Robert read a letter from the City Council to the Theater Board which announced that the City will no longer have a City council member appointed to the Theater Board. The letter also expressed appreciation to the Theater Board for their efforts.

In order to make the theater's operation more transparent to the City council and to the community, the Theater Board decided to post all future Theater Board meeting Minutes on the website, beginning immediately.

Robert handed out a copy of a new page on the Theater website (<http://cheyennetheater.com/houserental>) which explains *Special Showings*: how to rent the theater for a private showing, or how to see the regularly showing movie as a special event.

Robert also thanked Fred for his help in the recent cleanup of the theater.

The Board then discussed the repair of the theater marquee sign. They noted that the repair costs over the last five years have exceeded \$5,000, due to the nature of the old-fashioned, high voltage neon, and that *Commercial Sign* in Colby had recommended upgrading to LED backlit channel letters, which would retain much of the old-fashioned look of the existing lettering, but which would result in much lower maintenance costs. In addition, the letter track which holds the marquee letters is failing and does not hold the letters, and the sign is badly in need of painting.

**The Board then voted unanimously, after a motion by Robert and a second by Justin, that the Board will pay \$3,700 from its funds to repair the sign, but if the City council thinks upgrading to channel lettering is best, that the City council will pay the balance of the bill, estimated to be another \$3,700 or so.** The Theater Board thinks that upgrading to channel letters is the best move financially over the long term, but their funds are too limited to pay for the entire upgrade.

**There was a motion by Justin and a second by Jamie to replace the breaker box in the manager's office. The motion passed unanimously.** The breaker box replacement is felt to be necessary in order to maintain reliable electrical supply in the building, and Heartland has given an estimate of \$1,000 to do the exchange. Robert will contact Heartland to do the upgrade.

Robert showed the Board the excellent results of efforts by JR Landenberger, City Manager, and the City crew to remove much of the old stage play equipment which was taking up space. The Theater Board was impressed with the completed work. Some old 35mm projector equipment is still there, and Robert and JR are checking to see if it has any value, and if not, it will be given to a scrap dealer in return for removal.

The Board then met with all of the theater employees, and exchanged ideas concerning cleaning procedures and policies. The Board thanked the employees for attending.

The manager, Holly, reported that the second food inspection went well. She reported that Robert had repaired the leaking hot dog cooker, as well as minor sink leaks. She reported that the matinee attendance had been excellent on one Sunday and quite small on another. She thinks that the new policy of showing 3D movies in 2D on Sunday is "on the right track." She noted that some of the auditorium ceiling tiles are failing, and Robert agreed to make JR aware of the tile issue.

Holly said that the employees would like to attend one Friday night football game, and that the homecoming game this weekend would be an obvious opportunity. She noted that Friday night movies on football game nights are normally poorly attended. The Theater Board expressed the desire to have the Theater open on Friday nights, despite the poor attendance, and two Board members offered to work the Friday night concessions if the Theater manager would have the movie set up and ready to play. Holly agreed to this arrangement.

The Board went into Executive Session to discuss employees. After thirty minutes, they announced they will hire Austin Patton for the standard ninety-day trial period. Holly will contact him. The Board also announced that they will review employee wages at the next meeting, and Deb will bring a summary of the present wages from the City office.

Robert agreed to talk with JR about a list of minor maintenance items which the employees noted to the Board.

The meeting adjourned at 9:10 PM.