

PONDERA ARTS COUNCIL

Board of Directors

September 8, 2015

I President Tim Toeset called the meeting to order at 11:33 a.m. Those in attendance were: Tim Toeset, Shelba Buffum, Wayne Reynolds, Bonnie Flesch, Phyllis Philipps, Helen Elliott, Dale Sheldon, Sue Sheldon, Sharon Eisenberg, and Jan Carter.

II Minutes - Helen moved and Dale seconded the motion to approve the minutes of the August meeting as printed. **MOTION CARRIED.** Thank-you to Bonnie for taking the minutes!

III Treasurer's Report - attached. Helen moved and Bonnie seconded the motion to pay the bills. **MOTION CARRIED.** A question was asked about what 'professional fees' included. They include accounting costs, architect fees, filing of state forms. Payment of bills will not always be presented to the board for approval as they need to be paid in a timely manner.

IV Reports -

A Theatre manager - attached Shelba plans to get the new "Star Wars" movie when it becomes available.

B Executive committee - no report

C Building committee - John McFarland has agreed to be chairman. Others on the committee are Dan Wilcox, Jeff Sutherland and Harold Olson.

D Hospitality - Bonnie spoke to Andy Pollard at Folklore about holding a reception there following the Quist concert. Cost will be approximately \$60 for 40 to 50 people.

E Concerts/Programs - A full schedule will be ready by the next board meeting. The October 11 Quist concert will be \$600. They will also give an outreach presentation at UMS at 8:30 Monday, October 12. The cost will be \$250 and the school will pay \$150 of that fee.

Wyle Gustafson has now agreed to do the Whoop-up concert.

Classic Movies - report attached. Dale and Sue compiled the survey results. There were 47 responses and all feedback was positive. Dale suggested doing a series in the spring and next fall. A committee consisting of Dale, Sue, Shelba, Bonnie, Helen and Sharon will choose movies and present a report at the October meeting.

F. Finance - no report

G. Marketing/Fundraising/Publicity - A newsletter will come out in October, hopefully. The Publicity committee will be Tim, Wayne, Sue, and Phyllis. Articles to be included in the newsletter are: Missoula Children's Theatre, Shakespeare in the Park and Rumpelstiltskin to name a few.

Wayne is looking for new ideas for Christmas that will be less expensive than the Christmas Card CDs which were \$350 with postage.

Shelba reported about "Hollywood Movie Money". Movie tickets can be purchased in advance through "Fandango" which is an online entity.

I. Strategic Planning - Theatre Manager hours - Shelba was asked to itemize her theatre manager hours.

Committee meeting - Phyllis has agreed to be our grant writer. Her current needs are: login for the web site; plans for letters of inquiry; drawings of the new building project; proposals from architects. The committee moved to solicit bids from architects and Dale seconded the motion. **MOTION CARRIED.** Phyllis will solicit bids.

Return of building to PAC - Although paper work was received previously, the city council called for a public hearing to approve transfer of city property. Following the meeting the mayor signed the documents which were reviewed by Dale Keil prior to the hearing.

Shakespeare in the Park - Sharon will contact the group about returning next summer.

School Support - The Strategic Planning committee suggested having a high school student report on arts activities at the High School. Wayne moved and Helen seconded the motion to approve a high school student liaison to the PAC board. **MOTION CARRIED.**

Bookkeeper job description - attached. Jan moved and Helen seconded the motion to approve the prepared description with the idea in mind that it might need to be tweaked. **MOTION CARRIED.** A PAC office will be designated in the theatre and an additional computer will be needed as well as bookkeeping procedures.

IV New Business - Cheryl proposed changing the term "treasurer" to "financial director". In order to do that we would have to change the bylaws. The board would need to be formally notified of the change 2 weeks in advance of a meeting. Sharon will ask for legal advice about such a change.

VI The next meeting will be October 13, 2015.

VII Dale moved and Helen seconded the motion to adjourn. **MOTION CARRIED.**