

Minutes

PACRC Board

10/18/16

Present: Dennyce Korb, Mike Gould, Holly Godber, Ed McLaughlin, Angie McKie, Brad Berens, Ross McKie, Steve Flanery, Anna Huntington. Also present Nick Johnson.

Absent: Kristol McKie, Patrick Goetzinger, Lisa Modrick, Ken Ketel, Katharine Thomas

Meeting called to order at 7:32 a.m. by Vice President Mike Gould.

R. McKie moved approval of the minutes from the September meeting. Flannery seconded. Motion carried.

R. McKie reviewed the financials. There were some questions regarding how some of the entries were done. Rebecca Kramer is the new bookkeeper and is still learning the methods. Items in question will be investigated and discussed with her. A. McKie moved approval of the financial report; Huntington seconded. Motion carried.

Johnson discussed a security issue which arose during the preview performance of Black Hills Works' recent show. Proper measures were taken by the house manager on duty, the police were called and the school district was notified. Johnson will follow up with the school liaison officer. It was discussed that in the school office there is a lock down button but there is not a lock down button in the PAC area of the building. However, because of the kinds of door mechanisms in the theaters, for instance, an automatic lock down button may not be helpful or effective. The incident will be discussed with all house managers and concessions managers. Johnson will ask the police liaison to attend a meeting with the house and concessions managers to discuss with them how to handle such situations.

Johnson discussed the family series. He has prices and dates for 3 of the 4 events and is still waiting for availability and prices one two of the touring companies. He has identified potential sponsors. Huntington suggested that the Vucurevich Foundation might also be interested.

Rebecca Kramer has transitioned out of the box office manager position over the last couple of weeks into the bookkeeping position. There was quite a backlog and she is working through that. The BHCT and the PAC books are set up quite differently, but she is working through this.

Staff reviews have been set back due to the necessity of interviewing and training new technical staff and a new bookkeeper. Johnson will get those done well before Christmas. He is in the process of revising the BHCT handbook and this may serve as a template for the PAC handbook. Johnson is moving forward with creating a group plan for health insurance for the employees. It is now possible to create a group plan without any employer contribution. He is also suggesting providing 2 weeks of vacation for

employees up to five years, and 3 weeks after 5 years. He is also suggesting providing 10 paid holidays. He will get all of this in writing and present it to the board.

Former board member Jason Reuter sent an e-mail urging the PAC to provide recycling. This is an issue because of our alcohol sales, where partial cans of beer may be deposited in the recycling. All alcohol must be removed from the building after every event, so that would necessitate a PAC employee or volunteer taking the recycling out of the building after every event. If it would be possible to have a locked receptacle outside the building, that may be a solution. Berens will check into whether this is a possibility. R. McKie suggested that Nick convey to Jason Reuter that a \$2,000 sponsorship would cover the cost of instituting a recycling program. It would also be possible perhaps to just recycle the plastic water bottles in a receptacle marked for that specifically.

Johnson updated the board on the sound and video update. They are still working on getting the video projector bolted correctly. They are still working on some of the audio issues. BHCT is considering purchasing some cordless microphones for their own use.

Gould inquired as to whether there is any progress on the Donors Circle and materials for the endowment fund. Suggestions were made for some marketing firms who could be contacted about developing materials. The Numad Group was suggested. Huntington has some experience with working with them. She stated they are excellent, really high caliber, but they are costly, and she feels board members have the expertise that would be needed to develop these materials. Gould and Flannery will talk to the Numad Group.

Gould asked about the rental brochure. There is one, but Johnson stated everything needs to constantly be reviewed and revised.

A bylaws update was discussed in terms of an attendance policy. There was discussion regarding the fact that some board members may by necessity miss a number of meetings but are very valuable board members, and we don't want an attendance policy to eliminate those people. BHCT is working on developing a policy. Godber will forward that policy to Johnson.

A pop-up committee meeting was scheduled for November 7th at 4:00 p.m.

Johnson discussed a \$60,000 gift from the community to the Harriet Redden Society which was contributed to the capital campaign.. There was a discussion of perhaps naming the box office for Harriet due to the school's policy on naming things. Berens will check into this. A. McKie will follow up with the Harriet Redden people and work with Berens on providing suggestions as to what would be desired and get a mock-up to him.

Godber gave an update on BHCT's upcoming shadow season production. Things My Mother Taught Me opens the first weekend in November. Little Mermaid set records for ticket sales and revenue.

The ad for Take-A-Seat will begin running after the election is over.

Foyer improvements are being worked on.

Huntington discussed the First Peoples Fund biannual Community Spirit Awards which were held in the historic theater. It was very successful from their point of view. More tickets were sold than ever before and there was a great deal of support. They would like to continue to hold the event here in the future. The organization was very impressed with the quality of service they got from the Performing Arts Center.

McLaughlin thanked the board for their efforts in making the performing arts a part of the schools and the community.

A. McKie moved adjournment, R. McKie seconded. Meeting adjourned at 8:44 a.m.

Respectfully submitted,

Dennyce Korb, PAC Board Secretary