

January 30 Board Meeting

Attendance: Rachel Zimmerman, Shelly Thobe, Tiffany Tobin, Jennifer Porter, Joe Meisner

Presidents report-Rachel-

- Wall update: The vendor making the legacy wall is unable to conform to the curvature of the wall. We have selected a district approved contractor to build out a “box” to frame out the flat legacy wall. The additional cost is \$_____. A wall color has been selected to match the school baseboards. We received a proof for the individual tiles. They have been proofed against the original bricks for accuracy.
- Website: Rachel is in the process of reviewing the new website for corrections, links, etc. Please send over your corrected bio as soon as possible.
- Band Liaison: Meg Decker has agreed to be the Band Liaison. She will be working closely with Mr. Reeves on ordering equipment, extra uniform accessories, binders, etc. A secure location needs to be found for extra supplies.
- Board shirts: we have a budget item for apparel for the Board members. Tiffani will send us options to pick from the Jiffy.com site. Options include moisture wicking and port authority. Shirts need to have direct vinyl transfer fabric. Tiffany can place the logo herself to save cost.
- Cart issue: We need to inventory and order a new wagon. We need a wagon on truck, a wagon for senior banners, a wagon for concessions, and would like to purchase a fourth wagon for backup. Due to the inability to locate wagons during concession season, we will purchase hook or hang the wagons under the front counter in the concession stand. Approved purchase.
- Marketing: Discussion was had revolving around purchase of a banner with the new logo to place in the concession stand. Additionally, a cling on the side of window 1 Pepsi machine was discussed. As the concession stand was made possible with sponsor assistance, we need to keep the original sponsors sign hanging in the concession stand.

Concessions Report, Shelly-

- The spring event schedule should be published soon. Shelly is looking at changing up the menu to include popcorn, fruit and energy bars in lieu of chips. Food trucks on site for baseball/softball events are an issue for the concession stand. Can we find out when they will be on site so we can either cancel concessions or run volunteers/food lighter? (Jennifer will talk with Coach Weaver about baseball schedule.) We may potentially have board members work shifts when food trucks are on site so volunteers don't feel like they wasted their time. Shelly asked if anyone had questions about the new concessions committee roles and responsibilities. She will create a GroupMe group for these individuals and for the Leads to get messages out quickly. Shelly would like to cancel the Sam's Club membership as she used BJ's instead in the fall. Shelly is unavailable May 17-19 and will need backup coverage. The 5th Quarter event will be back in the fall. Shelly is planning on food trucks to keep up with the demand. She is also looking at pre-orders for the visiting bands (likely pizza). We sold a lot of Whit's in the fall. Whit's is offering to provide us with a freezer unit in the concession stand, and they will stock it

during the season. So as to not waste supplies and cleaning time, Shelly is purchasing a Keurig for single cup coffee brewing. Additionally, a hand held dolly will be purchased for moving cases of soda during shifts (approximately \$40). Discussion surrounding purchase of flat mounted tv screens ensued. The screen could rotate price lists, sponsors, event dates, and photos. Rachel will ask the district approved contractor about adding this to the quote he is putting together for the theater wall build out.

Treasurer - Tiffany Tobin-

- Tiffany discussed that presently she is the only person with authority to make bank deposits. When we add an assistant treasurer, she will likely continue to be the point of contact for deposits. Should anyone else have authority to do so? (Treasurer, Concessions lead, President? Bylaws need to be consulted to determine what they say and whether or not they need to be revised. There was discussion about a high yield savings account linked to the FBPA checking account. It could be set up that when the account reaches a certain limit, the money transfers over. Rachel and Tiffani will look into this. They will also look into getting an Amazon credit card which will offer more protection than a debit card. The points received from an Amazon card could potentially pay for a portion of the concession stand candy purchased.
- Budgets - Tiffani is submitting to directors and ask them to approve

Joe-

- Cindy has secured name -Olentangy Civic Theater
- Directors want to meet with Cindy after spring shows (March)
- Rough schedule; happy to use our talent; Cindy does choreography
- Reservations from staff about being physically here