

Cheyenne Theater Meeting Minutes



April 4, 2022

Attending: Board Members Larry Barnes, Pat Cress, Margyre Antholz, and Robert Grace; Manager Jessica Lee; Assistant Manager Emily Mullins; City Representatives Lila Whitmore and Dara Carmichael.

The meeting is held at 6:00 PM, in the *Cheyenne Theater* lobby.

We do have a quorum attending.

Larry moves and Pat seconds a motion to **approve the minutes of the last meeting** with unanimous approval.

Lila hands out the treasurer's report: We are "in the black" again, a fact that pleases everyone attending. Lila notes that the staff's continued work at the *Thrift Store* has **raised, overall, \$3,777.53**. This is a large amount of money in the context of the Theater budget, and the Board again thanks the staff for their exceptional efforts in both helping the community and raising money for the theater. **We consider their efforts exceptional.**

Pat moves and Larry seconds a motion to **approve the treasurer's report**, which again passes with unanimous approval.

Robert gives a brief report on the **status of the renovation project**: JR has been in contact with the Hathaway firm, and we believe that they now have a complete description of all of the items that we would like in the renovation estimate.

The only **minor issue is the alley emergency exits**: we know that we need a better egress platform at the exit doors than what we now have, but the initial proposal by the engineers, while robust, extended too far into the alley and could **impinge on normal vehicular traffic** there.

So we might have to design something smaller locally as a compromise. The Board agreed that this decision should be made by the City and not the Board, because it concerns the alley as well as the Theater, and the alley is beyond the Board's scope. We believe that an **acceptable compromise can be found, and that it will greatly improve the current design.**

Additionally, we requested a rough estimate from Hathaway of what it would **cost to construct a new facility.**

Hathaway, in the below email response, emphasized that his estimate was merely based upon common construction prices and there was no detailed estimate, but he said, "...using a 2022 RS Means estimating guide for a movie theatre and adjusting for Kansas construction cost, they are saying the price for a new facility would be around \$187.65 per square foot. I am

estimating the square footage for a small single screen with all of the required accessories spaces as 4,500 s.f. So I am coming up with a new facility budget at \$844,425.

"This would be for a metal sandwich panel exterior structure. The estimate for re-using projection equipment, etc. is \$48,375, but a fair amount of that would be eliminated when you still have to hire a company to come in and hook up the used equipment and tune the system."

The Board agrees that until we have an estimate as to what the revised renovation will cost, we can't go to the City Council and report to them or **make a decision on the new versus renovate issue**. We hope to have the updated estimate soon, but we don't have a timeline estimate from the Hathaway firm.

We talk about **bat removal**. As noted previously, we need to have someone examine the building and close all but one of the possible entrance and exit holes, and we are told that anything larger than a dime needs to be addressed.

Dara will **ask the City to fill the existing bat holes**. Then we will wait for a warm night, and after it is dark and the bats have exited the building, we will fill the final hole. This is in accordance with the local Game Warden's recommendation.

Lila explains that our present policy of a **ninety-day trial period for new employees needs to be extended to six months** to conform with City policy, and we agree to do that henceforth.

Lila also notes that it is time to do the **annual wage increases**, and she will provide us with data for the next meeting, so that we will know what each employee is now making and what the City's wage increase rate is for the current year, as that is a limiting factor on the Theater's wage policy.

We are still **looking for an employee**: we thought we had one, but another entity offering higher wages caused us to lose out. Jessica notes that because of family issues, we will be short-staffed from the 10th through the 18th, and we will use the Facebook page to inform patrons, so that they can arrive a little earlier than normal, if they wish to do that.

Jessica reports that they have **found a replacement for the recently unavailable large popcorn containers**. Gold Medal has bags that are made from recyclable material. They are slightly more expensive, but look fine otherwise, and the Board agrees that they will work.

We are also **back-ordered on theater-quality popcorn oil**, but we can get something from the grocery store if we can't get the official oil.

The confusion about the scheduling of the showing of the *Community Foundation* trailer is discussed, and we agree to show it in conjunction with major fund raising drives by the *Foundation*, but we also note that the **general policy of the Theater is not to show ads**, so this is a minor conflict. The Board appreciates the *Community Foundation's* excellent work, but there is a "slippery slope" issue here for the Theater.

The **after-prom committee wants to show a movie that night**, and Jessica explained to them the 40-ticket minimum requirement and the necessity of showing the movie playing that

weekend (April 23rd). The prom committee thinks that they will do it given those constraints. The Board confirmed that the staff was willing to take on the extra workload, and since this is within our published guidelines, the Board is happy to go forward with the showing.

Jessica notes that some of the **aisle lighting in the balcony is not working properly**, and that this is a potential safety issue, and she wonders about closing the balcony. Robert notes that closing the balcony has been very unpopular in the past, and that he will contact Terence Lamb to see if we can remediate the lighting issue in a timely manner to avoid closing the balcony.

After the meeting an examination shows that there are **also lighting issues in the main floor of the auditorium**. We believe that despite the much anticipated upcoming renovation, we can't wait to address this problem, because of the safety implications. Robert will report back to the Board as to what Terence finds and recommends.

Jessica reminds us that during the week of May 27th, *Memorial Day* weekend, **we will move our movie start time to 8:00 PM** from the winter hours of 7:30. Robert will make sure this is shown on the website and we will note it on the *Facebook* page.

We discuss **showing Thursday movies** during the summer, and Lila notes that Thursday night has not been financially successful in the past, so we decide not to do them this year.

There is some discussion about a **minority of movie patrons behaving inappropriately**, including putting their feet on the seats in front of them, as well as other issues. We agree that Jessica and the staff need to politely but firmly remind patrons that these behaviors are not acceptable.

The meeting adjourns at 7:20 PM.