

Cheyenne Theater Meeting Minutes

August 6, 2018

Attending: Board Members Justin Lohr, Brent Rueb, Margyre Anholtz, and Robert Grace; City Council representatives Lila Whitmore and Amanda Milne; and Manager Cara Agan and Assistant Manager Emily Mullins.

The minutes are approved by a motion by Justin and second by Brent.

Lila hands out the treasurer's report and answers questions. **Brent moves, Justin seconds motion to approve the financial report.** The numbers are encouraging: Revenues were up in July, the best of the year, but expenses were also higher, partially due to the increased movie fees. It was the third highest month in the year for net revenue.

The Board revisited the issue of 3D movies on Thursday night, and decides to finish this summer (Labor Day weekend) with 2D on Thursdays, then revisit the issue next summer if we offer Thursday night movies again.

Robert hands out the estimate and proposal from Leon at Commercial Sign concerning replacing the marquee lettering with an electronic sign which was discussed at the last meeting. The Board generally doesn't like the aesthetics, and decides to pursue upgrading the existing letter tray and plastic letters. The existing system is failing, and we don't have enough letters for some movies. Robert will contact Leon and ask him for a proposal to upgrade the existing marquee instead of the electronic sign.

We discuss the issue of the auditorium ceiling tiles, and whether they have asbestos in them, which will complicate the removal and replacement. Amanda will ask JR about replacing ceiling auditorium ceiling bulbs, as several have failed. We hope that JR will send in a sample theater ceiling tile, as the City is doing that testing for some other building, and can piggy-back the theater's tile in the request to determine the asbestos issue.

We note that the parts are here to repair the roof-top heat exchanger unit, but it still hasn't been repaired, which means we only have one air conditioning unit in the auditorium. Robert notes that the single unit, if you start it early, can barely keep the auditorium comfortable, but if the existing one fails, we will likely have to cancel movies on hot days, as it will be quite uncomfortable.

We decide to have our next regular meeting one week early, on August 27, because of the Labor Day weekend.

It is reported that a recent heavy rainfall caused very heavy water runoff down main street, and the water escaped the curb and was as high as the front door of the theater. Very little water got into the building, but it was very high and threatening. Brent said that the runoff was the worst that he'd ever seen on this area of Main Street. We discuss sand bags but decide they are impractical as a solution.

Cara reports that the health inspector made an unexpected visit, and we basically got a good report, with the exception of a few minor issues that have all been remedied.

The Board goes into a twenty minute executive session for employee issues.

At the end of executive session, the Board reports that Cara is resigning as manager, and **that we will advertise for a new manager in both county newspapers.** We thank Cara for her fine service, and appreciate the fact that she will help us in the transition to a new manager. She has been the manager for 4 years, and worked for the theater for 11 years. We hope that we can find a new manager by October 1, 2018.

Robert notes that he and Cara have updated the job requirements summary for the manager position, and he will give a copy to the City office where new manager applicants can obtain a copy.

If we have manager applicants by the next meeting, we will interview them on that date during the regular meeting.

There is a motion by Brent and second by Margyre that all employees who are working a movie may have one medium drink and one popcorn or candy as part of their employment, and any other food or drink they will buy at regular prices. Unanimous.

Robert notes that since we now have reliable, faster internet, he thinks that we should install security cameras with a cloud storage account. He outlines the locations that he thinks are best, **and he moves to implement the camera system. Justin seconds the motion, and there is unanimous approval.** Robert will do some research as to the best system, and we will get them installed soon. We will have signage on the front door advising of the cameras' presence.

At 7:15 PM Justin moves and Margyre seconds a motion to adjourn.