

# Cheyenne Theater Meeting Minutes



**December 2, 2024**

**Attending:** Board Members Pat Cress, Tye Faulkender, Margyre Antholz, and Robert Grace; Manager Jessica Lee; and City Representatives Leann Lee and Dara Carmichael

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

**We have a quorum.**

Robert asks if everyone has read the [minutes from the last meeting](#), which were in the meeting announcement email. They have, and the **minutes are approved by acclamation.**

We read the treasurer's report from Leann.

Robert explains some of the treasurer's report nuances to Tye: movie fees come out of ticket sales and are a high percentage of the sales; the booker mostly chooses movies and we pay him a fee for the service; and that not all of the building expenses are in the report.

Jessica says that there is an entry for \$17.99 which she doesn't understand, so we will investigate it. It could be that the City employees purchased something for the theater, but we don't know what it is...?

After noting the \$17.99 discrepancy, the **report is approved by a motion from Margyre, second by Pat, with a unanimous vote.**

**We move to add Tye Faulkender to the Board, motion by Pat, second by Margyre, unanimous approval.**

Robert reports that he recently **changed the heat pump filters** and re-attached the ceiling door in the booth, as noted in the minutes of the last meeting.

Jessica reports that the special showing of the free movie, Elf, **was wildly successful, with 124 people attending. We sold \$600+ in concessions**, and we got paid for the house rental, as usual. It all went well, and at the last minute, Betty Petersen donated \$300 for free popcorn.

There was some money left over, so Betty kindly donated the balance to the Theater.

We discuss the shortage of theater staff, and the existing rule that the City Council won't let anyone work as volunteers besides the Board or other City employees. We badly need someone for this weekend, but most of the Board will be otherwise engaged, and Leann kindly offers to help.

We discuss getting a list of names--as there are people who have volunteered--that the City Council could **specifically approve as volunteer workers**. Jessica will ask the City Council about this.

Jessica Mathies has a *Next Generation internship* program, which might provide summertime jobs, up to 25 hours per week. We are near the deadline to apply, but **Jessica will call her tomorrow** to see if we can still apply for summer workers.

The *Elf* movie came as a hard drive and not as a digital download, which is very unusual and "old fashioned". When Jessica called Mark, our technician, he told us that we have a "black box" that we can use to mount the hard drive.

We didn't know this, but the black box could come in handy in the future, so we are glad to learn about it. It worked perfectly, as we **can load the movie from the black box in the same way that we do from the server with downloaded movies**.

We already have an account with the *Webstrant* (mentioned in the last meeting), according to Jen at the City Office, which means the new popcorn bags were easy to order. **They are the same size in volume** but they look smaller, because they are shorter but with a larger diameter.

*[Correction: At the January 6th Board meeting, it was explained that the popcorn bags mentioned above had not been ordered at the time indicated. They were merely available for ordering at that time.]*

Jessica says that **Travis Jensen might get us a multi-bin sink** so we can serve hot dogs and maybe nachos. He has contacts with people who sell used sinks that would satisfy the Kansas Health Department guidelines, and they are inexpensive.

Jessica reports that the staff worked the Thrift Store again on November 8th, **raising another \$486 for the Theater**. The Board is, again, appreciative of the effort by the staff.

**January 6, 2025, is our next meeting.** We think that Quentin Tedford might attend with some information on the Theater renovation project.

The meeting adjourns at 6:40 PM.