

# Cheyenne Theater Meeting Minutes

February 4, 2019



**Attending:** Board Members Justin Lohr, Brent Rueb, Robert Grace; City Council representatives Lila Whitmore and Amanda Milne; and Manager Jessica Lee and Assistant Manager Emily Mullins.

Robert hands out the minutes of the last meeting, and **they are approved after a motion by Brent and second by Justin.**

Lila handed out the **treasurer's report, and it was approved by a motion by Justin and a second by Robert.**

After a five-minute executive session, **Robert moves and Brent seconds a motion to increase Jesse's wages to the originally agreed upon amount, since she has completed the 60 day trial period. In addition, since the sixty-day date inadvertently expired some months ago, the motion also allowed Lila to issue bonuses to Jesse until the previously agreed-upon amount was paid.** Unanimous vote.

Jesse then mentioned that Jen at the City Office mentioned that we could issue *Square*-based gift cards, instead of the paper ones that we now use. These plastic cards would be refillable, could come in varying amounts, and would be more attractive and durable. In addition, they would simplify accounting.

The board discussed this *Square* plastic-gift cards idea in detail, considering the fees associated with the cards' purchase, the possibility of custom-imprint cards, expiration dates, and minimum cash amounts available.

The Board thinks that the cards will cost \$1.20/each for an order of 75 cards, and that when they are out of money, the theater will collect and reuse them.

**Brent moved and Robert seconded a motion to convert to the plastic cards with the theater paying for the card cost, not using custom cards for the first order, a \$10 minimum, and no expiration date, all of this upon approval of the City office and the auditors.** Unanimous approval.

Emily reports that the ice tea is selling well and that we now have an inexpensive nacho cheese machine.

Lila noted that only the manager or assistant manager is authorized to pick up employee paychecks at the City office.

The meeting adjourned at 1846 CST.

--minutes corrected after March meeting