

# Cheyenne Theater Meeting Minutes



**February 6, 2023**

**Attending:** Board Members Pat Cress, Margyre Anholtz, Larry Barnes, and Robert Grace; Manager Jessica Lee, City Council Representative Leann Lee.

Both Jude and Dara had previous appointments.

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

**We do have a quorum attending.** The meeting started promptly at 6:00 PM.

Robert passed out the previous **minutes, which were approved as read. The financial report from Leann was approved as read,** and there were no questions.

The Board unanimously **approved, with a motion by Larry and a second by Margyre, Dallynn Dinkel as a new employee.**

We haven't heard back from the City attorney about the issue with *Fathom*.

Jessica reported that new shirts for the staff are here and they look great. We received a 2 weeks notice from the assistant manager so we will need Jessica to recommend a new one.

Because of Leann's salary arrangement with the city, she can help part-time with the theater, and she kindly offered to do so. The Board thanked her.

Jessica reported that the staff worked the Thrift store again, and did \$460 in sales, which is a financial boost for the theater.

The new Kansas sales tax reduction will affect us, as different items now have varying sales tax rates. In addition, the sales tax rate will continue to change annually for several years.

We discussed a proposal to get a new tablet and the *Square* app, along with the *Square* cash box. This will give us touchless payments, as well as better accounting. We will likely retire the existing cash register, and we think that this new method will be more accurate and more convenient.

Based on this conversation, **Pat moves, and Margyre seconds a motion to buy the Square upgrade. Unanimous approval.**

Leann mentions that our **spending limit has been increased to \$1,500 from \$500,** without prior City approval.

*Commercial Sign* finally worked on the marquee sign: this was from the September outage. But the lights aren't completely fixed, because it was difficult to trouble-shoot them in daylight. They did several other repairs, and they will come back to finish the sign soon, Jessica said.

Dan is now full time as City Manager, so the **board wants to move forward on the theater renovation project**. Robert will contact Dan and make a plan.

The board mentions to Leann that they would like a copy of the City's formal hiring policies.

Leann says that while we can't use email, **we can have Zoom meetings**. We think this will be useful in the hiring process for special meetings which only require approval of Jessica's recommendations.

We adjourned at 6:41 PM.