

Cheyenne Theater Meeting Minutes



January 6, 2025

Attending: Board Members Pat Cress, Tye Faulkender, and Robert Grace; Manager Jessica Lee; and City Representatives Leann Lee and Dara Carmichael. Quentin Tedford attends as a guest.

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

We have a quorum.

We **toured the theater with Quentin Tedford**, who is working on creating a bid for the renovation project. He gives us a summary of his ideas, especially where they diverge from the old ADA architectural firm's ideas.

The Board answered questions concerning the bathroom modifications (which are tricky, as it is difficult to find room in the cramped spaces to accommodate modern disability regulations), kitchen (including drainage for the soda machine and the need for a triple sink), ceiling tiles replacement (including removal of the existing ceiling fans and possible lowering of the ceiling, wall painting including the new sound panels, recoating the floors (including the auditorium, baths, and kitchen), office location, and how the new house lighting LED installation needs to be tied into the circuit from the office and booth instead of the existing breaker at the back of the building.

There were a lot of details but they were all discussed, and we think that we have a working plan for handling all of the details. We still need a quote from an electrician before we can get a final number from Quentin. The lack of an electrician's quote has been holding this up, but Quentin has a new contact, and he hopes to contact that person soon.

We read the **treasurer's report from Leann, and it was approved by unanimous vote after motion by Tye and second by Pat.**

Robert gave out a summary of the [finances from 2014 to 2024](#). Robert noted that the Theater's ticket sales and total revenues in 2024 were the best that they have been since 2019, but they are below what we experienced a decade ago.

The **minutes of the last meeting were approved, with one correction** concerning timing of the ordering of popcorn bags. Robert will make the correction to the [previous minutes](#).

Jessica noted that we did get in on the *Next Generation* internship program, and Jessica helped with a High School Job Fair presented by *Next Generation*. We hope that this will help us with the current shortage of employees. Traditionally, the Theater has provided employment for young citizens, often their first real job. This is a benefit, we think, of having the theater in Saint Francis.

We go into a **five minute executive session for employees. After the session, the Board agrees to send the application for a new employee to the City Council for their approval.**

Jessica says that she needs help at the Theater on January 10 and January 31, 2025. Pat and Tye offered to help.

Jessica says that the staff worked the Thrift Store again, and they raised an **additional \$370.52, for an impressive total of \$14,571.73 from that venue.** Dara notes that this could be used as matching funds for the upcoming renovation, and we again thank the employees for their amazing efforts.

We talked about a new sound system. Robert noted that Mark has told us that ours is dated, but still working. We know that updating the sound system will have to be done by a theater company, not a local contractor, as it is technical by nature.

Jessica notes that the system has recently had some odd fluctuations, and Robert worries that these might indicate that the system is failing, and that we might need to push forward on updating the system earlier than anticipated.

We ask Jessica to talk with Mark about the sound fluctuations, and to also ask Mark about the price of a new sound system.

The meeting adjourns at 7:20 PM.