

Cheyenne Theater Meeting Minutes



July 1, 2024

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

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

We have a quorum.

The minutes from the June 3, 2024, meeting are reviewed: **There is a motion by Pat, and a second by Larry to approve the minutes, with unanimous approval.**

Leann handed out financial information. June was also a pretty good month financially, because of the movie *Inside Out 2*. **Motion by Larry, second by Robert to approve the report with unanimous approval.**

We talked about the *Deluxe eDelivery* contract, and Mark's arrival in the second week of July, when he will install the internet connection and digital server.

Mark will also bring equipment to calibrate the sound system, which hasn't been done in a long time. The City Attorney will have the Deluxe contract approved when Mark gets here, so that we can start digital delivery immediately.

We want the **emergency exit signage and egress lighting checked and possibly updated:** if the City can't do it, we want to hire a contractor so we can be up to code.

We also discussed the idea of a UPS for the projector bulb, as it can be damaged without cooling in the event of a power failure, which happened recently.

We also discussed the idea of a generator, which would solve some of these issues, and allow us to continue the movie when the power goes off, instead of sending everyone home. Jessica will ask Mark **about installing a UPS for the projector, etc.**

We discussed the minimums on ticket prices from various movie houses and their billing. We were worried about how they were billing us, but **Leann said that we are okay, and that they are billing us as we thought originally.**

We think that we will get popcorn cups for the buttered popcorn **Jessica will look into a supply source.** There are issues with sacks and boxes leaking.

The new ice machine is working, but it takes time to fill it. We are trying to get ahead on ice. We use a lot of ice during a busy movie.

We discussed the issue of advertising. We think that it dilutes the quality of our product, which is why we avoid doing it, even for civic organizations. We are a movie house which sells tickets, not an advertising medium.

In the future, **we will require advance payment for house rental.** This can be a credit card number, or preferably, a check post-dated to the event date. Robert will update the *House Rental* document on the website.

We received a \$200 donation from the Alumni Association. Their movie went well.

Concession prices: we discussed all of the prices and the combos prices. The **Board approved the new prices presented by Jessica, and we will implement the new prices on July 19th.** Robert will update the web site and Jessica will post a sign in the lobby about the new pricing.

Jessica reported that the **Thrift store total is now \$12,662, and \$13,262** with the donations.

Our next meeting is Aug 12, 2024.

We adjourned at 7:18 PM.