

# Cheyenne Theater Meeting Minutes

July 2, 2018

**Attending:** Board Members Margyre Anholtz, Brent Rueb, Justin Lohr, and Robert Grace; City Council representative Amanda Milne; and Manager Cara Hunt and Assistant Manager Emily Mullins. (Lila Whitmore was an excused absence and provided the treasurer's report.)

The meeting began promptly at 6 PM.

Robert handed out the minutes of the last meeting. **Justin moved, Brent seconded a motion to accept them.** Lila left us the treasurer's report, and there were questions about the payroll number, but Cara noted that there were three pay periods in June, which solved the mystery. We briefly discussed advertising spending, then **Margyre moved and Robert seconded a motion to approve the treasurer's report.**

Cara reported that the sunflower oil for popcorn was used with no problems, but there were no comments from the public either. The battery powered cleaning blower has been purchased, and works well. Cara thinks that it will save some labor costs.

Robert reported that *Commercial Sign* has repaired the flickering "Cheyenne" marquee sign, and that it cost less than \$500, although he didn't have an exact bill. We again discussed the idea of an electronic marquee sign, to replace the dilapidated and labor-intensive vinyl lettering, and Robert agreed to call *Commercial Sign* and explore the options.

Robert also said that the east auditorium air conditioning unit, which is on the roof, has failed. *Heartland* effected a repair of the leaking refrigerant, but then the heat/cool valve stuck in the "heat" mode. They called the factory, and had to order a new part, which will be difficult to install. We hope to have it going next week, and in the mean while, the west unit's thermostat has been adjusted to maximum cooling settings. It was noted that on Thursday night, with a small crowd after a hot day, it was comfortable inside the auditorium.

JR was inspecting the roof for hail damage from the recent severe storm, and will handle any repairs. He agrees that we need to run the air conditioning more often during the week to control humidity, and Robert said that he would adjust the thermostats to accomplish that goal.

Cara reported that the two new employees were being trained and doing well, and Robert will add them to the website.

Lila requested, via a prior email, that if there were any major spending projects for the theater that we provide them now, as it is budget time for 2019 at the City. The Board agreed that the three projects now were ones previously discussed: **replacing the auditorium ceiling tiles and fans, rewiring the building, and the electronic marquee sign.** The issue of a 4K projector and possible repairs of the existing projector were put on the "back burner" for now. Robert agreed to contact *Heartland*, *Commercial Sign*, and a local contractor about obtaining "ball park" figures for those three projects, and giving it to the City office.

Emily reported that the phone line is not working, which means the *Movie Line* is inoperative. She will contact the City and ask them to see if they can get it repaired.

The Board entered a 25 minute executive session for employee issues. At the end of the session, **we voted to give a 3% raise to Jorge and Jaron. There was a motion by Brent, second by Justin, and unanimous vote to return the manager back to the monthly salary, with a 3% raise.** The existing requirements of recording hours, attending an average of three movies per weekend, and working 15-20 hours per week were unchanged.

Emily reported that a new concession item is stick pretzels. They are warmed on the hot dog heater, and can be served with or without salt. They are priced at \$1, and we will soon offer cheese to dip for an additional fifty cents. Emily is working on obtaining a cheese dispenser in lieu of the pre-packaged cheese.

The Board adjourned at 7:22 PM.