

Cheyenne Theater Meeting Minutes

June 3, 2019



Attending: Board Members Margyre Antholz and Robert Grace; City Council Representative Lila Whitmore; and Manager Jessica Lee and Assistant Manager Emily Mullins.

Meeting is held at 6:00 PM, in the *Cheyenne Theater* lobby.

We don't have a quorum attending.

We read the minutes of the last meeting. There are no questions or corrections, but we can't vote to approve them.

Lila hands out monthly report, and notes that we don't have the last weekend's movie's revenue on this report.

We discuss concession pricing, no quorum.

The city approved the repairs for the lobby and restrooms, but we need to put the repair job out for public bids. Robert will send an email to the city describing the work, and we will run an ad in the Herald newspaper for two weeks soliciting bids.

The special popcorn purchase for the private party was accomplished, but with some difficulty, and Jesse recommends that the website *Concessions* page specify that the XL size popcorn includes the word "buckets". Robert will change it.

The plastic gift cards are now available. We talk about the tracking of them for the city office. we decide to run them as we are presently doing, as the staff prefers that method. We will then see if that method is okay with the City Office after we have some experience.

We discuss closing on Thursday nights if no one shows, and decide that we will turn off the lights at 8:10 PM if no one shows up.

We discuss the purple tote bag, which contains voluminous historical paper data about the theater. It could have old minutes and even some sort of by-laws but we aren't sure. The job of reading it and cataloging it is not easy and there are no volunteers to do it. We will discuss this at the next meeting.'

We adjourned at 6:45 PM.