

# Cheyenne Theater Meeting Minutes

**June 4, 2018**

**Attending:** Board Members Bridgette Antholz, Margyre Anholtz, and Robert Grace; City Council representative Lila Whitmore; and Manager Cara Hunt and Assistant Manager Emily Mullins.

Robert handed out the minutes of the last meeting and the attendance spreadsheet. Robert said that the first 40% of 2018--the period so far-- is better than 2017, but below 2016. As to the minutes, a correction was noted: it should have said "but some lost money while some made money". **Robert moved to accept the minutes as corrected, second by Margyre, unanimous approval.**

Lila presented the treasurer's report. There were some questions as to the timing of payments to Brad Bills but upon examination, we think that all the payments are correct, but merely bundled in a way that made them seem irregular. **Robert moved to accept the report, second by Bridgette, unanimous approval.**

Robert agreed to re-program the thermostats to accommodate the new Thursday night schedule. The manager reported that the lobby climate control is working okay, after some tinkering with the remote thermostat controller. They also said the sunflower popcorn oil is in, and that we will try it next week.

The manager reported that the battery-powered blower that Robert loaned them works well and reduces employee workload. **Cara and Emily will try to purchase one for the theater,** preferably from a local vendor. We think that the reduction in wages will offset the cost of the device, and note that the existing (corded) blower is nearly worn out.

Since the marquee sign is now continuously flickering, **Robert will call Commercial Sign and try to have it fixed,** if the estimate is below \$500, which we hope that it will be. If the repair price is above \$500, the City Manager will have to give prior approval for the repair.

We discuss the idea of upgrading the existing, plastic lettering on the marquee with an updated, electronic sign. This could have multiple messages, and would be easier to manage. Lila notes that we might be able to get a grant to do this, and we agree that this is a good idea. **Cara and Emily will research the options and pricing on such signs, and we will discuss it at a future meeting.**

It is reported that Lavern has resigned, as he is getting more hours at another job. We have hired a new employee provisionally, on our standard ninety-day trial period. **Cara and Emily will interview two other applicants for the job, as we might need to fill slots soon.**

The Board entered a twenty minute executive session for employee matters. At the end of the session, the **Board voted unanimously to approve the new salary schedule for three employees, and that three other employees' salary will be discussed at the next meeting.**

There was a motion by Robert and a second by Margyre, based upon a recommendation from the city auditors, **that no children of employees are allowed in the theater during work hours, save as paying customers attending the movie. Unanimous approval.**

The meeting adjourns at 8:07 PM.