

**Friends of Corvallis Parks and Recreation
1310 SW Avery Park Drive
Corvallis, OR 97333**

**Board Meeting Minutes
March 19, 2019**

Attendees

Mary Buckman
Jenny Meisel
Olga Loza
Ken Haines
Charley Fisher
Karen Emery
Roberta Sperling
Stephanie Mehlenbacher

Absent

Audrey Hatch

Guests

Jimbo Ivy

Meeting called to order: 5:05pm

Approval of minutes from last meeting:

Mary moved to approve the February meeting minutes. Roberta seconded. All were in favor. Minutes were approved by unanimous vote.

Jimbo Ivy, Supervisor – Majestic Theatre

Before Jimbo's presentation, there was a discussion about the new concessions fridge at the theatre and how best to get the money to buy it to the Majestic. Jimbo suggested just increasing his expense authority and write a check to the theatre.

Jimbo said there is a challenge getting donor information about donors to the theatre through Friends. This is important for the Majestic Theatre because Jimbo likes to recognize the donors and thank them personally. This information is also important so that Jimbo knows who is donating what amount. Donors are invited to previews. It helps them feel like a part of the theatre and helps them see their donations at work.

Jimbo talked about the STAR program: anyone who donates \$100 or more in a year can have a star placed on the lobby mural. Some people put their names on it. Others put phrases or other people's names, etc.

Roberta pointed out that our mailing list does not designate who is a Majestic donor. Olga asked if it would be bad if donors got a fundraising letter from Friends as well as a separate letter from the Majestic? Jimbo said it is better to receive two letters. Karen said we should provide names and addresses of Majestic donors to the Majestic. Roberta suggested asking Ilene to provide monthly reports with donor names. Olga asked what kind of database Majestic maintains. Jimbo said ticket sales are recorded through a software program called Arts People which tracks ticket sales as well as in kind donations.

Roberta made a motion to share donor information with the Majestic. Charley seconded. Motion was approved by unanimous vote.

Jimbo recounted some Majestic history. Majestic was originally run by Parks and Recreation until MTM started to manage operations at the theatre. When MTM folded, Parks and Rec took it over again. The council and city manager approved a funding level for the theatre of \$124,000. This is the amount included as part of the upcoming levy.

Majestic has many programs: Majestic Community Theatre does 2 musicals and 3 plays a year. These shows have open auditions, there are no paid performers, and some shows involve as many as 300 volunteers. These plays are chosen by a volunteer playreading committee.

Majestic Reader's Theatre does 12 shows per year, with three performances of each show in the Majestic Lab. In addition, there is a Majestic Playwright's Lab, touring companies, improv, dance shows, burlesque, concerts, Majestic Aerial Arts, American Strings series, films, lectures, public access TV. The lobby features an art gallery. Without the theatre, many arts organizations could not exist. Last year, the Mid Valley Theatre Alliance was started to help cross promote shows at area theaters and help schedule shows.

Mary asked how much money is generated by programs. Jimbo responded that the five mainstage shows generate 16% of income and the subsidy accounts for 18%. Mary asked how many employees there are. Jimbo answered that there are about 2.5 FTE and 12 part time. Jenny asked how scheduling is done. Jimbo responded that it is difficult to schedule and accommodate all the groups that want to use the Majestic.

Treasurer's Report

Mary reported that it has been a challenge working with a new bookkeeper. There was miscommunication about sending thank you letters. Some numbers still don't match. We are still working on it and we are not yet ready to part ways. After tax season, Mary will have a meeting with her.

Ken pointed out that it is important to be comfortable with the person you are working with, but since we are paying her, she should do the things we ask her to do.

Olga asked Charley if he sent the updated by-laws to the Secretary of State. Charley responded that due to the death of the Secretary, the Secretary of State office is pretty chaotic. Mary asked where the editable document of the by-laws is. Olga responded that she has the document and will send to Karen.

Roberta passed around a spiral bound book with photos and poetry that was created as a fundraiser as an example of something we might want to do. Jenny offered that in Salem they did one that used children's art and poems. Roberta said she will get more info about the project.

Olga asked about what items we will give away at the Farmer's Market this year. It was suggested that we stay away from plastic things that will end up in the trash. There was a discussion about providing a map of parks, facilities, dog parks, etc. Karen said the map was recently updated.

Local Option Levy

Charley asked if we are allowed to talk about this to people. Olga said she would check by-laws and see if we can support it publicly as individuals.

For the next meeting:

Talk about purchasing give-away swag.

The meeting was adjourned at 6:25. The next meeting will be by April 16.

Minutes submitted by Stephanie Mehlenbacher.