

FIRE MOUNTAIN ARTS COUNCIL

MINUTES OF MARCH 25, 2025

Prepared by Amber McKnight

**Present:** Jessica Scogin, Fred Swindt, Bruce Roberts, Brad Neilson, Louise Fisher, Marty Fortin, April Doolittle

**Absent:** Kevin Downing, Clint Scogin

**Presiding over meeting:** Jessica Scogin

**Children's Safety Minute - Amber:**

We have had a couple recent incidents where cast members from the adult plays have shown up during OnStage rehearsals intending to rehearse. It's a safety risk to have adults who have not had background checks around the kids. The board agreed OnStage rehearsal days should be blocked off from other rehearsals and events and OnStage shall be given an extra half an hour afterward for children to leave with parents before other rehearsals or events start. Board members all agreed to fill out forms to get background checks.

**Meeting called to order by Jessica Scogin at 7:11pm**

**Agenda and Minutes Approval:** Brad made a motion to approve the minutes and agenda, Louise seconded, motion passed.

**Treasurer Report - Fred Schwindt:**

The \$30,000 spent on the Tiller will not be on the Treasurer's report because the report is of the operation's budget. As of December we had \$110,000 in capital reserve money, today we have \$92,000. Part of the difference is from paying for taxes and insurance. The labor for the breezeway project had more volunteer labor than paid labor. The new copier was \$6,000. Will have a finance committee meeting to decide where the remainder of grant money is needed.

We received the money from the city because Fred went to the City council meeting and was able to answer questions.

April made a motion to approve the treasurer's report, Marty seconded, motion passed.

**Events report:**

Marty - Mathew Leggett was allowed to fill the part in Moon Over Buffalo. He has parental consent. Posters and adds going out next week. Sandwich board may be missing. Marty will check. Media can come to take pictures during rehearsals.

College orchestra and community choir starts in April. Performance is June 19th. Can help bring people to the theater.

Ocean Shores Seminar - Something we're doing well - we do well with our grant funding- Fred & April. Something we should change - Online donations have to have specific wording. If we seek grants from out of state, we have to register as a non-profit in those states - Marty. Jessica - There was a panel of officials you could ask questions and it was really great.

### **Facility - Bruce:**

Breezeway - Need to fill holes, paint fascia board and art will be applied. The breezeway looks great, but the Tiller behind looks not so great. The Tiller has cracks in the walls that need patching and a new coat of paint would be nice this summer preferable. The base for the stage in the Tiller is coming nicely. To make the upstairs Tiller ADA accessible, we may want to look into installing a mechanical lift to the back door. The Tiller is under insulated, septic has issues, but the main concern is ADA accessibility.

Jessica - we can look at what grant funds we have left after the breezeway is finished to see what we can do for the Tiller next. Need a deep clean in the Tiller this Saturday.

Look at building a cabinet in the Green Room to store make-up and hair supplies for the shows.

Committee meeting to discuss facility uses for grant money left April 1st at 6:30pm.

### **Finance:**

April - We thought we needed to buy a payroll program and ALP Tax and accounting said they would do it. Marty said as long as they are on the outside of the Roxy and they're professional, he's happy with that. Marty made a motion to accept the free service from ALP to take over payroll for employees, Brad seconded, motion passed.

### **Marketing Marty:**

Do we have some money to have art work done on the west side of the building? April - It's actually on my list.

Pictures need to be shared with Ashley for advertisement. Marty mentioned making a bullet points hand out so people know what the expectations are for pictures.

The season handout looks great and we have many more that need to be handed out. - April

Membership letters could use board perusal before it goes out - Louise

**OnStage:**

Brandon is having a family emergency and may not be available much to finish Oliver! Jr. Marty did the headshots in sepia tone and they look fantastic.

**House Manager - Christina Brischetto Given by Jessica:**

Free movies during spring break for teachers.

Volunteers Emily and Brekken are available to help with things around the Roxy.

Christina made a schedule that she can consistently be here:

M 1-4, 6-10:30pm (7.5 hrs), W 10-12 (2 hrs), Th 2-6pm (4 hrs), F 6-10 (4 hrs), Sa 6-10 (4 hrs): Total: 21.5 hrs

Would like to look into a different option for a register than the Square. There is one called Clover that looks like a better option. April - charges for the Square are going up.

Marty - Jessica needs to sign employee time sheets.

**Upcoming Calendar Events:**

Moon Over Buffalo, Orchestra and Choir Class

**For The Good Of The Order:** The Roxy being represented at the Family Resource Fair was great! - Jessica

**Meeting Adjourned at 8:36**