

STATE OF WEST VIRGINIA, COUNTY OF UPSHUR, CITY OF BUCKHANNON, TO WIT:

The Colonial Theatre Board held their first meeting on Wednesday, April 21, 2021 in the City Council Chamber of City Hall at 4:30 pm. The following were in attendance:

| | | |
|--|--------------------|---------|
| Mayor | Robbie Skinner | Present |
| Assistant Recorder & Director of Finance | Amberle Jenkins | Present |
| Board Member | Randy Sanders | Present |
| Board Member | Erika Kolenich | Present |
| Board Member | Alisa Lively | Present |
| Board Member | John Waltz | Present |
| Board Member | Keith Buchanan | Present |
| City Architect | Bryson VanNostrand | Present |
| City Attorney | Tom O’Neill | Present |
| MyBuckhannon | Monica Zalaznik | Present |

To Participate in the Board meeting during the COVID-19 Safer at Home Order,
Please join my meeting from your computer, tablet or smartphone.

<https://global.gotomeeting.com/join/416301437>

You can also dial in using your phone United States: +1 (312) 757-3121 Access Code: 416-301-437

City of Buckhannon Colonial Theatre Board
5:30 pm at City Hall in Council Chambers
Meeting Agenda for Wednesday, April 21, 2021

- A. Call to Order
 - A.1 Moment of Silence
 - A.2 Pledge to the Flag of the United States of America
- B. Recognized Guests
 - B.1
- C. Consent Agenda
 - C.1
- D. Correspondence & Information
 - D.1 Ordinance No. 450 Establishing a Governing Board for the City’s Colonial Theatre
 - D.2 Buckhannon Colonial Theatre Board Appointments Approved by City Council
- E. Strategic Issues for Discussion and/or Vote
 - E.1 Discussion to Establish Rules of Procedures for the Colonial Theatre Board
 - E.2 Set a Schedule of Regular Meeting Dates
- F. Board Members Comments and Announcements
- G. Adjournment

POSTED 04/13/2021

A. Call to Order -Randy Sanders led the first meeting of the Board by calling the meeting to order followed by a moment of silence and pledge to the flag.

B. Recognized Guest- Also in attendance: Renee Preston, KB Saine, Jeremiah Smallridge, David McCauley, Susan Aloï & Carrie Perry.

C. Consent Agenda: Nothing

D. Correspondence & Information

D.1 Ordinance No. 450 Establishing a Governing Board for the City’s Colonial Theatre

ORDINANCE NO. 450 OF THE CITY OF BUCKHANNON, AN ORDINANCE ESTABLISHING A GOVERNING BOARD FOR THE CITY’S COLONIAL THEATRE; SETTING THE NUMBER AND QUALIFICATIONS OF BOARD MEMBERS; ENUMERATING ITS RESPONSIBILITIES AND SETTING ITS AUTHORITY; ESTABLISHING THAT BOARD MEMBERS SERVE AT-WILL AND NOT FOR A TERM

WHEREAS, the Council of the City of Buckhannon, by Ordinance No. 411 adopted on December 1, 2016, authorized the purchase of that property located at 48 East Main Street, in Buckhannon; and,

WHEREAS, by deed dated January 3, 2017 and recorded in the office of the Clerk of the County Commission of Upshur County, West Virginia in Deed Book 539, at page 615; and,

WHEREAS, the Council of the City of Buckhannon has dedicated the property located at 48 East Main Street for use as a theater and public space dedicated to local visual and performing arts, restoring its name as the Colonial Theatre, and owning and operating the same for the benefit of the artistic, educational, and cultural benefit of the greater Buckhannon-Upshur community; and,

WHEREAS, the City Council now deems it to be reasonable, necessary and appropriate to establish a governing board for the operations of the said Colonial Theatre, delegating certain functions to said board.

NOW, THEREFORE, BE IT ORDAINED AND ENACTED BY THE COUNCIL OF THE CITY OF BUCKHANNON, AS FOLLOWS:

ARTICLE I - COMPOSITION OF COLONIAL THEATRE BOARD OF DIRECTORS;
COMPENSATION; CONDUCT OF MEETINGS:

- (A) There shall be a Board of five (5) Directors, appointed by the Council of the City of Buckhannon, each Director serving at the will and pleasure of the Council.
- (B) Board members are not required to be residents of the City of Buckhannon, but shall be residents of Upshur County, West Virginia.
- (C) No fewer than three (3) Directors shall be active in the Buckhannon-Upshur arts community.
- (D) Directors will not be monetarily compensated for their service on the Board; however, Directors shall be entitled to reimbursement for their expenses as are approved in advance by the Board.
- (E) The Board shall conduct itself as a public agency, observing the requirements of open meetings laws, ethics acts, and other directives the City of Buckhannon is required to observe. The Board may establish its own rules of procedure, including setting the frequency of its meetings (which frequency shall be no less than annually), provided that those rules are written and are ratified by the City Council. The Board may establish its own committees as it deems necessary and proper.

ARTICLE II – DUTIES OF THE BOARD:

- (A) The Board shall establish policies with respect to the use of the Colonial Theatre, including policies regarding usage fees, priorities of use, the establishment of form agreements, and operating guidelines; *Provided*, that the City of Buckhannon will have first priority in use of the Colonial Theatre, and will be exempt from the payment of any facility rental fees. Policies adopted or modified by the Board shall be subject to the approval or ratification of the City Council, which approval or ratification may be by motion and recorded in the minutes of the Council.
- (B) The Board may recommend to the City Council such matters, such as the hiring of full- and part-time staff and capital improvements, that it may deem advisable. The City Council reserves to itself the power to approve or disapprove such recommendations.

(C) The City of Buckhannon shall approve or disapprove all expenditures for the Colonial Theatre, and all revenue generated by the Board's operation of the Theatre shall be remitted to the City of Buckhannon.

(D) The Board may negotiate agreements with donors, which agreements may include the right of a donor to direct the naming of facilities within the Theatre pursuant to the terms thereof; however, any such donor agreement is subject to the approval of the City Council.

ARTICLE III - EFFECTIVE DATE: This Ordinance shall be deemed effective thirty (30) days following the second (2nd) reading, passage and adoption by the Council of the City of Buckhannon, i.e., April 17, 2021.

FIRST READING:

March 4, 2021

SECOND READING, PASSAGE AND ADOPTION:

March 18, 2021



Robert N. Skinner, III, Mayor

CERTIFICATE OF ENACTMENT

I, Randall Sanders, City Recorder, do hereby certify that the foregoing Ordinance No. 450 was lawfully ordained and enacted by the Council of the City of Buckhannon at a regular session of the said Council assembled on March 18, 2021.



Randall Sanders, City Recorder

D.2 Buckhannon Colonial Theatre Board Appointments Approved by City Council

The Buckhannon City Council held a special meeting on April 20, 2021. Motion to appoint the following to the Buckhannon Colonial Theatre Board:

- | | |
|-----------------------|--|
| • Randy Sanders | City of Buckhannon |
| • Alisa Lively | Former member of ART26201 & Dean of Students, WVWC |
| • Keith Buchanan | BCT Past Executive Producer |
| • Erika Klie Kolenich | BCT Past Executive Producer |
| • John Waltz | ART26201 & BCT Executive Producer |

City of Buckhannon
70 East Main Street
Buckhannon, WV 26201



Phone: 304.472.1651
TDD# 304.472.9550
Fax# 304.472.0934

MEMORANDUM

To: City Council, Director of Finance, Director of Public Works, Interested Parties
From: City Attorney
Date: January 19, 2021
RE: Colonial Theatre Governance – Memorandum of Understanding

The purpose of this document is to serve as a Memorandum of Understanding with respect to the governance and operation of the City of Buckhannon's Colonial Theatre. It is the intention of the City of Buckhannon to promote the operations of the Theatre in a manner that will enable the Theatre to be self-sufficient within a period of 12-18 months following its grand opening, taking into consideration the limitations on operations imposed by COVID-19 restrictions including public health mandates. For purposes of this Memorandum, the term "Theatre" will include all of the venues and facilities located within and upon the Colonial Theatre property.

The City of Buckhannon states as its policy that the Colonial Theatre is owned and operated for artistic, educational, and cultural benefit of the greater Buckhannon-Upshur community.

The City of Buckhannon will maintain ownership and ultimate responsibility for the operations of the Theatre in a manner that will primarily serve to promote arts education and performance in the greater Buckhannon-Upshur community. Uses of the Theatre for other purposes and by organizations other than that of the City of Buckhannon or local arts organizations will be given secondary priority.

Management of the operations of the Theatre will be delegated by the City Council to a "Colonial Theatre Board" ("Board"), which shall be composed of five individuals appointed by the Buckhannon City Council, who shall serve at the will and pleasure of the City Council. Members of the Board will not be monetarily compensated. Members of the Board shall be residents of Upshur County, West Virginia. Three members of the Board shall be individuals who are active in the Buckhannon-Upshur arts community. Any organization or individual may nominate individuals to be considered for appointment to the Board by the City Council.

The Board shall conduct itself as a public agency, observing the requirements of open meetings laws, ethics acts, and other directives that the City of Buckhannon is required to observe. The Board will have the ability to establish its own rules of procedure, including setting the frequency

The initial Board will be appointed within 30 days of the approval of this Memorandum by the City Council, Buckhannon Community Theater, and ART26201.

The Board shall have sole responsibility to establish policies with respect to the use of the Theatre, including policies regarding usage fees, priorities of use, the establishment of form agreements, and operating guidelines; Provided, that the City of Buckhannon will have first priority in use of the Theatre, and will be exempt from the payment of any facility rental fees. Policies adopted or modified by the Board shall be subject to the approval or ratification of the City Council.

The Board may recommend to the City Council such matters, such as the hiring of full- and part-time staff and capital improvements, that it may deem advisable. The City of Buckhannon will approve or disapprove all expenditures, and all revenue generated by the Board's operation of the Theatre will be remitted to the City of Buckhannon.


The Board may negotiate agreements with donors, which agreements may include the right of a donor to direct the naming of facilities within the Theatre pursuant to the terms thereof; however, any such donor agreement is subject to the approval of the City Council.

Approved: BUCKHANNON CITY COUNCIL

By: 

Its: Mayor

ART26201

By: 

BRYSON VANNOSTRAND

Its: PRESIDENT

BUCKHANNON COMMUNITY THEATRE

By: 

Its: Treasurer

E. Strategic Issues for Discussion and/or vote:

E.1 Discussion/possible adoption to establish Rules of Procedures for the Colonial Theatre Board

Board Members discussed appointment of officers. City Attorney O'Neill recommended placing it on the agenda for the next meeting of the Board.

Mr. Sanders asked City Architect-Bryson VanNostrand to speak on preliminary information that has been discussed in committee meetings.

Mr. VanNostrand distributed the programming policy that was drafted from discussions had during Theatre Committee meetings.

Colonial Theatre Programming Policy

A. Purpose

To establish policy and programming guidelines for the use of the Colonial Theatre in Buckhannon, WV with the understanding that the City of Buckhannon has committed to the West Virginia Commission on the Arts to utilize the Colonial Theatre first and foremost for the promotion of the arts.

B. Scope

Applies to all organizations and individuals requesting the use of the Colonial Theatre, including the Main Stage Great Hall, the Balcony Theatre, the Art Gallery, and all Studio Classrooms on the basement level. The Lobby, Box Office, Marquee, and all support spaces will remain in the control of the Colonial Theatre management.

C. Policy

1. General Statement

The City of Buckhannon, owns, maintains, and administers the Colonial Theatre for the artistic, educational, and cultural benefit of the greater Buckhannon-Upshur community.

2. Rental Review Committee (RRC)

- a. The RRC will be established to review all applications for rental of the Colonial Theatre.
- b. The RRC will be comprised of one member each from the City of Buckhannon, Buckhannon Community Theatre, and ART26201. Each organization will submit a representative at the beginning of a new term. A majority vote of this group of three members will add at least two, and no more than four, additional members to the RRC who will be from local arts or educational organizations. Term of membership shall be three years, and no more than two terms may be served consecutively.
- c. There shall be no fewer than three members engaged in each decision.
- d. The RRC will meet on an as-needed basis (either in person, electronically, or via phone or video conference) to review requests.

3. Determination of use for the Main Stage Great Hall, the Balcony Theatre, the Art Gallery, and the Studio Classrooms:

- a. Application Process: electronic applications will be made available on the City's website and at Buckhannon City Hall. Applications should be submitted no less than Forty-five (45) days prior to the requested event date.
- b. Review Procedure: All applications will be reviewed by the RRC. Responses will be issued to all Applicants within Fifteen (15) days of receipt.

- c. Standards for Review/Rental Approval: Appropriate rental requests will include
 - i. plans for programming that is in line with the cultural and artistic values of the RRC.
 - ii. proof of artist contract/verification of royalties paid/letter of agreement from cooperating artists (Producers with mission or genre-specific programs may provide proof of services in the form of brochures, websites, etc.), and rental insurance, as may be required.

3. Priority of Use

- a. The SYC Arts programming has first priority of performance, cinema, and gallery spaces. All SYC Arts programs are exempt from rental fees.
- b. The Colonial Theatre’s fiduciary partners (including ART26201 and Buckhannon Community Theatre) will receive priority consideration, with fees to be determined by majority agreement from the RRC on a case-by-case basis.
- c. Arts-focused entities will be considered first for all possible rental dates after calendar arrangements for (a) and (b) above.
- d. General (non-art-specific) non-profit, city, and non-arts-based educational rental requests will also be considered.
- e. Civic and religious groups’ rental requests will be considered on a case by case basis.

4. Rental Agreement

- a. Rental Contracts will be maintained, updated, and issued by the RRC, with input and oversight of the City Treasurer and the City Attorney.
- b. Upon approval of dates and programming, and submission of all requested documentation, the RRC will issue a rental contract to the Renter.
- c. Renter will execute contract and return to the RRC with a \$100 non-refundable deposit to secure their requested date. This deposit will be deducted from the total rental fees incurred by the conclusion of the event.
- d. Rental Rate Schedule:

Basic Rental Rates: (presented here with an assumption of a 3-hour minimum)

| room | rental rate | technical fee | house management fee | cleaning fee |
|-----------------------|-------------|---------------|----------------------|--------------|
| Main Stage Great Hall | \$200/hr | \$25/hr | \$30/hr | \$40 |
| Balcony Theater | \$100/hr | \$25/hr | \$20/hr | \$25 |
| Art Gallery | \$75/hr | n/a | \$20/hr | \$20 |
| Studio Classrooms | \$25/hr | n/a | n/a | \$10 |

Additional expenses may be levied as needed, specific to the proposed programming. A waiver of selected fees may be determined at the discretion of the RRC.

D. Operating Guidelines

Operating guidelines for the use of the Colonial Theatre will be provided to all organizations and individuals requesting facility rental. By signing a rental contract, the Renter agrees to abide by all guidelines and procedures established for the Colonial Theatre. The Guidelines provide the minimum policies and procedures to be followed whenever the Colonial Theatre, in part or in whole, is in use, and may be amended by the RRC on a case by case basis.

Board Members discussed the idea of having working sessions to begin development of procedures, goals and operations guidelines for the theatre.

Mr. VanNostrand suggested working on the operations in sub groups.

- Entertainment
- The Gallery
- The Studios in the basement

Board Members expect several groups to utilize the facility and to look at it holistically for the whole community.

There will be several details to work out as the Board meets from what to serve at the concession and how to schedule the uses of the building.

There was discussion about the completion of the different areas and timelines for those. Mr. VanNostrand stated that fall production in the theatre is doable. Buckhannon Community Theatre would like to hold the production of Clue in the fall.

Mr. VanNostrand reported that he has submitted another grant in the amount of \$40,000 (with a 50/50 match) but he does not have much confidence in receiving it.

Mr. Waltz reported that BCT expects to hold productions as fund raisers. And hope to hold future events to draw public to Buckhannon.

Mr. Jenkins reported on the following finances.

4/21/21

Colonial Theatre Board

2020-21 FY Expense summary report

| | Budget | To Date Expenses | Remaining |
|----------------------------------|----------|---------------------|-------------|
| 001-410-450-01 Theatre Building | \$10,000 | | \$10,000 |
| 001-410-450-02 Theatre Capital | \$74,865 | \$75,525.72 | -\$660.27 |
| 001-410-450-03 Theatre ADA grant | \$20,000 | | \$20,000 |
| 001-906-450-01 Theatre Bldg | \$50,000 | \$29,652.22 | \$20,347.78 |

| Account Number: 001-340-000-00 | | | | Name:DONATION THEATRE UTLBILL | | Fiscal: 2020-2021 | | | |
|--------------------------------|--------|---------------|-------------------------|-------------------------------|----------------|-------------------|----|-------------|------|
| Date | Tran | Reference | Description | Amount | Vendor | Invoice | PO | Encumbrance | R... |
| 04/14/2021 | U12429 | M-UTILITY SYS | BILLING ZONE 2 REGULAR | 5.00CR | | | | 0.00 | 30 |
| 03/25/2021 | U12354 | M-UTILITY SYS | BILLING ZONE 4 REGULAR | 5.00CR | | | | 0.00 | 29 |
| 03/19/2021 | U12335 | M-UTILITY SYS | BILLING ZONE 3 REGULAR | 10.00CR | | | | 0.00 | 28 |
| 03/15/2021 | U12317 | M-UTILITY SYS | BILLING ZONE 2 REGULAR | 5.00CR | | | | 0.00 | 27 |
| 02/24/2021 | U12245 | M-UTILITY SYS | BILLING ZONE 4 REGULAR | 5.00CR | | | | 0.00 | 26 |
| 02/18/2021 | U12224 | M-UTILITY SYS | BILLING ZONE 3 REGULAR | 10.00CR | | | | 0.00 | 25 |
| 02/12/2021 | U12204 | M-UTILITY SYS | BILLING ZONE 2 REGULAR | 5.00CR | | | | 0.00 | 24 |
| 01/25/2021 | U12129 | M-UTILITY SYS | BILLING ZONE 4 REGULAR | 5.00CR | | | | 0.00 | 23 |
| 01/20/2021 | U12110 | M-UTILITY SYS | BILLING ZONE 3 REGULAR | 10.00CR | | | | 0.00 | 22 |
| 01/13/2021 | U12085 | M-UTILITY SYS | BILLING ZONE 2 REGULAR | 5.00CR | | | | 0.00 | 21 |
| 12/30/2020 | C24827 | RCPT 00767222 | ART 26201 1ST ENG GRANT | 5,000.00CR | (First Energy) | | | 0.00 | 19 |
| 12/30/2020 | C24827 | RCPT 00767224 | MCCAULEY DAVID, THEATE | 100.00CR | | | | 0.00 | 20 |
| 12/23/2020 | U12013 | M-UTILITY SYS | BILLING ZONE 4 REGULAR | 5.00CR | | | | 0.00 | 18 |
| 12/17/2020 | U11989 | M-UTILITY SYS | BILLING ZONE 3 REGULAR | 10.00CR | | | | 0.00 | 17 |
| 12/14/2020 | U11977 | M-UTILITY SYS | BILLING ZONE 2 REGULAR | 5.00CR | | | | 0.00 | 16 |
| 11/24/2020 | U11904 | M-UTILITY SYS | BILLING ZONE 4 REGULAR | 5.00CR | | | | 0.00 | 15 |
| 11/23/2020 | U11900 | M-UTILITY SYS | BILLING ZONE 3 REGULAR | 5.00CR | | | | 0.00 | 14 |
| 11/16/2020 | U11871 | M-UTILITY SYS | BILLING ZONE 2 REGULAR | 5.00CR | | | | 0.00 | 13 |
| 10/23/2020 | U11782 | M-UTILITY SYS | BILLING ZONE 4 REGULAR | 5.00CR | | | | 0.00 | 12 |
| 10/19/2020 | U11762 | M-UTILITY SYS | BILLING ZONE 3 REGULAR | 5.00CR | | | | 0.00 | 11 |
| 10/15/2020 | U11746 | M-UTILITY SYS | BILLING ZONE 2 REGULAR | 5.00CR | | | | 0.00 | 10 |
| 09/26/2020 | U11671 | M-UTILITY SYS | BILLING ZONE 4 REGULAR | 5.00CR | | | | 0.00 | 9 |
| 09/18/2020 | U11644 | M-UTILITY SYS | BILLING ZONE 3 REGULAR | 5.00CR | | | | 0.00 | 8 |
| 09/15/2020 | U11631 | M-UTILITY SYS | BILLING ZONE 2 REGULAR | 5.00CR | | | | 0.00 | 7 |
| 08/25/2020 | U11553 | M-UTILITY SYS | BILLING ZONE 4 REGULAR | 5.00CR | | | | 0.00 | 6 |
| 08/19/2020 | U11529 | M-UTILITY SYS | BILLING ZONE 3 REGULAR | 5.00CR | | | | 0.00 | 5 |
| 08/12/2020 | U11501 | M-UTILITY SYS | BILLING ZONE 2 REGULAR | 5.00CR | | | | 0.00 | 4 |
| 07/27/2020 | U11434 | M-UTILITY SYS | BILLING ZONE 4 REGULAR | 5.00CR | | | | 0.00 | 3 |
| 07/22/2020 | U11411 | M-UTILITY SYS | BILLING ZONE 3 REGULAR | 5.00CR | | | | 0.00 | 2 |
| 07/16/2020 | U11380 | M-UTILITY SYS | BILLING ZONE 2 REGULAR | 5.00CR | | | | 0.00 | 1 |
| 30 records | | | | 5,260.00CR | | | | | |

Revenues
Donations this FY 2020-21

| | | | | | | | | | |
|------------|-------|------------------|-------------|---------------------------|-------------------------------|---------------|---------------|----------|-----------|
| 906-450-01 | | THEATRE BUILDING | | B E G I N N I N G | | B A L A N C E | | 0.00 | |
| 9/23/20 | 9/30 | A96330 | CHK: 006580 | 07959 | HEATING & HVAC THEATRE | 1919 | | 875.00 | 875.00 |
| | | | | DAVID DAVIS HEATING AC EL | INV# 6580 | | /PO# | | |
| 10/15/20 | 10/15 | A96577 | CHK: 025040 | 07998 | PIPE BOOT FLASHING THEAT | 2493 | | 1,272.50 | 2,147.50 |
| | | | | APPALACHIAN ROOFING & SHE | INV# 759 | | /PO# 20-89493 | | |
| 11/15/20 | 11/12 | A97209 | CHK: 025256 | 08029 | 110122154542 48 E. MAIN | 1030 | | 72.43 | 2,219.93 |
| | | | | MON POWER | INV# GF ELEC 11-15-20 | | /PO# | | |
| 11/17/20 | 11/17 | B24523 | | 09145 | CORR POSTING OF THEATRE BILLS | JE# 010584 | | 486.73 | 2,706.66 |
| 11/21/20 | 11/21 | A97483 | DFT: 001070 | 08076 | PCRD-THEATRE IPAD | 1102 | | 859.31 | 3,565.97 |
| | | | | B&H FOTO & ELECTRONICS CO | INV# 202011212129 | | /PO# 20-89461 | | |
| 1/15/21 | 1/15 | A98818 | CHK: 025617 | 08178 | 110122154542 48 E. MAIN | 1030 | | 174.62 | 3,740.59 |
| | | | | MON POWER | INV# GF ELEC 1-15-2021 | | /PO# | | |
| 1/15/21 | 1/15 | A98836 | CHK: 025619 | 08178 | 268704-483167 48 E. MAIN | 1564 | | 25.83 | 3,766.42 |
| | | | | MOUNTAINEER GAS COMPANY | INV# GF GAS 1-15-21 | | /PO# | | |
| 2/03/21 | 2/18 | A99890 | CHK: 006668 | 08285 | PAINT THEATRE | 3563 | | 500.00 | 4,266.42 |
| | | | | LEWELLYN: KRISTA | INV# 6668 | | /PO# | | |
| 2/11/21 | 2/12 | A99500 | CHK: 025749 | 08225 | THEATER 60 ACCOUNT | 1004 | | 177.32 | 4,443.74 |
| | | | | BUCKHANNON UTIL BOARDS | INV# THEATER PROJECT | | /PO# | | |
| 2/12/21 | 2/12 | A99503 | CHK: 025787 | 08225 | 110122154542 48 E. MAIN | 1030 | | 128.31 | 4,572.05 |
| | | | | MON POWER | INV# GF ELEC 2-12-2021 | | /PO# | | |
| 2/12/21 | 2/12 | A99525 | CHK: 025789 | 08225 | 268704-483167 48 E. MAIN | 1564 | | 253.13 | 4,825.18 |
| | | | | MOUNTAINEER GAS COMPANY | INV# GF GAS 2-12-2021 | | /PO# | | |
| 2/12/21 | 2/12 | A99685 | CHK: 025782 | 08264 | THEATER BASEMENT | 2068 | | 175.65 | 5,000.83 |
| | | | | LOWES BUSINESS ACCOUNTS | INV# 018491 | | /PO# 20-90188 | | |
| 3/05/21 | 3/11 | A00407 | CHK: 025976 | 08333 | PAINT FOR THEATRE | 2146 | | 146.98 | 5,147.81 |
| | | | | SHERWIN WILLIAMS-ELKINS | INV# 2544-2 | | /PO# 20-90632 | | |
| 3/10/21 | 3/11 | A00444 | CHK: 025961 | 08302 | 110122154542 48 E. MAIN | 1030 | | 129.84 | 5,277.65 |
| | | | | MON POWER | INV# GENFUND POWER3/21 | | /PO# | | |
| 3/10/21 | 3/11 | A00402 | CHK: 025976 | 08333 | PAINT FOR THEATRE PROJEC | 2146 | | 341.73 | 5,619.38 |
| | | | | SHERWIN WILLIAMS-ELKINS | INV# 1719-1 | | /PO# 20-90627 | | |
| 3/10/21 | 3/11 | A00403 | CHK: 025976 | 08333 | PAINT FOR THEATRE PROJEC | 2146 | | 39.96 | 5,659.34 |
| | | | | SHERWIN WILLIAMS-ELKINS | INV# 1792-8 | | /PO# 20-90627 | | |
| 3/10/21 | 3/11 | A00404 | CHK: 025976 | 08333 | PAINT FOR THEATRE PROJEC | 2146 | | 100.79 | 5,760.13 |
| | | | | SHERWIN WILLIAMS-ELKINS | INV# 1821-5 | | /PO# 20-90627 | | |
| 3/10/21 | 3/11 | A00405 | CHK: 025976 | 08333 | PAINT FOR THEATRE PROJEC | 2146 | | 43.74 | 5,803.87 |
| | | | | SHERWIN WILLIAMS-ELKINS | INV# 1848-8 | | /PO# 20-90627 | | |
| 3/10/21 | 3/11 | A00406 | CHK: 025976 | 08333 | PAINT FOR THEATRE PROJEC | 2146 | | 50.39 | 5,854.26 |
| | | | | SHERWIN WILLIAMS-ELKINS | INV# 2025-2 | | /PO# 20-90627 | | |
| 3/11/21 | 3/11 | A00462 | CHK: 025963 | 08302 | 268704-483167 48 E. MAIN | 1564 | | 443.10 | 6,297.36 |
| | | | | MOUNTAINEER GAS COMPANY | INV# GF GAS 3/21 | | /PO# | | |
| 3/31/21 | 3/30 | A00816 | CHK: 026053 | 08373 | 40 sheets 23/32 plywood | 2068 | | 2,074.00 | 8,371.36 |
| | | | | LOWES BUSINESS ACCOUNTS | INV# 02631 | | /PO# 20-91122 | | |
| 3/31/21 | 3/30 | A00877 | CHK: 026066 | 08373 | THEATER | 3603 | | 7,975.00 | 16,346.36 |
| | | | | RUSSELL L LOCKE | INV# 1033 | | /PO# 20-90639 | | |
| 3/31/21 | 3/30 | A00878 | CHK: 026066 | 08373 | THEATER | 3603 | | 7,400.00 | 23,746.36 |
| | | | | RUSSELL L LOCKE | INV# 1034 | | /PO# 20-90639 | | |

| | | | | | | | | | |
|----------------------------------|------|------------------|-------------|-------------------------|--------------------------|-----------------|---------------|----------|-----------|
| 906-450-01 | | THEATRE BUILDING | | * (CONTINUED) * | | | | | |
| 4/14/21 | 4/15 | A01269 | CHK: 026169 | 08381 | 110122154542 48 E. MAIN | 1030 | | 112.46 | 23,858.82 |
| | | | | MON POWER | INV# GEN FUND 4/21 | | /PO# | | |
| 4/14/21 | 4/15 | A01291 | CHK: 026171 | 08381 | 268704-483167 48 E. MAIN | 1564 | | 238.40 | 24,097.22 |
| | | | | MOUNTAINEER GAS COMPANY | INV# GEN FUND GAS 4/21 | | /PO# | | |
| 4/15/21 | 4/15 | A01194 | CHK: 026186 | 08411 | Boxes and wire | 1605 | | 198.35 | 24,295.57 |
| | | | | SCOTT ELECTRIC CORP | INV# 2457754 | | /PO# 20-91130 | | |
| 4/15/21 | 4/15 | A01195 | CHK: 026186 | 08411 | Boxes and wire | 1605 | | 671.53 | 24,967.10 |
| | | | | SCOTT ELECTRIC CORP | INV# 2468192 | | /PO# 20-91130 | | |
| 4/15/21 | 4/15 | A01224 | CHK: 026149 | 08411 | Concrete dressing | 2090 | | 3,772.20 | 28,739.30 |
| | | | | GEORGE L. WILSON INC. | INV# 023032 | | /PO# 20-91096 | | |
| 4/15/21 | 4/15 | A01261 | CHK: 026196 | 08411 | Concrete grinder | 3258 | | 912.92 | 29,652.22 |
| | | | | SUNBELT RENTALS | INV# 111535489-0001 | | /PO# 20-91100 | | |
| | | | | ACCOUNT TOTAL | DB: 29,652.22 | CR: 0.00 | | | |
| ***** | | | | | | | | | |
| 000 ERRORS IN THIS REPORT! ***** | | | | | | | | | |
| ** REPORT TOTALS ** | | | | | | | | | |
| BEGINNING BALANCES: | | | | --- DEBITS --- | | --- CREDITS --- | | | |
| REPORTED ACTIVITY: | | | | 0.00 | | 0.00 | | | |
| ENDING BALANCES: | | | | 29,652.22 | | 0.00 | | | |
| TOTAL FUND ENDING BALANCE: | | | | 29,652.22 | | 0.00 | | | |

| | | | | | | | | | |
|------------|------|-----------------|-------------|---------------------------|---------------------------|---------------|---------------|-----------|-----------|
| 410-450-02 | | THEATRE CAPITAL | | B E G I N N I N G | | B A L A N C E | | 0.00 | |
| 7/31/20 | 7/31 | A94476 | CHK: 024572 | 07820 | FISH STICK, PVC, PIPE, C | 2068 | | 12.85 | 12.85 |
| | | | | LOWES BUSINESS ACCOUNTS | INV# 01736 | | /PO# 20-88783 | | |
| 7/31/20 | 7/31 | A94477 | CHK: 024572 | 07820 | FISH STICK, PVC, PIPE, C | 2068 | | 118.10 | 130.95 |
| | | | | LOWES BUSINESS ACCOUNTS | INV# 01775A | | /PO# 20-88783 | | |
| 7/31/20 | 7/31 | A94478 | CHK: 024572 | 07820 | FISH STICK, PVC, PIPE, C | 2068 | | 73.28 | 204.23 |
| | | | | LOWES BUSINESS ACCOUNTS | INV# 01784 | | /PO# 20-88783 | | |
| 7/31/20 | 7/31 | A94480 | CHK: 024572 | 07820 | FISH STICK, PVC, PIPE, C | 2068 | | 26.98 | 231.21 |
| | | | | LOWES BUSINESS ACCOUNTS | INV# 05651 | | /PO# 20-88783 | | |
| 7/31/20 | 7/31 | A94497 | CHK: 024572 | 07820 | 68 SHEETSDRY WALL | 2068 | | 891.48 | 1,122.69 |
| | | | | LOWES BUSINESS ACCOUNTS | INV# 82272 | | /PO# 20-88784 | | |
| 7/31/20 | 7/31 | A94530 | CHK: 024549 | 07820 | PVC CODUIT, COUPLING,CON | 2888 | | 65.01 | 1,187.70 |
| | | | | CRITES ELECTRICAL SUPPLY | INV# 336238 | | /PO# 20-88792 | | |
| 7/31/20 | 7/31 | A94531 | CHK: 024549 | 07820 | PVC CODUIT, COUPLING,CON | 2888 | | 132.35 | 1,320.05 |
| | | | | CRITES ELECTRICAL SUPPLY | INV# 336239 | | /PO# 20-88792 | | |
| 8/15/20 | 8/13 | A94795 | CHK: 024680 | 07851 | DRY WALL THEATER | 2068 | | 1,835.40 | 3,155.45 |
| | | | | LOWES BUSINESS ACCOUNTS | INV# 2341 | | /PO# 20-89502 | | |
| 8/24/20 | 8/24 | A95037 | DFT: 001003 | 07870 | PCRD-SOUND&AV EQUIP THEAT | 1102 | | 12,538.24 | 15,693.69 |
| | | | | B&H FOTO & ELECTRONICS CO | INV# 873515750 | | /PO# 20-89461 | | |
| 8/24/20 | 8/24 | A95037 | DFT: 001003 | 07870 | PCRD-SOUND &AV EQUIP THEA | 1102 | | 82.46 | 15,776.15 |
| | | | | B&H FOTO & ELECTRONICS CO | INV# 873515750A | | /PO# 20-89461 | | |
| 8/24/20 | 8/24 | A95037 | DFT: 001003 | 07870 | PCRD-SOUND&AV EQUIP THEA | 1102 | | 74.80 | 15,850.95 |
| | | | | B&H FOTO & ELECTRONICS CO | INV# 874255870B | | /PO# 20-89461 | | |
| 8/24/20 | 8/24 | A95039 | DFT: 001005 | 07870 | PCRD-FANS FOR THEATRE | 2044 | | 299.98 | 16,150.93 |
| | | | | HARBOR FREIGHT TOOLS | INV# 399195 | | /PO# 20-88800 | | |
| 8/24/20 | 8/24 | A95040 | DFT: 001006 | 07870 | PCRD-BITS | 2068 | | 116.00 | 16,266.93 |
| | | | | LOWES BUSINESS ACCOUNTS | INV# 010860 | | /PO# 20-88799 | | |
| 8/24/20 | 8/24 | A95040 | DFT: 001006 | 07870 | PCRD-LUMBER FOR THEATRE | 2068 | | 339.00 | 16,605.93 |
| | | | | LOWES BUSINESS ACCOUNTS | INV# 1462 | | /PO# 20-88798 | | |
| 8/24/20 | 8/24 | A95047 | DFT: 001013 | 07870 | PCRD-VENT FAN | 3140 | | 74.99 | 16,680.92 |
| | | | | AMAZON.COM | INV# 11283773910761818 | | /PO# 20-88794 | | |
| 8/24/20 | 8/24 | A95052 | DFT: 001018 | 07870 | PCRD-SOUND&AV EQUIP FOR | 3463 | | 24,458.92 | 41,139.84 |
| | | | | FULL COMPASS SYSTEMS, LTD | INV# 4308881 | | /PO# 20-89457 | | |
| 8/24/20 | 8/24 | A95053 | DFT: 001019 | 07870 | PCRD-AV&SOUND EQUIPMENT | 3465 | | 943.57 | 42,083.41 |
| | | | | PROSOUND & STAGE LIGHTING | INV# 3679 | | /PO# 20-89458 | | |
| 8/28/20 | 8/28 | A95291 | CHK: 024743 | 07864 | AUG WASTE THEATRE PROJEC | 1004 | | 129.84 | 42,213.25 |
| | | | | BUCKHANNON UTIL BOARDS | INV# 6001865000 AUG 20 | | /PO# | | |
| 8/28/20 | 8/28 | A95176 | CHK: 024792 | 07877 | THEATER SUPPLIES COPPER | 1336 | | 128.04 | 42,341.29 |
| | | | | RITE-WAY HEATING & PLUMBI | INV# 344296 | | /PO# 20-89523 | | |
| 8/28/20 | 8/28 | A95177 | CHK: 024792 | 07877 | THEATER SUPPLIES COPPER | 1336 | | 156.76 | 42,498.05 |
| | | | | RITE-WAY HEATING & PLUMBI | INV# 344297 | | /PO# 20-89523 | | |
| 8/28/20 | 8/28 | A95178 | CHK: 024765 | 07877 | DRYWALL, SOUND PROOF | 1358 | | 477.70 | 42,975.75 |
| | | | | HARPER LUMBER & BUILDING | INV# 054240 | | /PO# 20-89507 | | |
| 8/28/20 | 8/28 | A95179 | CHK: 024765 | 07877 | GLUE,SOUND PROOF THEAT | 1358 | | 656.55 | 43,632.30 |
| | | | | HARPER LUMBER & BUILDING | INV# 054642 | | /PO# 20-89507 | | |
| 8/28/20 | 8/28 | A95182 | CHK: 024793 | 07877 | CAT 5 DATA CABLE THEATER | 1605 | | 190.75 | 43,823.05 |
| | | | | SCOTT ELECTRIC CORP | INV# 2066845 | | /PO# 20-89506 | | |

Assistant Recorder Amberle Jenkins