

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

A regular meeting of the Buckhannon Colonial Arts Center Board was held on September 6, 2022 at 5:00 p.m. at City Hall in Council Chambers with the following in attendance:

Board Member, Chair	John Waltz	Present
Board Member, Vice Chair	Erika Kolenich	Present
CAC Manager	Anne Wilson	Present
Board Member	Randy Sanders	Present
Board Member	Alisa Lively	Present
Board Member	Keith Buchanan	Present
Assistant Recorder & Director of Finance	Amberle Jenkins	Present
UCBOE Arts Educator Facilitator	Jakob Spruce	Present

Guests: KB Saine, David McCauley, Greg Popovich, Jordan Henry.  
New media present: Monica Zalaznik of MyBuckhannon

*City of Buckhannon Colonial Arts Center Board 5:00 P.M. at City Hall in Council Chambers  
Meeting Agenda for Tuesday, September 6, 2022*

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- 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 Approval of Minutes: 08/02/2022
- D. Correspondence & Information**
  - D.1 ART26201 Presents "Reflection of Creation" Exhibit by Lydia Grimm at M.I.B. Gallery
- E. Manager's Report**
  - E.1 Construction Updates & Remaining Steps
  - E.2 Public Relations, Website, Marketing Updates
  - E.3 Check-in on 30 Day Goals
- F. Strategic Issues for Discussion and/or Vote**
  - F.1 Seating & Seating Investment
  - F.2 Operations Manual
  - F.3 Programming Policy & Rental Agreement
  - F.4 Grand Opening Event(s)
  - F.5 Fundraising Sub-Committee
  - F.6 Event Request Form
  - F.7 Core Values & Vision Statement
  - F.8 Discussion/Updates
    - Budget
    - Upshur County BOE Role
    - Consultancy
- G. Board Members Comments and Announcements**
  - G.1 Next Regular Scheduled Meeting Date: Tuesday, October 4, 2022 at 5:00PM

**H. Adjournment**

POSTED 08/31/22

**A. Call to Order:** Chairman Waltz called the meeting to order followed by a moment of silence and pledge to the flag.

**B. Recognize Guests:**

Chairman Waltz recognized guests, David McCauley and Greg Popovich.

Guests updated the group on all the activities that are planned for the "Boooockhannon" events. The following poster was presented:

THE COLONIAL ARTS CENTER INVITES YOU TO CELEBRATE

# BOOOOCKHANNON

COMMUNITY HALLOWEEN EVENTS ALL MONTH LONG!

**OCT. 1**  
6-8 PM  
TICKETS 13+ \$5 | 5-12 \$3 | 4 & UNDER FREE  
**BUCKHANNOWEEN**  
HALLOWEEN CELEBRATION & COSTUME CONTEST  
HOSTED BY BUCKHANNACON  
STOCKERT YOUTH & COMMUNITY CENTER

**OCT. 2**  
3 PM  
\$25/CASH OR \$27.50 PAYPAL PER TEAM  
LIVE ACTION CLUE GAME FUNDRAISER  
HOSTED BY BUCKHANNON COMMUNITY THEATRE  
STARTS AT COLONIAL ARTS CENTER LOBBY

**OCT. 6-9**  
7 PM 6-8 | 2:30 PM 9  
TICKETS \$10  
CLUE ON STAGE PRESENTED BY  
BUCKHANNON COMMUNITY THEATRE  
COLONIAL ARTS CENTER MAIN STAGE  
HALL

**OCT. 20-21**  
7:30 PM  
FREE MOVIE NIGHT  
DOUBLE FEATURE BOTH NIGHTS!  
NIGHT OF THE LIVING DEAD (1968)  
WHAT I WANT (2022)  
COSTUME CONTEST AND PRIZES  
COLONIAL ARTS CENTER MAIN STAGE  
HALL

**OCT. 21**  
6-10 PM  
\$10 ADULTS \$8 KIDS  
**HAUNTED YOUTH CENTER**  
STOCKERT YOUTH & COMMUNITY  
CENTER

**OCT. 22**  
8 AM REGISTER OR SCAN THE QR  
CODE ABOVE!  
\$10 | 9 AM RUN  
ZOMBIE RUN 5K  
COSTUME CONTEST  
REGISTER AT COLONIAL ARTS CENTER

**OCT. 28**  
6:30-8:30 PM  
**TRUNK OR TREAT**  
PUBLIC SAFETY COMPLEX

**OCT. 29**  
8:30 PM  
REGISTER FOR \$5  
**ZOMBIE CRAWL**  
COSTUME CONTEST & PARADE DOWN  
TRADER'S ALLEY TO JAWBONE PARK &  
GROUP PHOTOS  
OPTIONAL BAR CRAWL TO STONE  
TOWER BREWS, CJ MAGGIE'S, AND THE  
WHISTLE STOP FOLLOWING  
REGISTER AT COLONIAL ARTS CENTER

**OCT. 31**  
6-7:30 PM  
**TRICK OR TREAT**  
CITY OF BUCKHANNON

JOIN THE BOOOOCKHANNON FB GROUP FOR MORE DETAILS AND ANY POP-UP EVENTS!

SYCC STOCKERT YOUTH & COMMUNITY CENTER

COLONIAL ARTS CENTER

BUCKHANNON COMMUNITY THEATRE

CITY OF BUCKHANNON WEST VIRGINIA

C. Consent Agenda:

C.1 Approval of Minutes 08/02/2022

Motion Buchanan/Sanders to approve the minutes of the meeting held 08/02/2022. Motion carried.

D. Correspondence & Information:

D.1 ART26201 Presents “Reflection of Creation” Exhibit by Lydia Grimm at the M.I.B. Gallery

ART26201] ART26201 TO PRESENT "REFLECTION OF CREATION" EXHIBIT BY LYDIA GRIMM AT M.I.B. GALLERY

MIB GALLERY / COLONIAL ARTS CENTER

LYDIA GRIMM



REFLECTION OF CREATION

ARTIST'S RECEPTION - SEPTEMBER 2, 2022 - 4 PM

SPECIAL INTRODUCTION BY THE ARTIST AT 5 PM (RESERVATIONS ARE RECOMMENDED AND CAN BE SENT TO [INFO@ART26201.COM](mailto:info@ART26201.COM))

SEPTEMBER 2 - SEPTEMBER 24, 2022 • GALLERY HOURS - FRI. & SAT., 4-8 PM



**BUCKHANNON, WEST VIRGINIA, August 25, 2022—**] ART26201 will present “REFLECTION OF CREATION,” a solo exhibition by nature artist Lydia Grimm, Friday, September 2, 2022, at the M.I.B. GALLERY in the Colonial Arts Center. There will be an opening artist’s reception from 4 to 8 p.m., and Grimm will give a special introduction at 5 p.m. Reservations are recommended for the artist’s introduction, and they can be emailed to [info@ART26201.com](mailto:info@ART26201.com).

In addition to the opening event on September 2, the M.I.B. GALLERY will be open from 4-8 p.m. on September 3, 9, 10, 16, 17, 23 and 24.

All events at the M.I.B. GALLERY are free and open to the public. Significant financial assistance for the Colonial Arts Center Rehabilitation project has been provided by the West Virginia Department of Arts, Culture and History; ART26201; Buckhannon Community Theatre; West Virginia Split Rail; and the FirstEnergy Foundation.

**About Lydia Grimm:**

Acrylic painter and repoussé metalworker Lydia Grimm was born in Butler, PA, where she grew up in a rural valley with woodlands on the hills. Lydia currently resides in Moundsville, WV, with her husband (and greatest supporter) Michael, along with their four-year-old son, who is her biggest critic and manager.

**Artist’s Statement:**

I grew up running wild through fields and woods looking for faery mounds, dragons and—more realistically—escaped cows. I had a passion for art that was nurtured very early on by both my parents; my mother drew with soft pastels, and she now continuously knits everything—from socks to the most complex lace shawls. My father painted with acrylics and worked in repoussé (hammered relief metalwork); two of his works (one featuring a barn and the other a Pittsburgh factory) now hang in my home.

My works feature natural subjects in the form of trees, plants, animals, and even insects. With these works, I hope to convey the joy that nature brings into the home. We may not be able to go out into a forest every day and see all the surprises it brings, from the smallest newt in the rain, to a still, wary fox, but I feel my paintings help capture those moments and the joy such sightings carry.

**About ART26201:**

ART26201 is a non-profit organization whose mission is to “celebrate and promote the creative and inspirational opportunities in the Buckhannon community.” For more information about ART26201 projects, and for ways to provide financial or volunteer support, email [info@ART26201.com](mailto:info@ART26201.com) or visit their website at [www.ART26201.com](http://www.ART26201.com).

**E. Manager’s Report:** CAC Manager-Anne Wilson presented and explained the following report:

Colonial Arts Center Board Meeting 9/6/2022

Manager's Report | Anne Wilson



## 1. Construction updates & remaining steps


- Fire alarm system, sprinkler system, and lots more renovations have been in the works these past couple weeks
- Crews have been finishing the drywall work surrounding the Main Hall stage
- We've ordered 9 phones to install in the CAC. Eventually we will most likely need a few more depending on how we decide to set up a comm. System for the dressing rooms
- The majority of lighting has been installed throughout the basement; we are doing what is necessary to get the dressing rooms ready for *Clue*; but we also have a backup plan if we're not able to utilize the basement for the show
- Jerry has made the arrangements to get handrails built and installed
- Chair lifts will most likely be installed after handrails
- There are still some design and furniture/appliance discussions we need to have as we move forward into the concession stand, box office, etc.

## 2. Public Relations, Website, Marketing Updates

- Social Media presence is growing, we have almost 700 FB likes and the Instagram account gains a few followers each week
- We've sold 9 t-shirts, and decals have been ordered and are on the way
- Ethan and I have been continuing to correspond with website check-ins, but unfortunately the credit card set-up process with RecDesk is taking longer than we'd hoped it would
- As a first "piece" of physical marketing I've designed a brochure to highlight the CAC that can be distributed at City Hall, Chamber of Commerce, Visitor's Bureau, event center, etc.

## About Us


Known as the Colonial Theater (1930-1966) and the Cinema V (1970s), in 2017 the City of Buckhannon made the decision to renovate the building into a community arts space.





We Offer:

- Community theater productions
- Arts camps
- Showcasing the work of upcoming WVWC fine arts graduates
- Visual art experiences monthly
- Community-centric and grassroots fundraisers


## Contact Us

  
**Phone**  
304.472.1651 ext. 1060

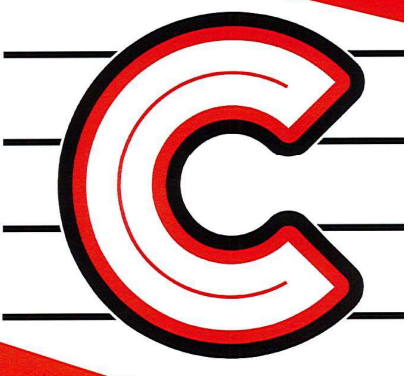
  
**Website**  
COMING SOON!

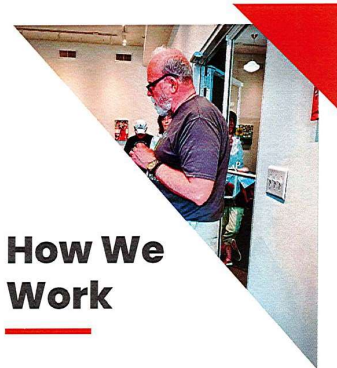
  
**Address**  
48 E Main St. Buckhannon WV 26201

## Our Partners



# COLONIAL ARTS CENTER





## How We Work

The CAC is operated by the community, for the community. With a partnership between the Upshur County Board of Education and the City of Buckhannon, two full-time staff members currently manage the building and facilitate fine arts programming. By partnering with other local organizations, including ART26201, Buckhannon Community Theatre, and West Virginia Wesleyan College, the arts center will become home to many groups in need of arts spaces.

## Our Core Values

The Colonial Arts Center is committed to being a multipurpose space for Buckhannon residents to explore the arts in new and exciting ways.



### COMMUNITY

We believe in being committed to diversity, equity, and inclusion with our programming by welcoming different backgrounds, viewpoints, and experiences.



### CREATIVITY

We believe in self-discovery and self-expression for anyone with a creative spirit and we take pride in the ability to offer multiple disciplines for artists to explore.



### EXCELLENCE

We believe in offering the highest quality of arts programming to the public, because we believe that by providing the public with our best efforts, they will trust us to continue to cultivate arts here in Buckhannon.



### RESPECT

We believe in offering an artistic environment that is safe, open-minded, and healthy for all ages where elevating each other's artistic ability is the normal atmosphere.

## Our Space

### M.I.B. GALLERY

#### M.I.B. Gallery

Our home for showcasing the best fine arts exhibitions of local artists



#### Two Theatre Spaces!

With the 80-seat Balcony Theatre and 122 seat Main Hall, our performance possibilities become more diverse



#### St. Joseph's Hospital Education Suite

Four classrooms and four education studios on our basement level offer us the space to expand our programs and invite guest artists

 **ST. JOSEPH'S HOSPITAL** 

### Colonial Arts Center

**The Colonial Arts Center located on Main Street in Buckhannon will be a space used year-round by the public, students and a variety of organizations throughout Upshur County. It will become increasingly prominent in the community.**

**The City of Buckhannon has hired a full-time position to manage the space and the Board of Education has created a position to oversee the arts aspect. The Governor just named it the West Virginia Arts Organization of the Year.**

#### Main Hall

Flexible space with 150 seating capacity. Will be used for theatre and dance productions, concerts, Upshur Youth Symphony, Buckhannon Community Theatre, Buckhannon Chamber Orchestra, Buckhannon Choral Society, WVWC performances, community events and other activities.

#### Balcony Theatre

A 90-seat theatre space ideal for smaller performances, puppetry, films, poetry & literature readings and other events.

#### Education Suite

Four classrooms for individual and group classes, workshops, rehearsals, musical instrument, photography, film making, technical arts, and writing instruction, etc. Will ensure youth access to community-based art programs and educational opportunities.

Four teaching artist studios for rotating artists and teachers.

#### Art Gallery

Gallery space will be used for shows by prominent artists from West Virginia and surrounding states, showcase for student artwork via the Fine Arts program at Buckhannon-Upshur High School, book signings, special event receptions, etc.

#### Supporting Organizations

ART 26201  
Buckhannon Community Theatre  
Central Appalachian Network  
City of Buckhannon  
First Energy Foundation  
JP Morgan Chase Bank  
Upshur County School System  
West Virginia Department of Arts, Culture & History  
West Virginia Split Rail  
West Virginia Wesleyan College

### 3. 30-day goal check-in

- Halloween Fundraising Plan-Boooockhannon!
- We've obtained some seating estimates from Irwin Seating for both theatre spaces, but the decisions regarding what type of seating we should purchase are still up for discussion
- We now have four administrative documents drafted for the CAC: Operations Manual, Programming Policy, Rental Agreement, and Event Request Form. Please note that in the

original programming policy, those prices will be removed, and I would like to utilize the pricing chart created in the event request form

- Keith Buchanan and I have been working on fundraising details and finding donors—he found a couple who would like to purchase our main hall curtains

#### Fundraising Q's

1. Who will be the contact person(s) for anyone wanting to make a gift? (Other than on-line)
2. Who will (or wants to) be involved in direct solicitation of donors?
3. The most successful fund-raising activity to date has been personal tours or events at the CAC. How should these be coordinated?
4. Should fund raising goals be built into annual budget or only “booked” ; when received or pledged?
5. What are thoughts on how to “officially” kick off the campaign to the public or list of potential donors?
6. Who is interested in being part of our fundraising committee? What would the roles for each member of this committee look like?

#### **F. Strategic Issues for Discussion and/or vote:**

##### **F.1 Seating & Seating Investment:**

Seating has been researched. Options are:

- Telescopic seating
- Platforms with individual chairs.

Waltz understands the costs may be a factor in this decision. However, the platforms and chairs will be more labor intensive, the telescopic seating would be a more flexible and probably better for audience visibility.

Sanders feels telescoping seating will give more flexibility. It is more expensive, but over time would be more beneficial. City crews or city staff would be tasked to take up and down the individual risers and chairs. He also feels it is a better quality product. In his experience he would often rent risers for events due to the liability aspect as well.

Other commission members felt the same way. This is an opportunity to have a fundraising event for the seating.

##### **F.2 Operations Manual:**

Chair-Waltz suggested discussing items in F.8 prior to discussing other items in the agenda:

##### **F.8 Discussion/Updates:**

- **Budget** – Mrs. Jenkins presented the current budget status:

001-GENERAL FUND

% OF YEAR COMPLETED: 16.67

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
ARTS & HUMANITIES						
=====						
SALARIES & BENEFITS						
001-906-101-00 CAC SALARIES	50,000	2,030.00	3,895.50	0.00	46,104.50	7.79
001-906-104-00 CAC FICA	3,825	155.30	298.01	0.00	3,526.99	7.79
001-906-105-00 CAC HEALTH INS	6,000	266.76	318.52	0.00	5,681.48	5.31
001-906-106-00 CAC RETIREMENT	4,000	182.70	350.60	0.00	3,649.40	8.77
TOTAL SALARIES & BENEFITS	63,825	2,634.76	4,862.63	0.00	58,962.37	7.62
CONTRACTUAL SERVICES						
001-906-213-00 CAC UTILITIES	5,000	582.28	1,042.79	0.00	3,957.21	20.86
001-906-216-00 THEATRE MAINTENANCE/UTILI	9,000	3,577.25	3,741.07	110.00	5,148.93	42.79
001-906-223-00 CAC PROFESSIONAL SERVICES	20,000	0.00	0.00	0.00	20,000.00	0.00
001-906-226-00 CAC INSURANCE & BONDS	2,000	0.00	0.00	0.00	2,000.00	0.00
TOTAL CONTRACTUAL SERVICES	36,000	4,159.53	4,783.86	110.00	31,106.14	13.59
COMMODITIES						
001-906-341-00 CAC SUPPLIES & EXPENSES	10,000	3,649.81	3,649.81	0.00	6,350.19	36.50
TOTAL COMMODITIES	10,000	3,649.81	3,649.81	0.00	6,350.19	36.50
CAPITAL OUTLAY						
001-906-450-01 THEATRE BLDG	170,000	20,409.30	24,184.33	6,258.68	139,556.99	17.91
001-906-459-00 THEATRE CAPITAL	0	0.00	2,777.83	0.00	( 2,777.83)	0.00
001-906-459-01 CULTURE ARTS GRANT (ADA T	0	1,630.00	1,630.00	0.00	( 1,630.00)	0.00
TOTAL CAPITAL OUTLAY	170,000	22,039.30	28,592.16	6,258.68	135,149.16	20.50
TOTAL ARTS & HUMANITIES	279,825	32,483.40	41,888.46	6,368.68	231,567.86	17.25

- Upshur County BOE Role
- Consultancy
- **Consultancy Agreement-** The following consultancy agreement was presented for consideration:



September 1, 2022  
City of Buckhannon  
% the Colonial Arts Center Board

This document constitutes a proposal tendered by kb saine (kb) to lead the City of Buckhannon (City) for consultation on the planning for general and program-centered operations to be executed by Colonial Arts Center's (CAC) Board of Directors and General Manager.

**Objectives**

The objectives for the project are:

- To create a working Organizational Chart with job indentifying job descriptions to define the roles of the CAC Board, General Manager, and City Council.
- To work with management and programming staff, with the input of the CAC Board, to clarify the vision and use of the arts center for the Board's guidance and Community messaging (determining programmatic goals, scheduling & use, etc).
- To provide for training in the areas of Arts Administration, Scheduling & Booking, and House Management for the General Manager.
- To assist the Manager in creation of an Operations Manual.
- To assist the City and the CAC Board with identifying potential contributed income sources.
- To create a plan for simple goals/milestones for the first 30, 60, 90, & 120 days, with associated metrics for reporting to City Council and the Community.

This particular agreement does not include the creation of a realistic and implementable programming plan to begin in Summer 2023, but provides this clause should that assistance be desired as part of future contract renewal.

**Methodology**

kb will work with the City, and particularly the CAC Board and General Manager, to determine institutional roles, responsibilities and opportunities, and will work with the CAC Board and General Manager to establish policy and proceedures as necessary. This will require:

- attendance at CAC Board meetings, either virtually or in person
- interim meetings, either virtually or in person, with individual CAC Board members
- interim meetings, either virtually or in person, with the CAC's General Manager



- at least one 2-3 hour meeting with key CAC stakeholders (to be determined by the CAC Board) to facilitate understanding of the Organizational Structure

**Timing**

- ◆ Attendance at CAC Board Meetings to begin with the September 7, 2022 Meeting
- ◆ 2-3 hour CAC Board Meeting: November 2022
- ◆ Milestones & Metrics to be formulated for review at the November 2022 CAC Board meeting
- ◆ Organizational Structure and corresponding charts & details determined for approval at the January 2023 CAC Board meeting
- ◆ Programming & Use Plan draft in place for review at the February 2023 meeting
- ◆ Training in the areas of Arts Management, Identification of Contributed Income Sources, and finalization of an Operations Manual will be ongoing throughout the duration of this agreement.

**Terms and Conditions**

kb will assess a single project fee for the above named work, which will require an anticipated commitment of 5-10 hours a week. A flat \$12,000 fee will be paid in monthly installments from September 2022 through February 2023. This project is non-cancelable, and agreed-upon payment terms are due as described. If it should become necessary, the City may postpone or delay any part of the work in progress without penalty.

This proposal is accepted and forms an agreement between the City of Buckhannon (City) and kb saine (kb).

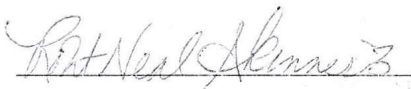
**Agreement**

For kb saine:



Date: September 1, 2022

For the City of Buckhannon:



Date: 9/21/2022

**After a discussion, a motion by Buchanan/Kolenich to recommend the agreement be presented to City Council for approval. Indexed City Agreements CityA343.**

**F.3 Programming Policy & Rental Agreement:** To be presented at the October meeting for approval.

**F.4 Grand Opening Event:** Board Members briefly discussed the matter and believe it would be best to wait until the facility is complete. In the meantime, events can be held once the occupancy permit is obtained.

**F.5 Fundraising Sub-Committee:** The Board discussed establishing a fundraising committee.

**Motion Kolenich/Sanders to appoint Keith Buchanan as the Chairman of the Fundraising Committee and appointing Managing Director-Anne Wilson and guest Jordan Henry as members of the committee. Motion carried.**

FUNDRAISING KEY ELEMENTS

DISCUSSION

(Updated 9/1/22)

**I. DEVELOP AN ENGAGING CAMPAIGN THEME & GOALS**

- Align with vision, mission; distinct purpose
- Define areas of need (lighting, sound, seats, curtains, other)
- Establish “giving levels” (\$100, \$500, \$1,000, \$10,000+)
- Set overall campaign goal (Example \$500,000 by 2025)

**II. BREAK DOWN WHERE REVENUE WILL COME FROM**

1. Primary campaign; projected number of “participants” example:

<u>Gift Level</u>	<u># Participants</u>	<u>Total</u>	<u>Gifts/Pledges To Date</u>
\$ 100	50	\$ 5,000	
\$ 500	20	10,000	
\$ 1,000	10	10,000	3,750
\$ 5,000	5	25,000	12,000
\$ 10,000	5*	50,000*	50,000 (St. Joseph’s)
\$ 25,000	2	50,000	25,000 (BCT Lobby)
\$ 50,000	1	50,000	(Naming Opportunities)



\$100,000	1	100,000	“	“
\$150,000	1	150,000	“	“
\$250,000	1	<u>250,000</u>	“	“
Total		\$700,000		

- 2. Have an on-line giving strategy
- 3. Individual fund raisers
  - Halloween Event October
- 4. Merchandise sales
  - CAC T-Shirts   \$25.00   (100) \$       (less cost)

**III. PLAN TO ACQUIRE AND RECOGNIZE DONORS**

- “Lead Donors” already in place:  St Joseph’s, BCT, WVWC, FIRST ENERGY, Renee Preston, Home Base, Sam’s Pizza, Lisa Cain (pledge).
- Communicate donor levels & naming opportunities (see attached)
- Plan public relations “events” around fund raising activity at CAC, major donors
- Appropriate recognition: What does it look like? Where placed ?
- Appeal to Organizations (Chamber, Rotary, etc.)

**IV. USE DATA TO DEFINE AND TRACK PROGRESS**

- Set up “giving” spreadsheet
- Use pay pal or other platform to track \$

**V. DETERMINE EXPECTED COSTS AND MONITOR**

- Signage, banners, wall display, plaques
- Campaign literature, pamphlet
- Promotion

**PERIODIC, CONSISTENT FEEDBACK**

- Reinforce progress, help people visualize & understand how their gifts are being used to achieve stated goals

**CITY OF BUCKHANNON COLONIAL ARTS CENTER  
CAMPAIGN THEMES & COMMUNICATION**

Examples:

*Colonial Arts Challenge*  
*Help us change and enrich lives through a unique Arts collaboration*  
*that delivers fulfilling and memorable experiences in downtown Buckhannon.*

*Built on a strategic partnership combining Arts and Education:*  
 (City, Arts 26201, BCT, WVWC, Upshur Schools banner)

*Our Goal:     \$500,000 by 2025*

*We’re off to a great start behind several lead donors who are helping build*  
*our multi-purpose space into a destination for Art lovers of all ages:*

<u>Donor</u>	<u>Gift</u>	<u>Purpose/Need</u>
St. Joseph’s Foundation	\$50,000	Education Rooms
Buckhannon Community Theater	\$25,000	Jim Knorr Lobby
West Virginia Wesleyan College	\$10,000	
Lisa Cain/Edward Jones	\$ 7,000	Main Stage Curtains
FIRST ENERGY	\$ 5,000	Lighting
Renee Preston Photography	\$ 2,500	Changing Room
Home Base	\$ 2,500	Kitchen
Sam’s Pizza	\$ 1,250	Kitchen

*Legacy Gifts and Naming Opportunities*

*(Use one page write-up supplied by Bryson including Building, Main Stage, Balcony Theater)*

*Additional Gift Levels and Recognition*

<u>Gift Amount</u>	<u>Recognition</u>	<u>Placement</u>
Up to \$400	CAC “Players”	

\$ 500	CAC "Patrons"
\$ 1,000	Colonial Club
\$ 5,000	Colonial Gold Club
\$10,000	Colonial Platinum Club
\$25,000+	Colonial Legacy Club

QUESTIONS

1. Who will be the contact person(s) for anyone wanting to make a gift? (other than on-line)
2. Who will (or wants to) be involved in direct solicitation of donors?
3. The most successful fund-raising activity to date has been personal tours or events at the CAC. How should these be coordinated?
4. Should fund raising goals be built into annual budget or only "booked" when received or pledged?
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6. Who is interested in being part of our fundraising committee? What would the roles for each member of this committee look like?



2021 NAMING OPPORTUNITIES FOR SIGNIFICANT DONORS

MAIN HALL

\$100,000

The site of major concerts, touring theatre and dance productions, community events and more, this large, central 150 seat theatre space, located on the first floor, will feature a flexible staging & audience configuration under the restored, original proscenium arch of the historic Colonial Theatre. This dominant historic performance space is the most significant way to recognize and celebrate your support for the performing arts in Buckhannon.

BALCONY THEATRE

\$75,000

A 90-seat traditional theatre space, with raked seating, will be located in the original balcony of the historic Colonial Theatre. This intimate venue will host film, cabaret-style performances, puppetry, and smaller theatre productions in an exciting space. This historic performance space is the second most significant way to recognize and celebrate your support for the performing arts in Buckhannon.

ART GALLERY

\$50,000

The home of rotating art exhibits, book signings, and special event receptions, the Art Gallery is located adjacent to the Theatre Lobby, which will operate as its own high-profile, high-traffic home for art, artists, and audiences. This front gallery space, with a separate sidewalk entrance, is an excellent way to recognize and celebrate your support for all of the arts disciplines in Buckhannon.

LOBBY & BOX OFFICE

\$25,000

**Naming rights secured by: Buckhannon Community Theatre in honor of Jim Knorr**  
 Share your support of the Colonial Theatre with every single guest who enters the building! The Lobby & Box Office will be more than just a place to purchase tickets: it will be a Hall of Fame for the Arts in Buckhannon as well as a community arts information hub. Join us in welcoming artists & audiences alike to Buckhannon's premier community arts center.

GREEN ROOM

\$15,000

Every Buckhannon Community Theatre member and guest artist will realize your support of their work in the backstage green room for the Main Hall performance space, where all performers will prepare for shows, rest between acts, and greet their backstage guests.

EDUCATION SUITE

\$50,000

(4 classrooms available)

\$10,000 each

(4 Educator Studios available)

\$5,000 each

Keep a love for the arts alive for our next generation with your support of the Education Suite Spaces. Classes, workshops, and rehearsals will fill these classrooms, and continue to inspire a love of theater, dance, music, writing and other arts with learners of all ages!

F.6 Event Request Form: To be presented at the October meeting for approval.

F.7 Core Values and Vision Statement:

Core Values of the Colonial Arts Center (DRAFT)

1. **Community-** we believe in being committed to diversity, equity, and inclusion with our programming by welcoming differing viewpoints, backgrounds, and experiences
2. **Creativity-** we believe in self-discovery and self-expression for anyone with a creative spirit and we take pride in the ability to offer multiple disciplines for artists to explore
3. **Excellence-** we believe in offering the highest of quality arts programming to the public, because we believe that by providing the public with our best efforts, they will trust us to continue to cultivate arts here in Buckhannon
4. **Respect-** we believe in offering an artistic environment that is safe, open-minded, and healthy for all ages where elevating each other's artistic ability is the normal atmosphere

## Vision Statement

At the Colonial Arts Center, we aim to provide a creative outlet to inspire all types of artists with multiple venues and programs. Through partnership and collaboration, we intend to expand local culture and the arts scene of Buckhannon.

### **G. Board Members Comments and Announcements:**

G.1 Next regular scheduled meeting date: Tuesday Oct 4, 2022 at 5:00 pm

### **H. Adjournment:**

There being no further business to be conducted, meeting adjourned at 5:35 pm

**Chairperson John Waltz**

**Vice Chairperson Erika Kolenich**