

**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 November 1, 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
CAC Consultant	KB Saine	Present
Orion Strategies	Jordan Henry	Present
Mayor	Robbie Skinner	Present

Guest- Leo LaJacono

***City of Buckhannon Colonial Arts Center Board 5:00 P.M. at City Hall in Council Chambers  
Meeting Agenda for Tuesday, November 1, 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: 10/04/2022

**D. Correspondence & Information**

- D.1 Anne’s Participation at the 2022 Appalachian Gateways Community Initiative Program Workshop
- D.2 ART26201 Presents “A Day of Creation” Exhibit by Brian Michael Reed at M.I.B. Gallery

**E. Manager’s Report**

- E.1 Construction Updates & Remaining Steps
- E.2 Facility Management
- E.3 Report from Programming (5K, Movie Night, etc.)

**F. Strategic Issues for Discussion and/or Vote**

- F.1 Fundraising Committee Updates
- F.2 Partner Organization Updates
- F.3 UCBOE Arts Educator Updates
  - Proposal for Educational/Class Programming
- F.4 Recommendation to City Council: Art26201 Management of the MIB Gallery
- F.5 Recommendation to City Council: Seating Proposals & Next Steps
- F.6 Selection of Color for the Stage Curtains/Drapes

**G. Board Members Comments and Announcements**

- G.1 Next Regular Scheduled Meeting Date: Tuesday, December 6, 2022 at 5:00PM

**H. Adjournment**

POSTED 10/25/22

**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:**

**B.1** Chairman Waltz welcomed guest resident Leo LaJacono and Mayor Skinner to the meeting and offered them an opportunity to speak.

**C. Consent Agenda:**

**C.1 Approval of Minutes 10/4/2022**

**Motion Sanders/Lively to approve the minutes of the meeting held 10/4/2022. Motion carried.**

**D. Correspondence & Information:**

**D.1. Anne’s Participation at the 2022 Appalachian Gateways Community Initiative Program Workshop-** See below Manager’s Report.

## D.2 ART26201 Presents “A Day of Creation” Exhibit by Brian Michael Reed at M.I.B. Gallery

M.I.B. GALLERY / COLONIAL ARTS CENTER

**BRIAN MICHAEL REED**



### **A DAY OF CREATION**

ARTIST'S RECEPTION - OCTOBER 22, 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))

OCTOBER 22 - DECEMBER 10, 2022 • GALLERY HOURS - FRI. & SAT., 4-8 PM



**BUCKHANNON, WEST VIRGINIA, October 12, 2022—**ART26201 will present “A DAY OF CREATION,” a solo exhibition by artist Brian Michael Reed, Saturday, October 22, 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 Reed 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 October 22, the M.I.B. GALLERY will be open from 4-8 p.m. every Friday and Saturday through December 10.

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 Brian Michael Reed:**

Brian Michael Reed grew up in Clay County, with family roots going back many generations in West Virginia. A conceptual, multi-media artist, he draws his creative energy from his study of a wide variety of cultural experiences, global religions, mythology, and art.

He has had solo exhibitions at the Huntington Museum of Art; Shanghai Himalayas Art Museum and Hanshan Art Museum in Suzhou, China; Governor’s Island and at Chair and Maiden gallery in New York City; The OAS Art Museum of the Americas in Washington, D.C.; and the West Virginia Cultural Center in Charleston.

Reed studied with African and Afro-American scholar Robert Farris Thompson at Yale University in the History of Art Department and earned a B.A. and B.F.A. in Painting and Art History from James Madison University. He has received awards and grants from the National Endowment for the Arts and the West Virginia Division of Culture, and he has favorable reviews in the *New York Times*, *Washington Post*, and *West Virginia Living* magazine. He divides his time between studios in New York City, and Ivydale, West Virginia.

#### **Artist’s Statement:**

I am a pictorial anthropologist who creates works of art in a broad range of media, which include painting, sculpture, and installation. Within my works are stories containing cross-cultural self-portraits, chronicling my curiosities about history, mythology, and the symbols that cultures create to express themselves.

The inspirations for many of my works originate from a reverence of nature. As a boy, my wanderlust brought me to explore the woods and creeks of my family’s farm, and worlds beyond through images in my *National Geographic* magazine collection.

Cultural communication projects and artist-in-residence programs are important tools in my art practice. Living in different regions and environments has become a key part of my art practice where I create works based on experiences and interactions, recorded thoughts, and observations from my daily life. Over the past decade, I’ve lived, studied, and worked in China, Japan, and Indonesia, and that has sculpted my sense of design and aesthetics in unique ways when overlaid with the Appalachian folk art style I grew up with.

The exhibition title, *A Day of Creation*, contextualizes that the works contained therein have been created or derived for the purpose of conveying a mythical and/or magical story. Each individual or group of work arranges elements and objects to enhance and project forces of nature and spiritualism. Specifically for this exhibition, I focused on ideas and physical objects found within the Holly, Cherry, and Elk River watersheds, where I grew up and continue to live today. Seeds, shells, and feathers are among the materials I use to embellish weighty wood staves and salvaged locust fence posts from my family farm.

Underpinning this body of work is my thoughtful intention to have objects project meaning derived from how I experience the world around me. As a collector of natural curiosities since youth, imbuing personal and metaphorical significance in found objects is my way of giving spiritual depth to my artwork. I have arranged sculptural assemblages in a metaphorical magical forest, containing elemental forces with relationships to fire, wind, water, sounds, and flight, as well as paintings of creatures and spirits living in this forest.

In the work titled *Thunderbolt*, I used feathers to grant this assemblage the power of flight, which exists between heaven and earth but out of reach from both god and man. Red, orange and yellow melt down the burnt wooden post and seep into copper nails, which bind electrical spirits to the work, activating a power to wield lightning. Next is *Here Come the Crows*, a watercolor of abstracted crows that invites us to think of the associations of power and spiritualism that the crow can represent.

#### **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:** Manager Wilson reported the following:

**The Appalachian Gateway Community Initiative Conference are very good learning experience:**

- Enabled her to network with others in the same field. She shared information New River Gorge group is looking to renovate a facility much like Buckhannon did.
- Saw a great presentation about Barter Theatre in Abington VA and how they operate and renovated an old outdoor theatre.
- Information was shared among participants.
- Representative from Upshur and Lewis Counties attended and came back from the conference that they would also like to partner with Barbour, Braxton and Gilmer Counties to collaborate on all the natural assets they share.

#### **E.1 Construction updates & remaining steps**

- Tile work was completed in the concession stand area.
- She will start sending some information to Board Members about ideas for the concession stand and possibly a mockup of what it might look like.
- There was a slight issue with sewer backup during the last production of Clue. Jerry Arnold was contacted and corrected the issue.
- Balcony level dressing rooms are near finished.

**E.2 Facility Management:** Manager-Anne Wilson reported on a list of events:

- Fund raising committee will meet Nov 2<sup>nd</sup> at the CAC Lobby.
- Nov 3<sup>rd</sup> will host Leadership Upshur in the CAC.
- Nov 7<sup>th</sup> will attend the BCT meeting to discuss involvement and help.
- Nov 15<sup>th</sup> Jakob and Anne have invited all fine arts teachers in the county to tour the CAC.
- Nov 17<sup>th</sup> Ms. Wilson will attend the City Council meeting to present for discussion and consideration all of the seating options. Keith Buchanan will also attend to give an update and strategy to City Council on fund raising activities.
- Dec 1<sup>st</sup> – 3<sup>rd</sup>. WVWC will present their Christmas Carol play. BCT will permit them to share some of their items. This coordinates with the Dickens downtown activities on Dec 3<sup>rd</sup>.
- Dec 10-11 BCT will present their Anniversary Show.
- Jan 3<sup>rd</sup> Anne Wilson will speak at the Rotary meeting that will probably be held in the Colonial.

**E.3 Report from programming (5K, Movie Night, etc.):** Manager Wilson submitted the following report:

#### Manager Notes for CAC Board Meeting 11/1/22

- \$1000.00 profit made from Boooooohannon events
- 718 people visited the Colonial in October during events
- 608 people came to Clue, 50 to the movie night, 35 to the 5K, and 25 to the Zombie Walk

- 11/2 @ 4 PM in the CAC Lobby—Fund. Comm. MTG
- 11/3 @ 10 AM in the CAC Main Hall—Leadership Upshur MTG
- 11/7 @ 6 PM at Chapel Hill—Jakob and Anne will be attending BCT’s MTG to continue collaboration
- 11/15 @ 4:30 PM in the CAC—tour for fine arts teachers with Anne and Jakob
- 11/17 @ 7 PM in City Hall, Anne will present seating presentation to City Council and Keith Buchanan will give a Fundraising presentation
- 12/1-3 in the CAC Main Hall—WVWC presents Christmas Carol Play
- 12/10-11 in the CAC Main Hall—BCT Anniversary Show
- 1/3 in the CAC—Rotary MTG with Anne as guest speaker with updated tour of facility

Colonial Arts Center

Main Stage House Management Report

Event: Clue On Stage

Date/Time: 10/6/22 @ 7 PM

House Count  
(total): 94 Patrons: 94 Ushers: 0

Tickets Sold (total): 94 Gen Adm: 92  
Disc:        Comps: 2 No Shows: 0

Cash Deposit  
(total): \$31.00 B.O.: BCT Donations:

Merchandise: \$31.00 Concessions: BCT

House open: 6:22 PM House closed: 7:01 PM

Act I start: 7:07 PM Intermission: 7:54 PM

Act II start: 8:08 PM Curtain: 8:45 PM

Time out of building: 9:15 PM

Weather conditions: 58F outdoors, no precipitation

Special Accomodations/Incidents: Box Office did not keep an exact count of how many tickets were being sold which is something we need to do for the remaining shows. Box Office was also being disrespectful to the other BCT crew and staff members which was something we may need to address.

Report filed by: Anne Wilson

Position: Manager of the CAC

Colonial Arts Center

Main Stage House Management Report

Event: Clue On Stage

Date/Time: Oct. 7, 2022 @7 PM

House Count  
(total): 121 Patrons: 120 Ushers: 1

Tickets Sold (total): 121 Gen Adm: 118 Disc: 0  
Comps: 3 No Shows: 1

Cash Deposit  
(total): \$4.00 B.O.: BCT Donations: 0

Merchandise: \$4.00 Concessions: BCT

House open: 6:14 PM House closed: 7:00 PM

Act I start: 7:11 PM Intermission: 7:58 PM

Act II start: 8:13 PM Curtain: 8:51 PM

Time out of building: 9:50 PM

Weather conditions: 53F outside and light rain

Special Accomodations/Incidents: There were some miscommunication issues with box office ticket sales and number of seats available. We are going to work to avoid this next two shows.

Report filed by: Anne L. Wilson

Position: CAC Manager

Colonial Arts Center

Main Stage House Management Report

Event: Clue On Stage

Date/Time: Oct. 8, 2022 @7 PM

House Count  
(total): 129 Patrons: 129 Ushers: 1

Tickets Sold (total): 129 Gen Adm: 129 Disc: 0  
Comps: 0 No Shows: 0

Cash Deposit  
(total): \$58.00 B.O.: BCT Donations: 0

Merchandise: \$58.00 Concessions: BCT

House open: 6:14 PM House closed: 7:01 PM

Act I start: 7:08 PM Intermission: 7:55 PM

Act II start: 8:13 PM Curtain: 8:49 PM

Time out of building: 9:15 PM

Weather conditions: outside temp: 45F and sunny

Special Accomodations/Incidents:

Report filed by: Anne Wilson

Position: CAC Manager

Colonial Arts Center

Main Stage House Management Report

Event: Clue On Stage

Date/Time: Oct. 9, 2022 @ 2:30 PM

House Count (total): 121-129 Patrons: 121-129 Ushers: 0

Tickets Sold (total): 129? Gen Adm: 129? Disc: 0 Comps: 0 No Shows: 0

Cash Deposit  
(total): \$10.00 B.O.: BCT Donations: \$10.00

Merchandise: 0 Concessions: BCT

House open: 1:45 PM House closed: 2:31 PM

Act I start: 2:40 PM Intermission: 3:31 PM

Act II start: 3:45 PM Curtain: 4:20 PM

Time out of building: 5:15 PM

Weather conditions: outside temp: 51F and sunny

Special Accomodations/Incidents: Today was our new CAC usher's first day, and I think she had trouble keeping up with ripping ticket stubs, which is why the house count and ticket number is approximated. In future events I'll have another volunteer to help her with this.

Report filed by: Anne Wilson

Position: CAC Manager

Colonial Arts Center

Main Stage House Management Report

Event: Free Movie Night (NOTLD & What I Want)

Date/Time: Oct. 20, 2022 @ 7:30 PM

House Count (total): 11 Patrons: 11 Ushers: 0

Tickets Sold (total): 11 Gen Adm: 11 Disc: 0

Comps: 0 No Shows:           

Cash Deposit  
(total): \$41.00 B.O.: 0 Donations: \$1.00 5K  
Sign Ups: \$10.00

Merchandise: \$30.00 Concessions: 0

House open: 6:67 PM House closed: 7:29 PM

NOTLD start: 7:37 PM Intermission: 9:10 PM

Time out of building: 9:25 PM

Weather conditions: outside temp: 51F and sunny

Special Accomodations/Incidents: All patrons left after the first movie was over, so we did not end up showing the second film.

Report filed by: Anne Wilson

Position: CAC Manager

Mr. Sanders reported that the Marque entrance will block off the main entrance of the building, for construction work on the façade, and the gallery door will need to be used during the time of this construction.

Kb Saine suggested a pause on some events if this work in continuing so that a grand opening can be done before more events are scheduled. Chairman Waltz thought that might be a good idea.

Keith Buchanan wants to make sure we keep track on the number of attendees at these events. It is an economic boost to the community and should be reported to City Council.

Sanders asked new guest how he heard about activities at the CAC. He indicated he learned about some through the local newspaper.

F. Strategic Issues for Discussion and/or Vote:

F.1 Fundraising Committee Updates: Keith Buchanan presented and explained a handout of documents:

FUNDRAISING KEY ELEMENTS

WHERE REVENUE WILL COME FROM:

<u>Gift Level</u>	<u># Participants</u>	<u>Total</u>	<u>#</u>	<u>Gifts/Pledges to Date</u>
\$ <100	150	\$ 7,500	(7)	\$ 288
\$ 100-200	100*	\$ 20,000*	(7)	\$ 1,060
\$ 300-1,000	40	\$ 15,000	(2)	\$ 1,000
\$ 1,000-5,000	20	\$ 40,000	(8)	\$ 12,750
\$ 5,000-25,000	10	\$ 75,000	(6)	\$ 37,741 (a)
\$ 25,000-50,000	4	\$100,000	(1)	\$ 25,000 (b)
\$ 50,000-100,000	4	\$200,000	(1)	\$ 50,000 (c)
			(1)	(\$50,000) (d)
\$100,000-200,000	1	\$100,000		
TOTAL	329	\$557,500	(32)	\$127,839



TOTAL CASH AND IN-KIND GIFTS

(\$ 50,000) In Kind  
\$177,839

	<u>Donor</u>	<u>Amount</u>	<u>Naming/Recognition</u>
(a)	First Energy	\$20,000 (3)	Lighting
	Arts 26201	\$10,000 (2)	
(b)	BCT	\$25,000	Lobby/Box Office
(c)	St. Joseph’s	\$50,000	Education Suites
(d)	WVWC	\$50,000	

\* Proposed seating fund-raiser: \$200 per seat with name recognition on “Wall of Honor” plaque placed on back wall of theater.

COLONIAL ARTS CENTER  
FUNDRAISING ACTIVITY SUMMARY

<b>2017-2021</b>		
Arts 26201	(2)	\$ 10,000
First Energy	(3)	\$ 20,000
BCT	(4)	\$ 12,820
Individual Gifts	(21)	\$ 9,599
Sub-Total	(29)	\$52,419

<b>2022</b>		
WVU/ St Joseph’s Foundation		\$ 50,000 (a)
WVWC (In-Kind)		(\$ 50,000 (b)
BCT Remaining Pledge		\$ 12,180 (c)
CAC Board Members		\$ 1,000
Individual Donors (6)		\$11,765 (d)
CAC merchandise		\$ 475
Sub-Total		\$ 75,420

<b>TOTAL</b>	<b>\$127,839</b>
<b>(In-Kind)</b>	<b>(\$ 50,000)</b>

- (a) \$10,000 per year over 5 years; Secured naming rights for Education Suites
- (b) 5 year agreement (MOU) Services, labor, loaned equipment,etc
- (c) Secured naming rights for Lobby/Foyer
- (d) Gifts and pledges including \$ 7,741 donated by local family for purchase of Main Stage curtains following Rotary event tour.

2023 STRATEGY

- Launch official campaign: “Colonial Arts Challenge” **Goal: \$350,000\* by 2025**  
Naming Opportunities: \$265,000 (see attached)
- Fund raising events & on line giving
- Grant writing opportunities (2018-2021 Grants: \$279,000 + \$279,000 City Match)



2023 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
<b>Naming rights secured by: Buckhannon Community Theatre in honor of Jim Knorr</b> 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!	
<b>Naming rights secured by: St. Joseph's Hospital and WVU Medicine</b>	

He has recapped a summary of donations toward the theatre project.

The logistics of his summary was based on what has been donated and what is anticipated to be received. The goal is to have a total of \$350,000 donated by 2025.

Mayor Skinner weighed in that he has asked a corporation for a donation for naming rights. He feels somewhat positive that this will be considered by this corporation.

The Board members feel this is an acceptable expectation.

**Motion Kolenich/Livesay to accept the goals presented by the fundraising committee.**  
**Motion carried.**

Member Buchanan wants to send the right communication. They will be presenting a fundraising campaign to the board members to review. It will have key components of the campaign. Hopes are to have a Jan1st kickoff.

Board Members to sign a thank you card to Steven and Lisa Cain for their donation for the drapes on the Main floor of the theatre.

F.2 Partner Organization Updates:

Chairman Waltz commented that BCT appreciated the PR work for the production of “Clue”. The event was also a learning experience. When rights were purchased, there was probably an assumption of more seating. It was great to have the ability to go back in the same facility and run the show two more days. All of the shows were sold out except the last two. It was great to see the community interest in the space. BCT talking about setting season performance and will have at least a fall/winter event.

F.3 UCBOE Arts Educator Updates:

- Proposal for Educational/Class Programming

Updated the Board that he will attend the upcoming BCT meeting.

He began working with Buckhannon Upshur Middle School to create a After School Theatre Club through Project Isaac. Several students are interested.

He gave a brief update of the mural/portrait activity. It has been presented to Consolidated Board for review. He could tie in an exhibition activity at the Colonial with this project.

He met with Superintendent of BOE-Harrison and she is interested in holding a BOE meeting in the CAC to engage the board in community in the facility.

Jakob Spruce presented and explained the following draft Lesson Proposal:

# CAC Lesson Proposal

Jakob Spruce  
Fine Arts Facilitator, Upshur County Schools

## After School Programs Around WV

- Arts in Action (Charleston, WV):
  - Classes (Art, Theatre Dance)- \$65/mo (1 per wk)
  - About \$17 per class
  - Private Lessons- \$100
  - Tech week + One weekend Ballet/Showcase
- Alban Arts Academy (St. Albans, WV)
  - Classes (Theatre)- \$225 total (12 wks) (1 per week)
  - About \$19 per class
  - Tech week + 2 Showcase days
- Apollo Civic Theatre (Martinsburg, WV)
  - Production (*High School Musical Jr.*)- \$250 + \$50 costume fee (10 wks) (2 days/wk)
  - About \$15 per session
  - Tech week + one weekend show

## After School Programs Around WV

- Oglebay Institute (Wheeling, WV)
  - Private Lessons- \$80 (4 lessons) (½ hr)
  - MT Class- \$120 (8 wk) (1 per week)
- The Old Opera House (Charles Town, WV)
  - Classes (Acting, Dance, Voice)- \$62/wk (1 per wk)
- Virtual Academy of Fine Arts (Savannah Wright, Lauren Smith)
  - 30 mins- \$34, 45 mins- \$50, 60 mins- \$65

## Artist Payout Options

- Guarantee:** Artist gets a guaranteed amount. Venue takes the profit.
- Percentage Net Deal:** Artist gets profit, venue takes money until cost is covered
- Guarantee Plus Bonus:** Artist gets guaranteed amount, plus bonus at a certain milestone
- Guarantee Plus Percentage:** Artist gets guaranteed amount, plus a percentage of tuition payments (usually the plus comes once a class reaches a certain enrollment number, but not always)
- Split:** Artist and venue split a set percentage per student enrolled



## Artists' Work

For a 1hr/wk class, there is about 3-5 hours of work put in

- 1 hr teaching
- Travel to and from venue
- Choreography/Activity/Lesson Planning
- Music/Text/Resource Editing
- Research/Learning

Teaching Artist Guild Recommends:

- \$36.61/hr pay rate for emerging teaching artists in Morgantown, WV
- \$47.87/hr pay rate for professional teaching artists in Charleston, WV
  - These rates provide a living wage to independent contractors

## CAC Rental Costs

-\$120 for 4 hour rental in Main Hall weekday (\$30/hr)

-\$225 for 4 hour rental in Main Hall weekend (\$56.25/hr)

Average between the two-- \$43.125/hr for Main Hall

Lessons will be typically held in the classroom spaces downstairs, not in the main hall (Should be kept in mind when equating rental costs)

## CAC Class Cost Recommendation

Average range of group class cost per student amongst WV theatres is about \$15-20 per session

**-\$20 per session: \$120 total cost for student (6 wk) (1/wk)**

At 5 Students- \$600 total (\$100/wk)

At 10 Students- \$1200 total (\$200/wk)

Average range of private lesson cost per student amongst WV theatres is anywhere from \$20-100 per session (½ hr to 1 hr sessions)

**-\$35 for ½ hr session: \$210 total cost for student (6 wk) (1/wk)**

**-\$65 for 1 hr session: \$390 total cost for student (6 wk) (1/wk)**

## Artist Pay Recommendations

**For Group Classes:**

- ***Guarantee Plus Percentage:*** (\$20 per session, 6/wk, 1 per wk)

- **\$420 base to Artist + \$10 a student**

- **If class gets 5 students, CAC makes \$130, Artist makes \$470**

- **If class gets 10 students, CAC makes \$670, Artist makes \$520**

**For Private Lessons:**

- ***Split:*** (4/wk, 1 per week) (\$35 per ½ hr session, \$65 per 1 hr session)

- **80/20: ½ hr CAC makes \$28 per student, Artist makes \$112**

- **80/20: 1 hr CAC makes \$52 per student, Artist makes \$208**

The Colonial Arts Center Academy is committed to diversity, equity, and inclusion with our programming by welcoming different backgrounds, viewpoints, and experiences. 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.

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. 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.

Spring 2023 classes will begin February 6th

All group classes are \$120 for the full 6 week semester. Register before January 13th and get a \$10 early bird discount

All private lessons are available for \$210 for ½ hour sessions, once a week for six weeks OR for \$390 for 1 hour sessions, once a week for six weeks.

All classes will be held at the Colonial Arts Center at 48 E Main St. Buckhannon, WV 26201

Receive a 10% discount for registering for 2 or more classes within the same household

Register for classes online **here**. Payment can be accepted either online or in-person at Buckhannon City Hall during regular business hours (9am-4pm)

Scholarships are available to Upshur County Public School Students. Complete **this** form by 5:00 p.m. on January 13th to receive free tuition

There will be a performance showcase for all **group classes** on March 24th and 25th at 7:00 p.m. There will be a performance showcase for all **private lessons** on March 26th at 2:00 p.m. Tech week will be held during the week of March 20-24th. Students will be required to attend multiple technical rehearsals to prepare for the showcase throughout the week.

Tickets for the showcase are \$7 for students & seniors and \$10 for adults. Tickets will be available online and in-person before each performance.

Group Classes	Grade Level	Day	Time	Prerequisites	Teacher
Musical Theatre	K-5	M	5:30-6:30		Anne Wilson
Class Description					
Musical Theatre	6-8	M	6:30-7:30		Anne Wilson
Class Description					
Musical Theatre	9-12	M	7:30-8:30		Anne Wilson
Class Description					
Improv	8-12	T	6:00-7:00		Keith Buchanan
Class Description					
Improv	Adult	T	8:00-9:00		Keith Buchanan
Class Description					
Stage Makeup	8-Adult	T	7:00-8:00	\$80 kit fee	Alisa Lively
Class Description					
Stagecraft	6-12	T	7:00-8:00		Alisa Lively
Class Description					
Pre-Acting	K-5	W	5:30-6:30		John Waltz
Class Description					
Acting	6-8	W	6:30-7:30		John Waltz
Class Description					
Acting	9-Adult	W	7:30-8:30		John Waltz
Class Description					
Advanced Acting	9-Adult	W	7:30-8:30	One semester of Acting	John Waltz
Class Description					
Directing	9-Adult	TH	6:00-7:00		Jakob Spruce
Class Description					
Hip-Hop Dance	9-Adult	TH	6:00-7:00		Jakob Spruce
Class Description					
Musical Theatre Dance	9-Adult	TH	7:00-8:00		Jakob Spruce
Class Description					
Writing for the Screen & Stage	9-Adult	TH	8:00-9:00		Jakob Spruce
Class Description					



Line Dancing	K-7	F	5:30-6:30		kb saine
Class Description					
Line Dancing	8-Adult	F	6:30-7:30		kb saine
Class Description					
Performing Shakespeare	9-Adult	F	7:30-8:30		kb saine
Class Description					
Marketing the Arts	9-Adult	F	5:30-6:30		kb saine
Class Description					

Private Lessons	Teacher
Voice	Randy Sanders
Piano	Amberle Jenkins
Guitar	Erika Kolenich
Brass	Braden Hoffman

CAC Class Proposal One-Sheet

Jakob Spruce

WHAT THE STUDENT PAYS:

Group Class Cost: \$120 flat fee (6 week course) (1 class/week)

Private Lesson Cost: 30 minute lesson- \$210 (6 weeks of lessons) (1 lesson/week)

1 hour lesson- \$390 (6 weeks of lessons) (1 lesson/wk)

WHAT THE CAC PAYS ARTISTS:

For teaching a group class:

- **Guarantee Plus Percentage**
  - \$420 flat pay to artist + \$10 a student
    - If the class gets 5 students, CAC profits \$130; artist makes \$470
    - If the class gets 10 students, CAC profits \$670; artist makes \$520

For teaching private lessons:

- **Split**
  - 80/20 Split between Artist and CAC
    - For 30 minute class, CAC makes \$28 per student; Artist makes \$112
    - For 1 hour class, CAC makes \$52 per student; Artist makes \$208

At the end of the 6 week semester, we would host a student showcase for parents/the community in the CAC. This will provide an additional opportunity to raise funds (through concessions, merch, donations, tickets, etc.)

The Board had some discussion about the subject.

The Colonial would handle the revenue, billing and expenses for this.

Chairman Waltz and Board Members commended Mr. Spruce for the work on this topic.

Travel to the facility was questioned. If the levy passes there would be funds for transportation.

It was understood that the artists and instructors will be required to have a background check.

The Stockert Youth and Community Center handles their classes in a very similar model. The Board suggested that the Board be given time to review the information and, in the meantime, Mr. Spruce also speak with the SYCC Director to see how she handles details like this at the SYCC.

The matter can be taken up again at the next meeting.

F.4 Recommendation to City Council: Art26201 Management of MIB Gallery:

Chairman Waltz refreshed the board members on the discussion from the last meeting.

It was suggested that the Colonial Board decide how many shows should be held and managed by ART26201.

Because of the current construction and work on the façade, the earliest that another show could be held in the space would probably be around March.

The thoughts were to have the Colonial Board recommend to City Council to contribute toward eight shows per year.

Manager Wilson suggested trying to find help to have the gallery open more often. Many people expressed interest in looking in the gallery during the weekend events she attended. Kb suggested volunteers that might want to help.

There should be a balance of community shows and professional shows. Perhaps 4 of each. Some local artists expressed interest in using the gallery as well.

The Board discussed requesting that City Council fund \$4,000 for eight shows with a balance of 4 community and 4 professional shows, per year and suggest that artists should pay a commission on pieces that are sold to help with the cost of future shows.

The Board Members all agreed that it is very unusual to not charge a commission for art that is sold at the gallery.

There should be a continued conversation about hours of opening of the gallery.

Mayor Skinner offered a show of his photography with a large portion going toward the theatre project as long as his cost were covered.

**Motion Sander/Kolenich to recommend that ART26201 collect a commission from the artists for sales, expand the shows to a balance of community and professional shows, expand the coverage hours for openings and to recommend that City Council support ART26201 by funding \$4,000 annually toward these shows. Motion carried.**

#### **F.5 Seating Proposals and next Steps:**

Manager Wilson is preparing a power point presentation for the November 17<sup>th</sup> City Council meeting. There are approximately 80 seats needed upper balcony and a range from 90 to 140 seats.

#### **F.6 Selection of Color for the Stage Curtains/drapes.**

The Board Members were presented a color chart and overwhelmingly chose the color “Cabernet” (burgundy).

**Motion Lively/Kolenich to select Cabernet as the color for the drapes in the main hall. Motion carried.**

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

- Sanders – Proud of the work of all for the month of October.
- Buchanan – Wants to relay a good communication to City Council. Waltz likes what has been put together for fundraising. It gives a strong communication that there are many partners involved.
- Lively – Great job by Kb Saine, Anne Wilson and Jakob Spruce. All Wesleyan Alumni.
- Kolenich – Agrees with all.
- Waltz – Great to have community partners in this endeavor.

The next meeting on December 6<sup>th</sup> will include a continued discussion of the recommendation for education.

#### **H. Adjournment**

**Chairperson John Waltz**

**Vice Chairperson Erika Kolenich**