

**City of Buckhannon Colonial Arts Center Board**  
**Meeting Agenda**  
**5:00 PM Tuesday, December 3, 2024**  
**Council Chambers | 70 East Main Street**



1. Call to Order
2. Moment of Silent Reflection
3. Reciting of the Pledge of Allegiance
4. Approval of Previous Meeting Minutes: 10/01/2024
5. Report of Events, Correspondence, and Information
  - a. Invite to Participate in the 2025 B-UMS Career Exploration Extravaganza on 03/12/25
6. Public Comment – Motion to Open & Close Requested
7. Recognition of Guests
8. Financial Report – Director of Finance, Amberle Jenkins
9. Board Report-Chairperson, Alisa Lively
  - a. Status of Events Booked
10. Old Business Discussions
  - a. Website Update
  - b. Seat Plaque Installation Update
  - c. Selling Seats & Naming
  - d. Continued Discussion Status of Oversight of the Facility/ Job Description CAC Staff
11. New Business Discussions
  - a. Request B-UMS Theatre Club Use of Space
  - b. Vacancy CAC Board
12. Board Members’ Remarks and Announcements
13. Declaration of Adjournment

***This agenda is certified by Mayor Robbie Skinner on November 26, 2024. To participate in this meeting virtually, use this link: <https://global.gotomeeting.com/join/765749133>, or by phone, call: +1 (571) 317-3122, access code: 765-749-133.***