

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 October 1, 2024 at 5:00 p.m. at City Hall in Council Chambers with the following in attendance:

Board Member, Chair	Alisa Lively	Present
Board Member, Vice Chair	Erika Kolenich	Absent
Board Member	Randall Sanders	Present
Board Member	Morgen Miller	Present
Assistant Recorder & Director of Finance	Amberle Jenkins	Present
Office Manager	Barbara Hinkle	Present

*City of Buckhannon Colonial Arts Center Board 5:00 P.M. at City Hall in Council Chambers
Meeting Agenda for Tuesday, October 1, 2024*

- 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: Regular 09/03/24, Special 09/17/24
- D. Correspondence & Information
 - D.1 CAC 100th Anniversary Proclamation
 - D.2 CAC News-A Tribute to Elvis by Robert Keefer Sells Out
- E. Reporting
 - E.1 Financial Statement
 - Office of the State Fire Marshal-Occupancy Permit
 - E.2 Programming
 - E.3 Freelance Sound & Light Professional
- F. Strategic Issues for Discussion and/or Vote
 - F.1 City Event Assistant Job Description
 - F.2 Revised Guide To Closing the CAC Facility
 - F.3 Plaques on the Chairs
 - F.4 Reschedule November 5th Board Meeting due to Holiday
- G. Executive Session Per WV Code § 6-9A-4 Personnel Matters
- H. Board Members Comments and Announcements
- I. Adjournment

POSTED 09/26/2024

- A. Call to Order: The meeting was called to order by Chair-Alisa Lively followed by a moment silence and pledge to the flag.
- B. Recognized Guests: None
- C. Consent Agenda
 - C.1 Approval of Minutes - Regular 09/03/24, Special 09/17/24
- D. Correspondence & Information:
 - D.1 CAC 100th Anniversary Proclamation:

Proclamation
Colonial Arts Center 100th Anniversary



WHEREAS, This building has housed moments of joy, entertainment and nostalgia from the citizens of Upshur County and surrounding areas. Formally known as the Colonial Theater and later as the Cinema V. The Colonial Arts Center Board is dedicated to continue on with the legacy of this building for our current and our future community; and,

WHEREAS, On this Month, September 1924; Garland West began the legacy pursuing the arts, cultural promotion, and entertainment in this City of Buckhannon for the next 36 years; and,

WHEREAS, Gray Barker, acclaimed author, carried the torch of legacy for nearly a decade filling the ears and minds of patrons with stories of lore and lie in form of written and cinema; and,

WHEREAS, This building found new commitment for patrons to share stories, laughs and jolly for the next score; and,

WHEREAS, the Colonial Arts Center intention is to bring to residents in closer harmony and union with our city; and,

WHEREAS, The Colonial Arts Center is to continue to build upon its legacy and further our common goal of keeping and sustaining this City of Buckhannon, as our cherished home; and,

WHEREAS The colonial theater promotes community action, a local culture thru appreciation and communal expression and voice; and,

WHEREAS, the Colonial Theater is dedicated to providing the community with venues both modern, classical, and the mystic; and,

NOW THEREFORE be it RESOLVED, We the Colonial Arts Center Board, of Buckhannon, WV do hereby ask you to join in celebration of the rejuvenation of the Colonial Arts Center and its continued presence in our community for generations to come this Month of September, 2024 as:

“Colonial Arts Center 100th Anniversary Month”

Given under my hand & the official seal of The City of Buckhannon,
this 19th day of September, 2024



**Robert Neal Skinner, III, Mayor
City of Buckhannon**

D.2 CAC New – A Tribute to Elvis by Robert Keefer Sells Out

Colonial Arts Center News – “A Tribute to Elvis” by Robert Keefer Sells Out

BUCKHANNON, WV: Elvis Presley Tribute Artist Robert Keefer presented a 2 ½ hour “Tribute to Elvis Presley” in front of a “full house” at the Colonial Arts Center in Buckhannon on Sunday, September 15th. Keefer has performed Elvis for many years and has worked at the Elvis Presley Museum in Pigeon Forge. He has opened for legends like Chubby Checker, Faron Young, Billy Crash Craddock, and Randy Owen from The Group Alabama. Keefer's show focuses on Elvis’s 1970 career in Las Vegas to bring the era of Elvis’s “Bigger than Life” lifestyle to the stage. The performance is part of the WVU Medicine, St. Joseph’s Hospital Entertainment Series, being presented at the Colonial Arts Center.

(Photos from the performance are attached and provided by the City of Buckhannon.)

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Randy Sanders
City Recorder & Information Coordinator



Mr. Sanders did the extra push on Facebook, the ticket sales increased and the show was sold out. Mr. Keefer was great to work with and was very patient with some challenges from the initial communications.

Bob Barnett of American Technology Rental helped with the lights and sound.

Also Mr. Barnet sent a colleague later to reconnect and fix lighting that had been changed and was not operable. They also reprogrammed the board so it could be used. BCT member Bryce O’Loughlin was present during the repairs. Board Members asked for thank you cards to be sent to them.

ELVIS 9-15-24				
ROBERT KEEFER				
<i>Revenues</i>	Number tkts	amount		
Tickets sold online (sparxo)	31	\$ 620.00		
Ticket sold at door	37	\$ 740.00		
Tickets sold at City Hall	51	\$1,020.00		
Comped tkts	4		St Joseph Hospital	
Comped tkts	0			
<i>Tkt totals</i>	<i>123</i>	<i>\$2,380.00</i>		
<i>Concessions</i>		<i>\$154.00</i>		
Total Revenue		\$2,534.00		
<i>Expenses</i>				
Entertainment Contract Cost		\$1,000.00		
Labor		\$ 227.50	3 paid staff	Note: Sanders, Lively & Jenkins not paid
Concession purchase		\$ 33.65		
Paper tickets and posters (WVWC)		\$ 10.59		
Hotel for performer		\$ 89.00		
Technical help		\$ 506.00	\$100 for room; \$400 for tech	
Media - advertising		\$ 109.00		
Total Expenses		\$1,975.74		
Revenues over (under)		\$ 558.26		
Note: St Joseph contributed toward shows and classroom activities. \$1,000 per show				

E. Reporting

E.1 Financial Statement:

The following financial report was submitted and explained by Mrs. Jenkins, noting that a used lift was purchased and the cost shared with the Event Center, since it could be used there as well.

10-01-2024 09:49 AM	CITY OF BUCKHANNON REVENUE & EXPENSE REPORT (UNAUDITED) AS OF: SEPTEMBER 30TH, 2024					PAGE: 6
001-GENERAL FUND		% OF YEAR COMPLETED: 25.00				
REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
OTHER FEES						
001-340-000-00 DONATIONS THEATRE	20,000	10.00	5,030.00	0.00	14,970.00	25.15
001-340-345-00 CAC REV, CONCESEIONS, MERCH	2,000	278.30	292.30	0.00	1,707.70	14.62
001-340-345-01 CAC REVENUE RENTALS	1,000	0.00	0.00	0.00	1,000.00	0.00
001-340-345-02 CAC REVENUE TICKETS	25,000	2,160.00	3,122.50	0.00	21,877.50	12.49
001-340-345-03 CAC CLASSROOM REV	500	0.00	1,903.07	0.00	1,403.07	380.61
001-340-345-04 CAC CONTRIBURTIONS FROM O	0	0.00	120.00	0.00	120.00	0.00
001-341-000-00 PSC MUNICIPAL SURCHARGE	0	0.00	0.00	0.00	0.00	0.00
001-341-000-01 PSC MUN SURCHARGE OLD ACC	0	0.00	0.00	0.00	0.00	0.00
001-345-000-00 RENTS	30,000	0.00	0.00	0.00	30,000.00	0.00
TOTAL OTHER FEES	78,500	2,448.30	10,467.87	0.00	68,032.13	13.33

10-01-2024 09:49 AM	CITY OF BUCKHANNON REVENUE & EXPENSE REPORT (UNAUDITED) AS OF: SEPTEMBER 30TH, 2024					PAGE: 22
001-GENERAL FUND		% OF YEAR COMPLETED: 25.00				
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	45,000	58.66	6,017.45	0.00	38,982.55	13.37
001-906-104-00 CAC FICA	3,500	4.49	460.35	0.00	3,039.65	13.15
001-906-105-00 CAC HEALTH INS	7,700	523.23	2,619.69	0.00	5,080.31	34.02
001-906-106-00 CAC RETIREMENT	3,200	5.28	494.21	0.00	2,705.79	15.44
TOTAL SALARIES & BENEFITS	59,400	591.66	9,591.70	0.00	49,808.30	16.15
CONTRACTUAL SERVICES						
001-906-213-00 CAC UTILITIES	8,000	635.29	2,092.51	0.00	5,907.49	26.16
001-906-216-00 THEATRE MAINTENANCE/UTILI	9,000	144.20	1,244.92	1,866.09	5,888.99	34.57
001-906-223-04 CAC PROFESSIONAL SERVICES	1,000	0.00	1,632.00	0.00	632.00	163.20
001-906-226-00 CAC INSURANCE & BONDS	3,000	1,453.41	1,796.11	0.00	1,203.89	59.87
TOTAL CONTRACTUAL SERVICES	21,000	2,232.90	6,765.54	1,866.09	12,368.37	41.10
COMMODITIES						
001-906-341-00 CAC SUPPLIES & EXPENSES	15,000	209.98	982.47	0.00	14,017.53	6.55
001-906-341-01 CAC BOOKINGS	25,000	750.00	1,589.00	0.00	23,411.00	6.36
001-906-341-04 CAC GALLERY MANAGEMENT	6,000	0.00	6,000.00	0.00	0.00	100.00
TOTAL COMMODITIES	46,000	959.98	8,571.47	0.00	37,428.53	18.63

CAPITAL OUTLAY						
001-906-450-01 THEATRE BLDG	10,700	3,490.35	3,518.85	0.00	7,181.15	32.89
001-906-459-00 THEATRE CAPITAL	64,000	6,220.65	16,661.95	0.00	47,338.05	26.03
001-906-459-01 CULTURE ARTS GRANT (ADA T	0	0.00	0.00	0.00	0.00	0.00
TOTAL CAPITAL OUTLAY	74,700	9,711.00	20,180.80	0.00	54,519.20	27.02

TOTAL ARTS & HUMANITIES	201,100	13,495.54	45,109.51	1,866.09	154,124.40	23.36
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10-01-2024 09:51 AM	DISBURSEMENTS 9-01-24 TO 9-30-24					PAGE: 8
FUND: GENERAL FUND						
DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT	
ARTS-THEATRE	MON POWER	906-213-00	CAC UTILITIES	110 122 154 542 48 E MAIN	464.44	
	AMBERLE JENKINS	906-341-00	CAC SUPPLIES & EXPEN	REIMB FOR CAC KEYS MADE	25.68	
	A F WENDLING INC	906-341-00	CAC SUPPLIES & EXPEN	POPCORN FOR CAC SHOW	8.34	
	LOUDIN INSURANCE AGENCY INC	906-226-00	CAC INSURANCE & BOND	CAC GALLERY FINE ARTS POLI	1,450.00	
	ENCOVA INSURANCE	906-226-00	CAC INSURANCE & BOND	WCN6007140 8-2 TO 9-1-24	3.41	
	J T MARTIN COMPANY INC	906-450-01	THEATRE BLDG	CAC FIRE EXTINGUISHERS	2,720.79	
	WV PUBLIC EMPLOYEES INSURANC	906-105-00	CAC HEALTH INS	GF SEPT 2024 HEALTH INS	485.98	
		906-105-00	CAC HEALTH INS	GF SEPT 2024 RETIREE'S INS	34.00	
	MOUNTAINEER GAS COMPANY	906-213-00	CAC UTILITIES	268704-483167 48 E. MAIN S	40.01	
	NAPA-AMTOWER AUTO SUPPLY	906-450-01	THEATRE BLDG	BRADLEY	144.56	
	WV PUBLIC EMPLOYEES RETIREME	906-106-00	CAC RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	3.50	
		906-106-00	CAC RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	1.78	
	GO DADDY.COM	906-341-00	CAC SUPPLIES & EXPEN	PCRD-CAC DOMAIN RENEWAL	71.32	
	CITIZENS BANK OF WV	906-459-00	THEATRE CAPITAL	CAC SEATING OCT 2024 PYMT	5,220.65	
	WALMART STORES INC -BUCKHANN	906-341-00	CAC SUPPLIES & EXPEN	THEATER STUFF	94.75	
	INTERNAL REVENUE SERVICE	906-104-00	CAC FICA	FICA WITHHELD AND MATCHED	2.41	
		906-104-00	CAC FICA	FICA WITHHELD AND MATCHED	1.23	
		906-104-00	CAC FICA	MEDICARE WITHHELD & MATCHE	0.56	
		906-104-00	CAC FICA	MEDICARE WITHHELD & MATCHE	0.29	
	AMAZON.COM	906-341-00	CAC SUPPLIES & EXPEN	PCRD-CAC ART SUPPLIES	9.89	
	PAYFLEX - INSPIRA	906-105-00	CAC HEALTH INS	GF SEPT 2024 HSA FEES	3.25	
	FRONTIER	906-213-00	CAC UTILITIES	473-8987-052821-4 THEATRE	130.84	
	HARTLEY: DAVID	906-450-01	THEATRE BLDG	TRACKING HOOKUP RUN CAT5	625.00	
	CINTAS	906-216-00	THEATRE MAINTENANCE/	PSC CAC CH RUGS	28.84	
		906-216-00	THEATRE MAINTENANCE/	PSC CAC CH RUGS 9-3-24	28.84	
		906-216-00	THEATRE MAINTENANCE/	PSC CAC CH RUGS	28.84	
		906-216-00	THEATRE MAINTENANCE/	CH PSC THEATRE RUGS 9-16-2	28.84	
		906-216-00	THEATRE MAINTENANCE/	CH CAC PSC RUGS 9-23-24	28.84	
	ROBERT KEEFER	906-341-01	CAC BOOKINGS	CAC ELVIS SHOW 9-15-24	750.00	
	JOE TENNANT	906-459-00	THEATRE CAPITAL	USED MAN LIFT FOR CAC & EV	1,000.00	
	**PAYROLL EXPENSES			9/01/2024 - 9/30/2024	58.66	
					TOTAL:	13,495.54

Office of the State Fire Marshal-Occupancy Permit

State of West Virginia
Office of the State Fire Marshal

Certificate of Occupancy

Colonial Theater
48 E Main St
Buckhannon, WV 26201

On the below captioned date, an inspection was held on the above referenced facility. The facility appeared to be in compliance with the West Virginia State Fire Code. Therefore, we hereby give permission to occupy insofar as this office is concerned.

March 14, 2024



Kenneth E. Tyree
State Fire Marshal

E.2 Programming:

Middle School requested use of the CAC building November 14, 15, 16.

B-UMS Theatre Club

5 messages

Emily Crabtree <emily.crabtree@k12.wv.us>
To: "matoula.hartley@buckhannonwv.org" <matoula.hartley@buckhannonwv.org>

Thu, Sep 19, 2024 at 10:31 AM

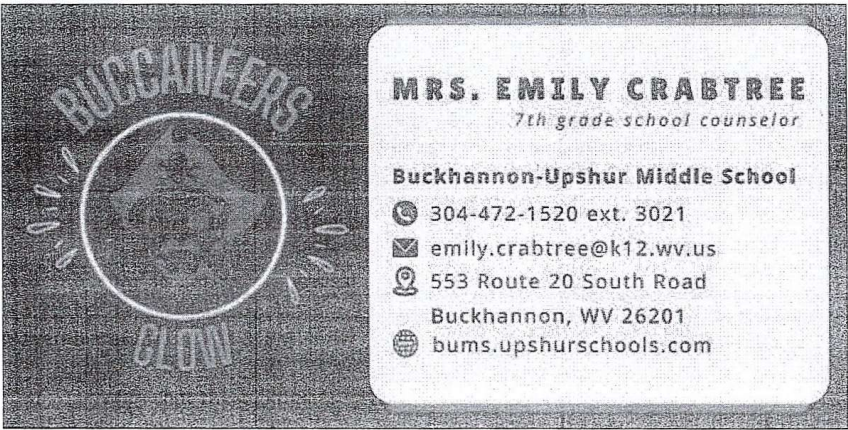
Hello!

I am reaching out to you as I am the new producer for the Buckhannon-Upshur Middle School Theatre Club! In the past years we have had performances at the CAC and they were highly successful for our students. I am hoping we can continue to have our shows in your space! The director, Rachel Anderton has requested our show dates for the fall semester show be:

- November 14, 2024 Dress rehearsal
- November 15, 2024 PM Show
- November 16, 2024 AM & PM Show

Can you verify that these dates are available? And please let me know of anything that I need to do moving forward!

Thank you,



At this time there are no openings at the CAC. Buckhannon Community Theatre is using the space Oct, Nov and Dec for production, rehearsing and set build of two shows. Rocky Horror Picture Show activity is from October to first part of November; then immediately go into Nov. and Dec. for the Best Christmas Pageant Ever production, rehearsal and set build.

The CAC Board suggest asking again after the first of the year.

E.3 Freelance Sound and Light Professional

Mr. Sanders has been exploring options for light and sound help. Ethan Edmund will be working with BCT on the Rocky Horror Picture Show.

American Technology Rentals (Bob Barnett) was very generous and helpful during the Elvis show. They also sent a specialist to fix the lighting issues.

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

F.1 City Event Assistant Job Description:

Mrs. Jenkins had emailed the Board the job descriptions for the CAC manager and Event Center position as information. The Board Members discussed the matter at some length about the expectations of a new position. The matter was tabled in order to take a more in depth look at the position needed.

F.2 Revised Guide To Closing the CAC Facility -Chair-Alisa Lively updated the language for the Closing Guide.

Guide to Closing the Facility

Partner Organizations and authorized program instructors with the Colonial Arts Center (CAC) will be permitted to use the facility without City staff presence in certain circumstances, such as pre-scheduled and approved rehearsals, set design/build, meetings and picking up/dropping off items that belong to Partner Organizations. This offers Partner Organizations flexibility with use of the facility, but our first priority is to protect the assets of all parties involved.

One of these forms need to be completed each day you use the CAC.

NOTE: You will be assigned a temporary code to access the back door. Please DO NOT share the code with anyone.

Checklist:

- ☐ Basement lights off
- ☐ Main Hall lights off
- ☐ Backstage lights off
- ☐ Booth lights off
- ☐ Balcony lights off
- ☐ Lobby/Marquee lights ON
- ☐ All your organization participants have left the building

Trash and Restrooms:

- ☐ All bags of trash in used receptacles have been taken out to the dumpster
- ☐ All water faucets in restrooms are off
- ☐ All toilets are flushed and not running
- ☐ The concession stand sink faucets are off
- ☐ All spills or dropped food have been cleaned up

Locks:

- ☐ All front doors are closed and securely locked including the gallery
- ☐ Lock AV cabinet (if you used the AV equipment)

Exiting:

- ☐ After exiting through the back door, make sure the door is locked
- ☐ Lock Connex Storage Box (if you used the box)

If you are with a partner organization, please inform your members of the following:

- Two or more adults must always accompany minor children, unless they are with a parent or guardian
- Limit access in the building to ONLY the areas needed
- Leave front doors of the facility locked and do not prop the doors. This will keep unauthorized persons from entering the facility, unless there is a show and you MUST

have someone in the lobby at all times.

- Do not permit children to run freely throughout the facility
- Do not tamper with any electronic equipment owned by the CAC or any other Partner Organization without written permission
- Do not intentionally damage any property in the facility
- Report any observed damages to one of the people listed below

NO EQUIPMENT IS TO BE REMOVED OR LOANED OUT!!!! NO EXCEPTIONS!

Amberle Jenkins 304-613-6458
Randy Sanders 304-472-4026

Print Name _____
Signature _____
Organization _____
Date _____

The CAC Board Members were in agreement with the language.

F.3 Plaques on the Chairs:

The plaques will be scheduled to be installed. Board Members recommended that they be installed on the back of the seats.

The donor wall also needs to be updated. Alisa Lively will arrange for that to be taken care of.

F.4 Reschedule November 5th Board meeting due to the holiday.

November 5th is Election Day and City Hall will be closed. The Board Members agreed to cancelled the November meeting and hold the next meeting on December 3rd.

G. Executive Session Per WV Code 6-9a-4 Personnel Matters:

Board Members dispensed with the need for an executive session.

H. Board Member Comments:

Board Member Sanders reported that he has reached out to Orion Strategies regarding the website update. The Board agrees that we need to continue to explore options to improve the website.

I. Adjournment:

Motion Miller/Sanders to adjourn at 5:55 pm. Motion carried.

Chairperson Alisa Lively

Vice Chairperson Erika Kolenich