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 April 1, 2025 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 |
| Board Member | John Waltz | Present |
| Assistant Recorder & Director of Finance | Amberle Jenkins | Present |

Also in attendance: CAC Part time employee, Bryce O'Loughlin-GTM

City of Buckhannon Colonial Arts Center Board Meeting Agenda 5:00 PM Tuesday, April 1, 2025 Council Chambers 70 East Main Street

- 1. Call to Order
- 2. Moment of Silent Reflection
- 3. Pledge of Allegiance
- 4. Approval of Previous Meeting Minutes: 02/04/2025 (03/04/25 Cancelled)
- 5. Public Comment Motion to Open & Close Requested
- 6. Recognition of Guests
- 7. Financial Report Director of Finance, Amberle Jenkins
 - a. Events completed
 - b. Events upcoming April 5^{th}
 - c. Event for approval
- 8. Board Report
 - a. Status of Events Booked
- 9. Old Business Discussions
 - a. Quotes for Design, Operation & Training of the CAC Websiteb. Approval CAC Application Use Agreement/Rental Form

 - c. CAC Board Appointment John Waltz City Council Approved on 03/04/25
- 10. New Business Discussions
 - a. Bryce O'Loughlin-Lights & Sound at the CAC
- 11. Report of Events, Correspondence, and Information
 - a. Arts Day at the Legislature on March 21, 2025
 - b. The Colonial Arts Center & The CAC Gallery Present The 2025 Upshur County Youth Arts Exhibition
- 12. Board Members' Remarks and Announcements
- 13. Declaration of Adjournment
- 1. Call to Order: At 5:00 p.m. Chair Lively called the April 1, 2025 Colonial Arts Center Board meeting to order.
- **2. Moment of Silent Reflection:** Chair Lively invited those in attendance join in a moment of silent reflection.
- 3. Pledge of Allegiance: Chair Lively invited those in attendance join in the Pledge of Allegiance.
- 4. Approval of previous meeting minutes: 02/04/25 (03/04/25 Cancelled)

Motion Sanders/Miller to approve the minutes of the meeting held February 4, 2025. Motion carried.

5. Public Comment-None present.

6. Recognition of Guests: Bryce O'Loughlin

10. New Business Discussions: Lights & Sound at the CAC

Chairperson Lively recognized employee Bryce O'Loughlin, who has been working part-time to help with various aspects of the CAC building and activities.

He explained that there are issues with some of the sound equipment.

iryce O'Loughlin
bko376@gmail.com> 5: Randy Sanders <randy.sanders@buckhannonwv.org>, amby.j@buckhannonwv.org

I had planned on bringing this up at the board meeting. I'm sending an email because it feels kind of urgent.

I emailed Tyler Perske and the whole middle school theater crew over a week ago about what their sound and lighting needs were for upcoming events. No one has gotten back to me.

Ethan Edmond, as far as I know, knows the sound system at CAC better than anyone. He has been working BCT shows since Rocky Horror. At Rocky Horror he discovered a possible short in the snake. The output volume cut out to about half, we tried many things to fix it. Finally he fixed it by just wiggling the snake until it cut back in. Ethan believes that there is a possibility for catastrophic loss of sound any time.

At LMN, we were unable to run any wired audio from the stage to the board. Ethan believes that the snake is at fault. We ended up having the band run their own sound from their amps. We did get a wireless handheld mic running for the band to pass around for vocals.

Besides fixing the snake, if we want to be able to run sound in-house there is a lot to be done. I think we should have Ethan sort out the sound so that it is properly gainstaged and setup to be user friendly. We need wired microphones(drum mics, amp mics, vocal mics) if we want to be able to do rock shows. I was only able to find 2 wired microphones that don't belong to BCT.

Ethan points out that we don't have an equalizer for the monitors, which he says would make it "impossible" to run a concert with monitors. There is no reverb, compression or other effects that are generally used for concerts. Ethan's company can build us an effects rack.

At present time, I believe that we need to hire a sound person for any events that need sound.

Bryce O'Loughlin 304 516 6010

Bryce suggests that Mirage Sound (Ethan Edmond and Skip Mason) who is familiar with the operation of the sound equipment should be engaged to come in and evaluate what is needed and to do some training on it.

CAC Board members had a discussion about the matter and agreed that the individuals suggested by Mr. O'Loughlin should make evaluation of the system and submit suggestions back to the CAC Board for review and approval.

Board Member-Randy Sanders believes that some of the equipment needed is in the possession of the City. Mr. Sanders would be happy to meet with Mirage Sound representatives as well since he is familiar with the equipment.

Bryce O'Loughlin commented that he has tried to reach out to Tyler Perske and to Emily Crabtree to discuss their needs for the upcoming Jazz concert and BU Middle School productions to be held this month.

Board Members Sanders and Waltz will help contact representative with the Jazz concerts and Mrs. Jenkins will reach out to Ms. Crabtree of BU Middle School.

7. Financial Report – Director of Finance and Administration: Mrs. Jenkins reported on the following:

| 3-04-2025 08:42 AM | ` | | BUCKHANNON BE REPORT (UNAUDIT BRUARY 28TH, 2025 | | PAG | E: 6 |
|--------------------------------------------------------------------------------|-------------------|--------------------|-------------------------------------------------------|---------------------|-------------------|-----------------|
| 001-GENERAL FUND | | | | | | |
| | | 2.4 | | % O. | F YEAR COMPLETED: | 66.67 |
| REVENUES | CURRENT BUDGET | CURRENT PERIOD: | YEAR TO DATE ACTUAL | TOTAL ENCUMBERED | BUDGET BALANCE | % YTD BUDGET |
| OTHER FEES | | | | | 3. | 3.51 |
| 001-340-000-00 DOMATIONS THEATRE 001-340-345-00 CAC REV, CONCESSIONS, MERCH | 25,000 2,000 | 10.00 | 5,080.00 367.85 | 0.00 | 19,920.00 | 20.32 |
| 001-340-345-01 CAC REVENUE RENTALS | 1,000 | 0.00 | 0.00 | 0.00 | 1,632.15 | 18.39 |
| 001-340-345-02 CAC REVENUE TICKETS | 25,000 | 0.00 | 5,099.93 | 0.00 | 19,900.07 | 20.40 |
| 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 | 720.00 | 0.00 | (720.00) | 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 |
| | 53,500 | 10.00 | 13,170.9 | 85 | | |

CITY OF BUCKHANNON REVENUE & EXPENSE REPORT (UNAUDITED) AS OF: FEBRUARY 28TH, 2025

| | | AS OF . I LI | Ditornit Lorn, Lobo | | | |
|------------------------------------------|-------------------|-------------------|------------------------|---------------------|-------------------|-----------------|
| 001-GENERAL FUND | · \$ - (| | | % OF Y | EAR COMPLETED: | 66.67 |
| DEPARTMENTAL EXPENDITURES | CURRENT BUDGET | CURRENT PERIOD | YEAR TO DATE ACTUAL | TOTAL ENCUMBERED | BUDGET BALANCE | % YTD BUDGET |
| ARTS & HUMANITIES | 4 1 3 | | | | | |
| | | 3 | | | | |
| | | · A. | | | | |
| SALARIES & BENEFITS | | 500 41 | 0 106 50 | 0.00 | 36,813.41 | 18.19 |
| 001-906-101-00 CAC SALARIES | 45,000 | 528.41 | 8,186.59 | 0.00 | 2,873.70 | 17.89 |
| 001-906-104-00 CAC FICA | 3,500 | 40.44 | 626.30 | 0.00 | 5,080.31 | 34.02 |
| 001-906-105-00 CAC HEALTH INS | 7,700 | 0.00 | 2,619.69 | 0.00 | 2,662.22 | 16.81 |
| 001-906-106-00 CAC RETIREMENT | 3,200 | 11.78 | 537.78 | 0.00 | 47,429.64 | 20.15 |
| TOTAL SALARIES & BENEFITS | 59,400 | 580.63 | 11,970.36 | 0.00 | 47,429.04 | 20.13 |
| CONTRACTUAL SERVICES | | | | | | |
| 001-906-213-00 CAC UTILITIES | 8,000 | 769.60 | 4,935.04 | 0.00 | 3,064.96 | 61.69 |
| 001-906-216-00 THEATRE MAINTENANCE/UTILI | 9,000 | 243.46 | 4,703.99 | 0.00 | 4,296.01 | 52.27 |
| 001-906-223-00 CAC PROFESSIONAL SERVICES | 6,000 | 0.00 | 1,632.00 | 0.00 | 4,368.00 | 27.20 |
| 001-906-226-00 CAC INSURANCE & BONDS | 5,200 | 6.82 | 3,577.37 | 0.00 | 1,622.63 | 68.80 |
| TOTAL CONTRACTUAL SERVICES | 28,200 | 1,019.88 | 14,848.40 | 0.00 | 13,351.60 | 52.65 |
| COMMODITIES | | | | | | |
| 001-906-341-00 CAC SUPPLIES & EXPENSES | 15,000 | 196.43 | 1,485.68 | 0.00 | 13,514.32 | 9.90 |
| 001-906-341-01 CAC BOOKINGS | 22,800 | 0.00 | 1,898.69 | 0.00 | 20,901.31 | 8.33 |
| 001-906-341-04 CAC GALLERY MANAGEMENT | 6,000 | 0.00 | 6,000.00 | 0.00 | 0.00 | 100.00 |
| TOTAL COMMODITIES | 43,800 | 196.43 | 9,384.37 | 0.00 | 34,415.63 | 21.43 |
| | | | | | | |
| CAPITAL OUTLAY | Design | | | | | |
| 001-906-450-01 THEATRE BLDG | 22,263 | 6,426.83 | | 0.00 | 11,870.25 | |
| 001-906-459-00 THEATRE CAPITAL | 64,000 | 5,220.65 | 42,765.20 | 0.00 | 21,234.80 | |
| 001-906-459-01 CULTURE ARTS GRANT (ADA T | | 0.00 | 0.00 | 0.00 | 0.00 | |
| TOTAL CAPITAL OUTLAY | 86,263 | 11,647.48 | 53,157.95 | 0.00 | 33,105.05 | 61.62 |
| TOTAL ARTS & HUMANITIES | 217,663 | 13,444.42 | 89,361.08 | 0.00 | 128,301.92 | 41.05 |
| TOTAL MATO & MODERATILES | 217,003 | 13,444.42 | 09,301.00 | 0.00 | 120,301.92 | 41.05 |

4-01-2025 08:51 AM

CITY OF BUCKHANNON
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MARCH 31ST, 2025

001-GENERAL FUND

% OF YEAR COMPLETED: 75.00

PAGE: 6

| | | | | 0 01 | IBIN OOM BBIB | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------|------------------------------------------------|--------------------------------------------------------------|------------------------------------------------|------------------------------------------------------------------------|---------------------------------------------------|
| REVENUES | CURRENT BUDGET | CURRENT PERIOD | YEAR TO DATE ACTUAL | TOTAL ENCUMBERED | BUDGET BALANCE | % YTD BUDGET |
| 001-340-000-00 DONATIONS THEATRE 001-340-345-00 CAC REV.CONCESSIONS,MERCH 001-340-345-01 CAC REVENUE RENTALS 001-340-345-02 CAC REVENUE TICKETS 001-340-345-03 CAC CLASSROOM REV 001-340-345-04 CAC CONTRIBURTIONS FROM O | 25,000 2,000 1,000 25,000 500 | 25.00 60.00 0.00 0.00 0.00 0.00 | 5,105.00 427.85 0.00 5,099.93 1,903.07 720.00 | 0.00 0.00 0.00 0.00 0.00 0.00 (| 19,895.00 1,572.15 1,000.00 19,900.07 1,403.07) 720.00) | 20.42 21.39 0.00 20.40 380.61 0.00 |

4-01-2025 08:51 AM

CITY OF BUCKHANNON
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MARCH 31ST, 2025

PAGE: 22

001-GENERAL FUND

| | | | | % OF | YEAR COMPLETED: | 75.00 |
|------------------------------------------|-------------------|-------------------|------------------------|---------------------|-------------------|-----------------|
| DEPARTMENTAL EXPENDITURES | CURRENT BUDGET | CURRENT PERIOD | YEAR TO DATE ACTUAL | TOTAL ENCUMBERED | BUDGET BALANCE | % YTD BUDGET |
| SALARIES & BENEFITS | | ADDAMENT OFFICE | NOV TOUTONO MARKET | | 26 100 26 | 18.89 |
| 001-906-101-00 CAC SALARIES | 45,000 | 315.05 | 8,501.64 | 0.00 | 36,498.36 | 18.58 |
| 001-906-104-00 CAC FICA | 3,500 | 24.10 | 650.40 | 0.00 | 2,849.60 | 34.02 |
| 001-906-105-00 CAC HEALTH INS | 7,700 | 0.00 | 2,619.69 | 0.00 | 5,080.31 | 17.08 |
| 001-906-106-00 CAC RETIREMENT | 3,200 | 8.89 | 546.67 | 0.00 | 2,653.33 | |
| TOTAL SALARIES & BENEFITS | 59,400 | 348.04 | 12,318.40 | 0.00 | 47,081.60 | 20.74 |
| CONTRACTUAL SERVICES | | | | 0.00 | 2,433.22 | 69.58 |
| 001-906-213-00 CAC UTILITIES | 8,000 | 631.74 | 5,566.78 | 0.00 | 4,080.65 | 54.66 |
| 001-906-216-00 THEATRE MAINTENANCE/UTILI | 9,000 | 215.36 | 4,919.35 | 0.00 | | 27.20 |
| 001-906-223-00 CAC PROFESSIONAL SERVICES | 6,000 | 0.00 | 1,632.00 | 0.00 | 4,368.00 | |
| 001-906-226-00 CAC INSURANCE & BONDS | 5,200 | 864.06 | 4,441.43 | 0.00 | 758.57 | 85.41 |
| TOTAL CONTRACTUAL SERVICES | 28,200 | 1,711.16 | 16,559.56 | 0.00 | 11,640.44 | 58.72 |
| COMMODITIES | | | | | 12 414 22 | 10.57 |
| 001-906-341-00 CAC SUPPLIES & EXPENSES | 15,000 | 100.00 | 1,585.68 | 0.00 | 13,414.32 | |
| 001-906-341-01 CAC BOOKINGS | 22,800 | 300.00 | 2,198.69 | 0.00 | 20,601.31 | 9.64 |
| 001-906-341-04 CAC GALLERY MANAGEMENT | 6,000 | 0.00 | 6,000.00 | 0.00 | 0.00 | 100.00 |
| TOTAL COMMODITIES | 43,800 | 400.00 | 9,784.37 | 0.00 | 34,015.63 | 22.34 |
| | | | | | | |
| CAPITAL OUTLAY | | | | - | | |
| 001-906-450-01 THEATRE BLDG | 22,263 | 0.00 | 10,392.75 | 0.00 | 11,870.25 | 46.68 |
| 001-906-459-00 THEATRE CAPITAL | 64,000 | 5,220.65 | 47,985.85 | 0.00 | 16,014.15 | 74.98 |
| 001-906-459-01 CULTURE ARTS GRANT (ADA T | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL CAPITAL OUTLAY | 86,263 | 5,220.65 | 58,378.60 | 0.00 | 27,884.40 | 67.68 |
| TOTAL ARTS & HUMANITIES | 217,663 | 7,679.85 | 97,040.93 | 0.00 | 120,622.07 | 44.58 |

CAC UTILITIES

CAC INSURANCE & BOND 10-1-24 TO 10-1-25 QTELY P
THEATRE MAINTENANCE/ HARDORAD FOR MAIN STAGE
THEATRE MAINTENANCE/ HEATRE PEST CONTROL MAR 2
CAC RETIREMENT WV RETIRE TIER2 CONTRIBUTI
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CAC SUPPLIES & EXPEN PCRD-CAC WEBSITE RENEWAL
THEATRE CAPITAL CAC SEATING PYMT FEB 25
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THEATRE MAINTENANCE/ CH THEATRE PSC RUGS
THEATRE MAINTENANCE/ CH THEATRE PSC 3-24-25
CAC LWN MARCH 1ST 2025
CAC SUPPLIES & EXPEN CAC LWN MARCH 1ST 2025
CAC LWN MARCH 1ST SOUND
2/01/2025 - 3/31/2025 CITIZENS BANK OF WV 906-459-00 906-459-00 906-459-00 906-459-00 906-459-00 906-459-00 906-104-00 906-104-00 906-104-00 906-104-00 906-104-00 906-104-00 906-104-00 906-104-00 906-104-00 906-104-00 906-213-00 906-213-00 906-213-00 906-216-00 906-216-00 906-216-00 906-216-00 906-216-00 906-216-00 906-216-00 906-216-00 906-216-00 906-216-00 906-216-00 906-216-00 906-216-00 906-216-00 906-216-00 906-216-00 906-216-00 CITIZENS BANK OF WV 24.81 1.87 4.56 5.80 131.47 123.31 6,426.83 \$\frac{2}{8}\$.84 28.84 28.84 28.84 28.84 28.84 28.84 28.84 28.84 28.84 28.84 28.84 28.84 28.84 28.80 28.80 28.80 28.80 28.80 28.80 28.80 28.80 28.80 28.80 28.80 28.80 28.80 28.80 28.80 28.80 28.80 28.80 28.80 28.80 28.80 28.80 28.80 28.80 28.80 28.80 28.80 28.80 28.80 28.80 28.80 28.80 28.80 28.80 28.80 28.80 28.80 28.80 28.80 28.80 28.80 28.80 28.80 28.80 28.80 28.80 28.80 28.80 28.80 28.80 28.80 28.80 28.80 28.80 28.80 28.80 28.80 28.80 28.80 28.80 28.80 28.80 28.80 28.80 28.80 28.80 28.80 28.80 28.80 28.80 28.80 28.80 28.80 28.80 28.80 28.80 28.80 28.80 28.80 28.80 28.80 28.80 28.80 28.80 28.80 28.80 28.80 28.80 28.80 28.80 28.80 28.80 28.80 28.80 28.80 28.80 28.80 28.80 28.80 28.80 28.80 28.80 28.80 28.80 28.80 28.80 28.80 28.80 28.80 28.80 28.80 28.80 28.80 28.80 28.80 28.80 28.80 28.80 28.80 28.80 28.80 28.80 28.80 28.80 28.80 28.80 28.80 28.80 28.80 28.80 28.80 28.80 28.80 28.80 28.80 28.80 28.80 28.80 28.80 28.80 28.80 28.80 28.80 28.80 28.80 28.80 28.80 28.80 28.80 28.80 28.80 28.80 28.80 28.80 28.80 28.80 28.80 28.80 28.80 28.80 28.80 28.80 28.80 28.80 28.80 28.80 28.80 28.80 28.80 28.80 28.80 28.80 28.80 28.80 28.80 28.80 28.80 28.80 28.80 28.80 28.80 28.80 28.80 28.80 28.80 28.80 28.80 28.80 28.80 28.80 28.80 28.80 28.80 28.80 28.80 28.80 28.80 28.80 28.80 28.80 28.80 28.80 28.80 28.80 28.80 28.80 28.80 28.80 28.80 28.80 28.80 28.80 28.80 28.80 28.80 28.80 28.80 28.80 28.80 28.80 28.80 28.80 28.80 28.80 28.80 28.80 28.80 28.80 28.80 28.80 28.80 28.80 28.80 28.80 28.80 28.80 28.80 28.80 28.80 28.80 28.80 28.80 28.80 28.80 28.80 28.80 28.80 28.80 28.80 28.80 28.80 28.80 28.80 28.80 28.80 28.80 28.80 28.80 28.80 28.80 28.80 28.80 28.80 28.80 28.80 28.80 28.80 28.80 28.80 28.8 906-216-00 906-216-00 906-216-00 906-216-00 BJ HOFFMAN CALEB KARRIKER ETHAN EDMONDS **PAYROLL EXPENSES 906-341-01 906-341-01 906-341-00 100.00

Pointing out the invoice from American Technology Rentals LLC.

American Technology Rentals, Inc.

1273 Charleston Road Poca, WV 25159 USA

Voice: 304-586-2804 304-586-3185 INVOICE

Invoice Number: 4275 Invoice Date: Jan 30, 2025

Page:

Duplicate

Bill To: Buckhannon City Hall 70 E Main Street Buckhannon, WV 26201 Ship to: Buckhannon City Hall 70 E Main Street Buckhannon, WV 26201 USA

| CustomerID | Customer PO | Payment Terms | |
|----------------------|-----------------|---------------|----------|
| Buckhannon City Hall | | Net 10 | Days |
| Sales Rep ID | Shipping Method | Ship Date | Due Date |
| Bob Barnette | Hand Deliver | | 2/9/25 |

| Quantity | Item | Description | Unit Price | Amount |
|---------------------|------|----------------------------------------------------------------------------------|------------|--------|
| | | Service call for Stage Lighting repairs in the | | |
| | | Colonial Arts Center | | |
| 1.00 | | Travel and per diem | | |
| 1.00 | | Onsite Lighting technician to troubleshoot, | | |
| | | diagnose and repair existing Stage Lighting | | |
| | | System and to train theatre appointed tech | | |
| | | on how to program the | | |
| | | ETC Colorsource 20 Lighting Console for | | |
| | | performances. | | |
| | | Technician found and repaired several DMX | | |
| | | and cable routing issues. Used ETC Controller to test all fixtures and found one | | |
| | | Martin MAC350 Entour not functioning | | |
| | | properly. Removed the fixture and brought it | | |
| | | back for factory repair estimate. Discovered | | |
| | | that the fixture is not worth the repair cost. | | |
| 1.00 | | TOTAL SERVICE PRICE | 600.00 | 600.0 |
| | | | | |
| | | Subtotal | | 600.0 |
| | | Sales Tax | | |
| | | Total Invoice Amount | | 600.0 |
| eck/Credit Memo No: | | Payment/Credit Applied | | |
| | | TOTAL | | 600. |

7a: Events Completed:

- o March 1st Local Music Night:
- o BJ Hoffman and Blight Year

| 3/1/202 | 5 | | | | |
|-------------------------------|-------------|-----|---------|----------------|----------------------------------------|
| 5/ 1/ 202 | - | | | | |
| Revenues | Number tkts | ame | ount | | |
| Tickets sold online (sparxo) | 0 | \$ | - | | |
| Ticket sold at door | 0 | \$ | - | | |
| Tickets sold at City Hall | 0 | \$ | - | | |
| | | | | | Bryce counted everyone in the building |
| Comped tkts | 46 | | | free admission | approximately 36 were guests |
| Comped tkts | 0 | | | | |
| Tkt totals | 46 | \$ | - | | |
| Donations to CAC | | \$ | 15.00 | | |
| Concessions | | | \$60.00 | | |
| **St Joseph WVU Medicine | | | 576.65 | | |
| Total Revenue | | \$ | 651.65 | | |
| | | | | | |
| Expenses | | | | | |
| Entertainment Contract Cost | | | \$300 | | \$250 \$50 BJ Hoffman |
| Labor | | \$ | 218.00 | 3 paid staff | BH;ART;BO |
| Concession purchase | | \$ | 33.65 | | |
| Paper tickets and posters (W\ | /WC) | \$ | - | | |
| Hotel for performer | | \$ | - | | |
| Technical help | | \$ | 100.00 | Ethan Edmonds | |
| Media - advertising | | \$ | - | | |
| Total Expenses | | \$ | 651.65 | | |
| | | | | | |
| Revenues over (under) | | \$ | _ | | |

7b: Upcoming Events:

- o April 5th Local Music Night:
- o Dominik English
- o Acid Mine Drainage-Tom Fultz (band)

7c. Event for Approval:

o WV Poor People's Campaign-A National Call For Moral Revival. Name of Event Bad Faith. Renter Matt Kerner.

Mrs. Jenkins reported she would like to contact the CAC Board Members in about a week to give them a chance to review the request. She will notify Mr. Kerner that the cost of rental for the facility would be \$200 per hour, plus \$20 per hour for technical help.

8. Board Report

8a. Status of Events Booked

- o April 11 & 12 BU Middle School Jazz Fest
- o April 17 WV Wesleyan College Jazz Fest
- o April 23, 24, 25 BU Middle School Emily Crabtree for performance

9. Old Business Discussions:

9a. Quotes for Design, Operation & Training of the CAC Website:

Mr. Ramsey showed up for the meeting that was cancelled in March. This topic needs to be placed on the next agenda. Mr. Ramsey should be notified of the meeting if he wishes to attend.

9b. Approval CAC Application Use Agreement/Rental Form:

These forms were submitted during the last meeting for review. The CAC Board had not objections for continued use of these forms.

| | | LISE TO GAT | HER INFORMATION for | -Agreemen |
|-------------------------|--------------------------|----------------------------------|----------------------------------------------|------------------|
| | | | | |
| TELEDITO | | | | |
| COLO | ONIAL AF | RTS CENTER | | |
| | | (10 CENTE | | |
| | | | | |
| Application to Rec | quest Use and Quote t | for the | | |
| Colonial A 48 East M | Arts Center (CAC) (City | | -472-1651 (City Hall) | |
| This request is bei | ng made by Organize | r/Renter/Artist hereinafter re | ferred to as "Renter" | |
| Renter: | | | | |
| Renter Contact In | formation | | | |
| pl | hone : | | | į. |
| | | | | |
| | | | | |
| Date of Event: _ | | | _ | |
| Detailed informat | ion will be needed to | determine use and rental fee | s for the space. | |
| DATES AND TIMES | S: | | | |
| List specific days a | and times the building | will be used to include load i | n and out times, rehearsals, setup, etc | |
| Date | Times | Purpose | approval (Staff use only) | |
| | | | | |
| | _ | | _ | |
| (List addition date | s on separate attache | | _ | |
| | | u , | | |
| SPACE OR ROOMS | | | | |
| | | | leatre- Class rooms- Dressing Rooms, etc) to |) be used: |
| List Room(s) or pe | erformance area to be | used | approval (Staff use only) | |
| | | | | |
| | | | _ | |
| SEATING NEEDS: | | | | |
| SEATING NEEDS: 0 | | | | |
| Telescopic/th | neatre seating | | | |
| Tables and ch | nairs | | | |
| Level floor - o | chairs only | | | |
| ACTIVITY DETAILS: | | | | |
| ACTIVITY DETAILS: | s of the activity or eve | | | |
| Attach additional pa | | ent that will be field: | | |
| | | | | |
| | | | | |
| | | K | | |
| ATTENDANCE: | | | | |
| Approximately how | many performers/ st | aff / participants will be using | the buildings? | |
| Approximately how | many guests/ attend | ees will be attending the ever | nt? | |
| CONCESSIONS/ SAL | LES: | | | |
| | ors or sell concession | | | |
| | | e sold: | | |
| LIGHTS/ SOUND/ P | | | | |
| | | system or projector? Yes | | |
| it Yes, a cha | arge ot \$20.00 per hou | ur for each technical staff mer | mber is required. Number of Hours? | - |
| understand this is | not a contract and do | pes not guarantee use of the b | ouilding. This document is to determine the | e fees |
| hat will be charged | d and availability of th | e building. | | to Opening and a |
| (| | | | |
| Organizer/ Renter | / Artist | | Date | |



The City of Buckhannon Colonial Arts Center Use Agreement

This use agreement for the Colonial Arts Center, hereinafter referred to as "agreement" is made and entered into, between the City of Buckhannon Colonial Arts Center, hereinafter referred to as "City" and Organizer/Renter/Artist hereinafter referred to as "Renter"

Address of Event: Colonial Arts Center (CAC) (City) 48 East Main Street Buckhannon, Wv 26201

| Name of Event: | |
|-----------------------------|---|
| Renter: | _ |
| Renter Contact Information: | |
| Date of Event: | |
| | |

Requirements:

- 1) All requests to hold events should be submitted at least 45 days in advance of the event date
- Renter to provide advertising/marketing materials (photos, website information, etc.) via digital or electronic 2) format with signed agreement if appropriate.

 Renter to provide onsite contact information (cell phone number) for use prior to and during the event
- Illegal Drug(s), Alcohol not purchased on-site, or Smoking/Vaping are NOT permitted anywhere on the CAC
- 5) Renter agrees to conduct themselves in a professional manner (according to its reputation) at all times while on this engagement. Specifically: We ask that while our staff treat your group respectfully, we also ask that you Liability of Renter: Renter shall assume all liability for any injury to persons or damage to the property that may
- arise from any accident that occurs on or about the facility as a result of the use and/or occupancy.

 7) No Liability: The City assumes no responsibility for losses, use, misuse, theft, or damage suffered by Renter, its agents, employees, or invitees, or equipment on or about the facility during the Renter use and/or occupancy of the facility.
- Renter agrees to provide a copy of liability insurance prior to arrival in the amount of at least \$1,000,000 (one million dollars) with the City of Buckhannon listed as additional insured.
- Catering: If food services and/or alcoholic beverages is involved, and such food services and/or alcoholic beverage caterers are to be provided by other then Renter, the Renter agrees to use only such food service and/or alcoholic beverage caterers as are approved in advance by the City. Renter understands that the agreement for such food services and/or alcoholic beverages is to be solely between the Renter and such caterer, and all details concerning such food services and/or alcoholic beverages is to be arranged between the Renter and such caterer without the involvement of the City.
- 10) Seating Capacity: In no event shall the seating or occupancy capacity of the facility be exceeded. Seating layout must be decided before tickets are sold or invitations are sent.
- 11) Equipment (Lighting and Sound): This equipment is valuable and can be easily damaged. Absolutely no one but those vetted and approved by City personnel that are familiar with this equipment is permitted to operate it. Automatic use of this equipment should not be expected and prior decisions on the use of it must be approved.
- 12) Fire Codes: Existing fire codes shall be adhered to and use of the building cannot perpetuate any condition deemed unsafe by the City, including but not limited to pyrotechnics or blocking exits.
- 13) Signage/Decorations/Adhesives: Renter shall not in any way alter the facility without the prior consent of the City. City reserves the right to place reasonable restrictions upon or prohibit the affixation by Renter of any nails, spikes, lighting, posters, signs or adhesive backed items to the facility that may damage walls, paint, fixtures
- 14) Cancellation Policy: If Renter cancels, they pay the City a \$250 cancellation fee. If the City cancels, they refund all payments to the Renter.
- 15) Notwithstanding anything to the contrary in this agreement, in the event that any event hereunder is prevented by acts of God, force majeure, strike, fire, epidemic, accident, transportation delays, sickness to Organizer, governmental action or any other causes of like nature rendering event impossible, infeasible or unsafe, beyond the control of the parties, this agreement shall terminate and be cancelled and each party shall release the other from all claims for damages.

Specifics of Venue Use Agreement:

List specific days and times the building will be used to include load in and out times, rehearsals, setup, etc.. Date Times approval (Staff use only) (List addition dates on separate attached) List each specific rooms or performance areas (Main Hall- Balcony Theatre- Class rooms- Dressing Rooms, etc) to be used: List Room(s) or performance area to be used approval (Staff use only) Agreed upon fee City will pay to Artist, if applicable. List partial and final payment amounts \$_ Rental Fee to be paid by Renter, if applicable. List deposit amount and balance due prior to use of the facility: Merchandise to be sold by Renter: (list split or percentage, if any):_ Ticket Sales: (list split or percentage, if any):_ Food, Travel and Lodging: (list agreed upon arrangements with Artist):_

| × | |
|-------------------------------------|------|
| City of Buckhannon – name and title | Date |
| × | |
| Organizer/ Renter/ Artist | Date |
| | |

9c. CAC Board Appointment John Waltz by City Council approved 03/04/25.

Board Members welcomed Mr. Waltz back to the Colonial Arts Center Board. Mr. Waltz was happy to serve on the Board.

- 10. Lights & Sound at the CAC -See above under Recognized Guest Bryce O'Loughlin.
- 11. Report of Events, Correspondence and Information

Signing this bonding agreement aggresses the terms set forth in this contract:

01/2025

11a. Arts Day at the Legislature: This was submitted as information only.



Arts Day at the Legislature 2025 is scheduled for Friday, March 21, 2025. Come mingle and network in the capitol rotunda where arts organizations from all around West Virginia will have displays. Use this opportunity to meet with your legislative congressional representatives and senators, raise awareness of arts in West Virginia, and learn about the vitality of the arts in our state! (Please Note: No sales of any kind are permitted at Arts Day.)

Display spaces are currently full. To be added to a waitlist, email <u>paul.r.neil@wv.gov</u>.

11b. The Colonial Ats Center & the CAC Gallery present The 2025 Upshur County Youth Arts Exhibition:

BUCKHANNON, WV: The Colonial Arts Center and the CAC Gallery celebrate Youth Art Month this March with the 2025 Upshur County Youth Arts Exhibition. The exhibition will run from Saturday, March 8th, to Saturday, April 6th, 2025, with an artist reception on Friday, March 14th, from 5 - 7 p.m. This multi-media exhibition will include artwork from Upshur County students of all ages, ranging from Buckhannon Academy Elementary School through Buckhannon-Upshur County High School.

The public is encouraged to vote for their favorite artworks in the exhibition. The People's Choice Awards winners will be announced on social media during the last week of March. CAC Gallery Director Robert Howsare says, 'The arts are an integral part of the Buckhannon community, and celebrating the talents of our local youth and their teachers is a fantastic way to continue fostering that creative energy.'

The CAC Gallery is open Fridays and Saturdays from 4 - 8 p.m. or by appointment. It is located at 48 East Main Street in downtown Buckhannon, WV.

All gallery events are free and open to the public.

Gallery Contact: Robert Howsare, CAC Gallery Director, howsare_r@wvwc.edu

Randy Sanders City Recorder & Information Coordinator

12. Board Member remarks and Announcements:

Board Members welcomed Mr. Waltz to the Board.

13. Declaration of Adjournment

There being no further business to be transacted, motion Sanders/Miller to adjourn the meeting at 5:35 pm. Motion carried.

Chairperson Alisa Lively

Vice Chairperson Erika Kolenich