

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 May 6, 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	Present
Board Member	Randall Sanders	Present
Board Member	Morgen Miller	Present
Board Member	John Waltz	Present
Assistant Recorder & Director of Finance	Amberle Jenkins	Present
Employee	Bryce O’Loughlin	Present
Art Gallery Manager	Robert Howsare	Present

1. Call to Order
 2. Moment of Silent Reflection
 3. Pledge of Allegiance
 4. Approval of Previous Meeting Minutes: 04/01/2025
 5. Public Comment – Motion to Open & Close Requested
 6. Recognition of Guests
 - a. Jarod Ramsey, Strategy IT
 - i. Design, Operation and Training of the CAC Website
 7. Financial Report – Director of Finance, Amberle Jenkins
 - a. Events completed
 - b. Events upcoming April 5th
 - c. Event for approval
 8. Board Report
 - a. Status of Events Booked
 9. Old Business Discussions
 - a. Bryce O’Loughlin
 - i. Local Music Night (LMN)
 - ii. Songwriters Circle
 - iii. Lights & Sound at the CAC
 - iv. Social Media
 10. New Business Discussions
 11. Report of Events, Correspondence, and Information
 - a. The Colonial Arts Center & The CAC Gallery Presents: Vandalia Arts Journal Exhibition
 12. Board Members’ Remarks and Announcements
 13. Declaration of Adjournment
1. **Call to Order:** At 5:00 p.m. Chair Lively called the May 6, 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: 01/01/2025

Motion Waltz/Sanders to approve the minutes of the meeting held April 1, 2025. Motion carried.

5. Public Comment- None present.

6. Recognition of Guest: Chairperson Lively recognized employee Bryce O'Loughlin for items on the agenda since he needs to be at the theatre for an activity this evening.

Bryce reported on Local Music Night

Item 9-a-i. Local Music Night (LMN)

The last sponsored Local Music Night would be held on May 31st. the CAC Board would need to determine if they want to continue with this and whether to ask for sponsors. Bryce noted that the costs for running the shows has reduce since he now can help run the lights and sound because the snake has been repaired.

He reported the attendance at the first show was 36 and second show was 122. He believes the high school students showed the most interest and attendance. Bryce would like to go to the area schools and to the rock band rehearsals to speak to them about song writing and drum up interest from the high school. For future bookings he would like to have a booking from the high school at each show. Mr. Sanders thought that might be a good idea.

Erika Kolenich (Klie Law) and Jarod Ramsey (Strategy IT) stated they would sponsor shows.

The Board Members briefly discussed cost to sponsor a show for Local Music Night and determined \$500 per show was reasonable.

The sponsorship commitment from Ms. Kolenich (\$1000) and Mr. Ramsey (\$500) will be enough to hold shows in June, July and August.

Mr. O'Loughlin will schedule shows on a Saturday. That will not interfere with BCT schedule or Infamous Art music.

Chair-Lively suggested scheduling a show the same time GSA (Governor's School for the Arts) is held at WVWC - June 22 to July 12.

Motion Sanders/Miller to continue the Local Music Night shows for the months of June, July and August. Thanking the sponsors for their support. Motion carried.

9-a-ii: Songwriters Circle:

Bryce explained this concept is a workshop that would allow for monthly collaboration of song writing and discussion. It would support and feed into LMN. Each session would be about one hour per month. Hopes are to teach young people how to write music. He hopes it would draw people within 30 to 40 minutes away. The CAC Board members feel this is a great idea.

9-a-iii: Lights & Sound at the CAC:

Next steps with the sound system:

Mr. O'Loughlin suggested that Mirage Sound could be hired to help patch the effects rack into the sound system. The current state of the sound and lights system is very disorganized. The snake had been completely severed and had to be reconnected. Also, some cable and mics need to be purchased.

Mr. Sanders noted that there was a tote full of cables and mics but they may have been used at Jawbone. There is also a list of items, such as cables and mics, that the city purchased for the CAC.

Bryce needs to get a list of items needed.

By consensus the Board members were agreeable to hire Mirage Sound to help organize the rack for lights and sound.

9-a-iv: Social Media:

Mr. O’Loughlin stated that he has a degree in social media production and that if he had access to the CAC social media, he could add content and gain followers and raise the visibility of the CAC.

He showed an example of his video work.

Vice Chair-Kolenich can add Bryce as a Facebook and Instagram contributor.

6-a: Jarod Ramsey, Strategy IT:

i. Design, Operation and Training of the CAC Website

Chairperson Lively recognized guest, Jarod Ramsey with Strategy IT.

Mr. Ramsey sent an email to the CAC Board members to review. He explained the proposal in more detail.

Jarod Ramsey

From: Jarod Ramsey
Sent: Wednesday, April 30, 2025 2:08 PM
To: Morgen Miller
Cc: Ryan Frame
Subject: RE: Quote Request
Attachments: EST1102_Project Build Out 2025.pdf; EST1103_Webservices -Annual 2025.pdf; EST1104_Webservices - Monthly 2025.pdf

Morgen,

Please see three attached estimates. I will cover details in the meeting on the 5th, but here is a brief rundown.

Project build out:

This estimate covers the overall build of the website itself. Majority of what we have seen to date- but knowing there will be final changes and functionalities implemented. This cost also includes any hosting services and support provided by third parties. We are providing a reduced flat rate for the Arts Center yes we have better understanding of the direction of the site and what the end result is to be.

Web services: (monthly/annually)

I've also attached web services for either monthly invoicing or one annual invoice. You will find a cost savings with annual as we are able to work with third party vendors and apply additional discounts that we pass over to you as the client. We are also discounting our rates to have the privilege to support our own community Colonial Arts Center. We appreciate the opportunity and the time that you have given us to rebuild your website. The more we know about the organization the easier it is for us.

As always please let us know if you have any additional questions or concerns. We're looking forward to the meeting next week.

Thank you,



Jarod Ramsey
Phone: 304.460.1046
Mobile: 304.516.1953
Email: jarod.ramsey@strategyits.com
3 Traders Alley
Buckhannon, WV 26201



PO Box 1078
Buckhannon, WV 26201
www.strategyits.com
(304) 460-1050



Colonial Arts Center
48 E Main Street
Buckhannon, WV 26201

Estimate #	1103
Estimate Date	04-29-25
Total	\$1,794.00

Item	Description	Unit Cost	Quantity	Line Total
Domain Services	Management of IT systems and services to a third-party provider, ensuring continuous monitoring, maintenance, and support. (colonialartscenter.org) Originally \$99.00, less discount of 50%	\$49.50	12.0	\$594.00
Operations	Website Maintenance, Server Management, Performance Monitoring, Security, SEO/Analytics, and Support Originally \$149.00, less discount of \$49.00	\$100.00	12.0	\$1,200.00

THIS IS AN ESTIMATE

Disclaimer

IT MANAGED SERVICES * HARDWARE * SOFTWARE * LICENSING * NETWORKING * SECURITY

SERVICE & SALE LOCATIONS: Buckhannon, WV

****This is an estimate of anticipated hours needed to complete the project and not the final total on labor charges** Labor totals will vary based on actual time needed to complete projects, unforeseen issues that may arise, and number of technicians assisting on the project. Estimated labor for running cables/wires is always subject to change. Hourly rates are charged per technician assisting with the project. The possibility of unforeseen circumstances may result in additional billable labor hours.****

This estimation is offered for your acceptance within 15 days

Since 2016 Strategy IT has provided quality local service for community, consumer, and small business in West Virginia.

Subtotal	\$1,794.00
Tax	\$0.00
Estimate Total	\$1,794.00

PO Box 1078
Buckhannon, WV 26201
www.strategyits.com
(304) 460-1050



Colonial Arts Center
48 E Main Street
Buckhannon, WV 26201

Estimate #	1102
Estimate Date	04-29-25
Total	\$1,200.00

Item	Description	Unit Cost	Quantity	Line Total
Domain Services	Hosting Services & Support, One Time Purchase (colonialartscenter.org) Originally \$85.00, less discount of 100%	\$0.00	1.0	\$0.00
Site Design	Designing and developing website, ensuring a user-friendly, visually appealing, and optimized for performance user experience.	\$1,200.00	1.0	\$1,200.00
Training	Onboarding, Technical, and Compliance (if applicable) / Per Person - Included with Project Build Out	\$0.00	1.0	\$0.00

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This estimation is offered for your acceptance within 15 days

Since 2016 Strategy IT has provided quality local service for community, consumer, and small business in West Virginia.

Subtotal	\$1,200.00
Tax	\$0.00
Estimate Total	\$1,200.00

Motion Klie/Waltz to accept the proposal from Strategy IT for design and build out of a website for the Colonial Arts Center along with website maintenance and management. Motion carried.

7. Financial Report – Director of Finance and Administration:

Mrs. Jenkins reported on the following:

05-U6-2025 09:14 AM		DISBURSEMENTS 04-01-25 TO 04-30-25			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	133.01	
	MOUNTAINEER GAS COMPANY	906-213-00	CAC UTILITIES	GF GAS 4-10-25	176.56	
	LOWES BUSINESS ACCOUNTS/SYNC	906-216-00	THEATRE MAINTENANCE/	DATA CABLE & ENDS FOR CAM	117.70	
		906-216-00	THEATRE MAINTENANCE/	POWER STRIPS	22.76	
	WV MUNICIPAL LEAGUE	906-226-00	CAC INSURANCE & BOND	GF 1ST QTR UNEMPLOYMENT	14.14	
	WV PUBLIC EMPLOYEES RETIREME	906-106-00	CAC RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	1.33	
		906-106-00	CAC RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	1.17	
	GO DADDY.COM	906-341-00	CAC SUPPLIES & EXPEN	PCRD-WEB HOSTING AT CAC	143.76	
	CITIZENS BANK OF WV	906-459-00	THEATRE CAPITAL	CAC SEATING PYMT APRIL 25	5,220.65	
	CRITES ELECTRICAL SUPPLY INC	906-216-00	THEATRE MAINTENANCE/	FUSES FOR BLEACHERS	83.90	
	WALMART STORES INC -BUCKHANN	906-341-00	CAC SUPPLIES & EXPEN	CONCESSIONS FOR CAC	43.66	
	INTERNAL REVENUE SERVICE	906-104-00	CAC FICA	FICA WITHHELD AND MATCHED	30.30	
		906-104-00	CAC FICA	FICA WITHHELD AND MATCHED	10.72	
		906-104-00	CAC FICA	MEDICARE WITHHELD & MATCHE	7.08	
		906-104-00	CAC FICA	MEDICARE WITHHELD & MATCHE	2.51	
	SAMS CLUB	906-341-00	CAC SUPPLIES & EXPEN	PCRD-PAPER TOWELS TOILET P	113.92	
	FRONTIER	906-213-00	CAC UTILITIES	CAC PHONE 4-1-25	123.41	
	CINTAS	906-216-00	THEATRE MAINTENANCE/	CH THEATRE PSC RUGS	28.84	
		906-216-00	THEATRE MAINTENANCE/	CH THEATRE PSC RUGS	28.84	
		906-216-00	THEATRE MAINTENANCE/	CH THEATRE PSC RUGS	28.84	
		906-216-00	THEATRE MAINTENANCE/	CH THEATRE PSC RUGS	28.84	
		906-216-00	THEATRE MAINTENANCE/	CH THEATRE PSC RUGS	28.84	
	ETHAN EDMONDS	906-341-00	CAC SUPPLIES & EXPEN	SOUND FOR WVWC JAZZ APR 12	200.00	
		906-341-00	CAC SUPPLIES & EXPEN	SOUND BUHS JAZZ APR 17TH	200.00	
	MIRAGE SOUND COMPANY	906-223-00	CAC PROFESSIONAL SER	DIAG/RPR/TEST AUDIO SNAKE	180.00	
	**PAYROLL EXPENSES			4/01/2025 - 4/30/2025	661.54	
				TOTAL:	7,632.32	
5-06-2025 09:16 AM		CITY OF BUCKHANNON			PAGE: 6	
		REVENUE & EXPENSE REPORT (UNAUDITED)				
001-GENERAL FUND		AS OF: APRIL 30TH, 2025				
		% OF YEAR COMPLETED: 83.33				
REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
OTHER FEES						
001-340-000-00 DONATIONS THEATRE	25,000	33.00	5,138.00	0.00	19,862.00	20.55
001-340-345-00 CAC REV,CONCESSIONS,MERCH	2,000	177.00	604.85	0.00	1,395.15	30.24
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	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 CONTRIBUTURIONS 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
001-345-000-00 RENTS	30,000	0.00	30,000.00	0.00	0.00	100.00
TOTAL OTHER FEES	83,500	210.00	43,465.85	0.00	40,034.15	52.05
5-06-2025 09:16 AM		CITY OF BUCKHANNON			PAGE: 22	
		REVENUE & EXPENSE REPORT (UNAUDITED)				
001-GENERAL FUND		AS OF: APRIL 30TH, 2025				
		% OF YEAR COMPLETED: 83.33				
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	661.54	9,163.18	0.00	35,836.82	20.36
001-906-104-00 CAC FICA	3,500	50.61	701.01	0.00	2,798.99	20.03
001-906-105-00 CAC HEALTH INS	7,700	0.00	2,619.69	0.00	5,080.31	34.02
001-906-106-00 CAC RETIREMENT	3,200	2.50	549.17	0.00	2,650.83	17.16
TOTAL SALARIES & BENEFITS	59,400	714.65	13,033.05	0.00	46,366.95	21.94
CONTRACTUAL SERVICES						
001-906-213-00 CAC UTILITIES	8,000	432.98	5,999.76	0.00	2,000.24	75.00
001-906-216-00 THEATRE MAINTENANCE/UTILI	9,000	368.56	5,287.91	0.00	3,712.09	58.75
001-906-223-00 CAC PROFESSIONAL SERVICES	6,000	180.00	1,812.00	0.00	4,188.00	30.20
001-906-226-00 CAC INSURANCE & BONDS	5,200	14.14	4,455.57	0.00	744.43	85.68
TOTAL CONTRACTUAL SERVICES	28,200	995.68	17,555.24	0.00	10,644.76	62.25
COMMODITIES						
001-906-341-00 CAC SUPPLIES & EXPENSES	15,000	701.34	2,387.02	0.00	12,612.98	15.91
001-906-341-01 CAC BOOKINGS	22,800	0.00	2,498.69	0.00	20,301.31	10.96
001-906-341-04 CAC GALLERY MANAGEMENT	6,000	0.00	6,000.00	0.00	0.00	100.00
TOTAL COMMODITIES	43,800	701.34	10,885.71	0.00	32,914.29	24.85
PITAL OUTLAY						
1-906-450-01 THEATRE BLDG	22,263	0.00	10,992.75	0.00	11,270.25	49.38
1-906-459-00 THEATRE CAPITAL	64,000	5,220.65	53,206.50	0.00	10,793.50	83.14
1-906-459-01 CULTURE ARTS GRANT (ADA T	0	0.00	0.00	0.00	0.00	0.00
TOTAL CAPITAL OUTLAY	86,263	5,220.65	64,199.25	0.00	22,063.75	74.42
OTAL ARTS & HUMANITIES	217,663	7,632.32	105,673.25	0.00	111,989.75	48.55

She noted that the seating would be paid off next June. Hopefully, Council would allow this allotment to be used in another manner in next year’s budget. The old HVAC system in the Main Hall is not reliable.

a. & b. Events upcoming: The events upcoming are BCT performances and activities as well as the Local Music Night and Songwriters Circle.

c. Event for Approval: None

Ms. Kolenich reported that some of the masonite stage floor had been stapled is beginning to come up. For now, BCT is covering the stage with Luan, but the stage floor needs some attention.

8. Status of Events:

Art Gallery- Robert Howsare: Professor Howsare reported:

- Vandalia Art Exhibit will wrap up this week. The Vandalia Exhibition had a fairly large gathering at the launch party of about 53 people.
- The Buckhannon Camera Club will set up through June 8th
- The Buckhannon Camera Club will have about 120 works to display.
- GSA will come into town on June 26th. He will install some of his solo work at that time. He may also install some of GSA work.
- The exhibit was open for the BU Middle School performance and around 40 people attended the gallery.

The Board thanked Professor Howsare for all his work at the gallery.

Vice Chair-Kolenich commented that BCT would like a way to view the calendar of activities at the CAC. Mrs. Jenkins explained how to navigate to the Buckhannon RecDesk to view the CAC calendar.

9. Old Business – Discussion earlier in the meeting.

10. New Business-None

11. Report of Events, Correspondence, and Information

a. The Colonial Arts Center & The CAC Gallery Presents: Vandalia Arts Journal Exhibition



Image Credit: Eri Hayes, *Appalachia*, Digital Illustration

The Colonial Arts Center & The CAC Gallery present:
2025 Vandalia Arts Journal Exhibition
April 25th — May 10th

The CAC Gallery is excited to announce the first-ever exhibition showcasing works from The Vandalia Arts Journal. The exhibition will run from Friday, April 25th – Saturday, May 10th, 2025 with a Vandalia Launch Party on Thursday, May 1st from 5 - 6pm. The launch party will feature readings and talks from selected writers and artists.

The Vandalia Arts Journal is West Virginia Wesleyan College's literary arts journal that showcases the talents of WVWC students in poetry, prose, and the visual arts. All aspects of the journal are staffed by undergraduate students from the juring of included works to the layout of the publication.

The gallery is open on Fridays and Saturdays from 4 - 8pm or by appointment. The CAC Gallery 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

Executive session:

**Motion Sanders/Miller to adjourn into executive at 6:00 pm to discuss personnel matter.
Motion carried.**

The Committee members reconvened at 6:14 pm.

12. Board Member Comments:

- Board Members commented on all the positive activities
- Mr. O'Loughlin's work at the CAC
- Work on the website with Strategy IT
- The Art Gallery is a great success.

13. Declaration of Adjournment: There being no further business to be transacted, motion Sanders/Miller to adjourn the meeting at 6:20 pm. Motion carried.

Chairperson Alisa Lively

Vice Chairperson Erika Kolenich