

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 February 4, 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
Assistant Recorder & Director of Finance	Amberle Jenkins	Present
Office Manager	Barbara Hinkle	Present
News Media Record Delta	Noah Jeffries	Present

Also present were: Part time city employee-Bryce O’Loughlin and Professor-Robert Howsare who manages the CAC Art Gallery.

City of Buckhannon Colonial Arts Center Board Meeting Agenda
5:00 PM Tuesday, February 4, 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: 12/03/2024
 5. Report of Events, Correspondence, and Information
 - a. The CAC Gallery-Left of Center Exhibition & Reception
 - b. Flyer- Now Booking The Rustic Mechanicals 2025 Season
 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. Request B-UMS Theatre Club Use of Space
 - b. Website Update-Quote & Operation
 - c. Continued Discussion Status of Oversight of the Facility/ Job Description CAC Staff
 - d. Vacancy CAC Board
 11. New Business Discussions
 - a. Revisit CAC Rental Form
 - b. Placement/Location of Knorr Award
 - c. Request for Booking the CAC from BUHS Jazz Band Concert
 12. Board Members’ Remarks and Announcements
 13. Declaration of Adjournment
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1. **Call to Order:** At 5:00 p.m. Chair Lively called the February 4, 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. **Reciting of the Pledge of Allegiance:** Chair Lively invited those in attendance join in the Pledge of Allegiance.
 4. **Approval of previous meeting minutes: 12/03/2024**
Motion Kolenich/Miller to approve the minutes of 12/03/2024. Motion carried.

5. Report of Events, Correspondence and Information:

a. The CAC Gallery-Left of Center Exhibition & Reception

BUCKHANNON, WV: The Colonial Arts Center & The CAC Gallery presents "Left of Center." An exhibition featuring the work of Michael Doig & Kevin Woodcock January 17th — February 28th.

The CAC Gallery is pleased to announce "Left of Center," a two-person exhibition featuring the work of Michael Doig and Kevin Woodcock. *The exhibition opened on January 17th and will run through February 28th. There will be an artist reception on Saturday, January 25th, from 1 pm to 4 pm, with an artist talk at 2 pm.* Michael Doig's paintings are inspired by a childhood spent exploring life in and along the Tygart River. He uses imagery evocative of life in a small town, interspersed with surprising colors and drips of paint that obscure parts of the picture plane, conjuring thoughts of memory, erosion, and deep geological history. Kevin Woodcock's work strives to express his sense of awe for nature and natural phenomenon. Woodcock says, "I am not interested in being so precise as to look like a photograph; rather, I work in a more gestural manner to try to show some of the movement of the place, whether it be wind, water, or sound." The CAC Gallery is open Fridays and Saturdays from 4 to 8 p.m. 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

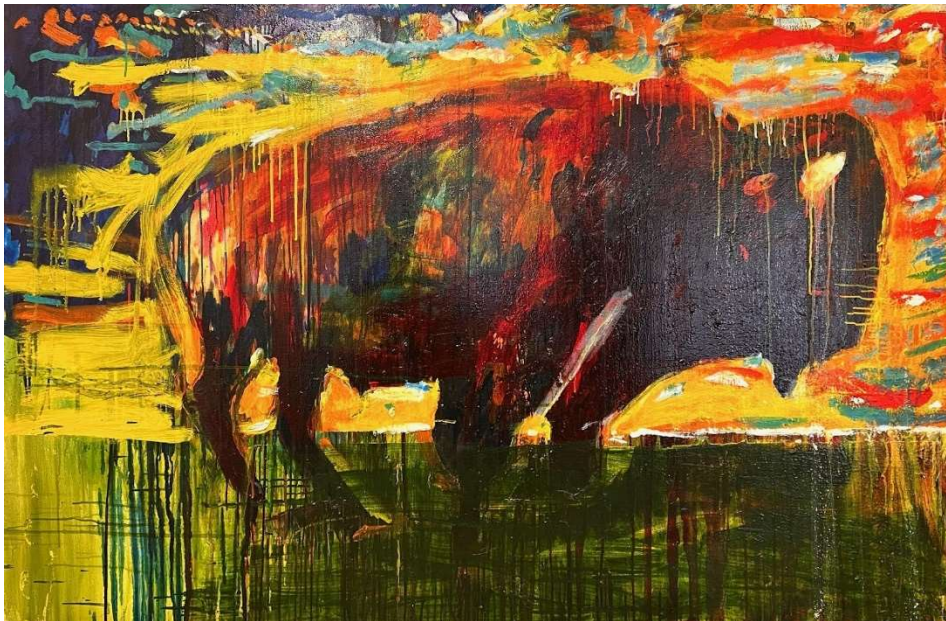


Image: Michael Doig, Bison, Oil Painting

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Randy Sanders
City Recorder & Information Coordinator
City of Buckhannon, WV
Cell - 304/472-4026
City Hall - 304/472-1651

Professor Howsare reported that the two artists, Kevin Woodcock and Michael Doig, responsible for the "Left of Center" artwork attended and spoke at the reception. It was well attended.

Professor Howsare tries to tie openings at the gallery into events held at the CAC when possible.

He reported that the Upshur County Youth Art will be coming up for display soon and then the camera club about the time of Strawberry Festival.

b. Flyer- The Rustic Mechanicals 2025 Season now booking shows:



The Rustic Mechanicals
305 Washington Ave.
Clarksburg, WV 26301

NOW BOOKING!

 <p>MACBETH</p>	 <p>Shakespeare's Warrior King (HENRY V)</p>	 <p>MACBETH</p>
SPRING 2025	SUMMER 2025	FALL 2025
THE RUSTIC MECHANICALS		

The CAC Board briefly discussed the opportunity to book this group. Each of their events in the CAC have been fairly well attended. Chair Lively will reach out to them and work with Amby on possibly booking them for an event.

6. Public Comment and 7. Recognized Guests:

Motion Sanders/ Miller to open public comments and recognized Bryce O’Loughlin to speak. Motion carried.

Bryce O’Loughlin presented a power point presentation for possible consideration to the CAC Board.

He proposed that the CAC allow local artists that have created their original music to perform once a month on a Saturday in the CAC. Each event would be about 2 hours. The performances would be geared to allow the public of all ages to attend the event free of charge. Mr. O’Loughlin explained that there is a special culture in Buckhannon where there are several individuals and groups that learn how to play and write their own original music. Problem is there is no affordable way to give them an outlet to share this talent. Mr. O’Loughlin pointed out at least 25 recordings of local artists in the Buckhannon area. He proposes that CAC pay the local musicians a small fee for free admission performances. This would not be a venue for cover bands. It is not at this time a profit making idea. It will not necessarily be bands that have broad appeal. There would be various types of music. He asked that CAC invest in and inspire these local musicians and pay bands between \$300 to \$400 to perform for this free public admission events.

The CAC Board discussed the proposal. CAC could sell concessions to help offset the costs. Also, some businesses might be willing to sponsor an event.

The CAC Board agreed to book events for the next couple of months with a \$300 - \$350 budget and cost of sound help for each month. This will be paid from the bookings line item.

Motion Sanders/Miller to close the public comment agenda.

8. Financial Report – Director of Finance and Administration, Amberle Jenkins:

Mrs. Jenkins reported on the following items:

02-04-2025 09:31 AM		DISBURSEMENTS 12-01-24 TO 1-31-25			PAGE: 15	
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	215.62	
		906-213-00	CAC UTILITIES	110 122 154 542 48 E MAIN	177.79	
	ENCOVA INSURANCE	906-226-00	CAC INSURANCE & BOND	WCN6007140 11/4/24 - 12/1/	3.41	
	MOUNTAINEER GAS COMPANY	906-213-00	CAC UTILITIES	GF GAS 1-30-25	397.24	
		906-213-00	CAC UTILITIES	268704-483167 48 E. MAIN S	171.47	
	WESTFIELD INSURANCE	906-226-00	CAC INSURANCE & BOND	10-1-24 TO 10-1-25 QTRLY P	860.65	
	DODSON BROS EXTERMINATING CO	906-216-00	THEATRE MAINTENANCE/	THEATRE PEST CONTROL JAN 2	100.00	
		906-216-00	THEATRE MAINTENANCE/	THEATRE PEST CONTROL DEC 2	100.00	
		906-216-00	THEATRE MAINTENANCE/	THEATRE PEST CONTROL DEC 2	100.00	
	WV MUNICIPAL LEAGUE	906-226-00	CAC INSURANCE & BOND	GF 4TH QTR 2024 UNEMPLOYME	16.82	
	WV PUBLIC EMPLOYEES RETIREME	906-106-00	CAC RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	3.56	
		906-106-00	CAC RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	4.56	
		906-106-00	CAC RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	1.33	
		906-106-00	CAC RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	3.89	
		906-106-00	CAC RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	2.95	
	CITIZENS BANK OF WV	906-459-00	THEATRE CAPITAL	CAC SEATING DEC 24 PYMT	5,220.65	
		906-459-00	THEATRE CAPITAL	CAC SEATING JAN 25 PYMT	5,220.65	
	CRITES ELECTRICAL SUPPLY INC	906-450-01	THEATRE BLDG	FUSE FOR LIFT	1.13	
	INTERNAL REVENUE SERVICE	906-104-00	CAC FICA	FICA WITHHELD AND MATCHED	3.07	
		906-104-00	CAC FICA	FICA WITHHELD AND MATCHED	3.76	
		906-104-00	CAC FICA	FICA WITHHELD AND MATCHED	24.64	
		906-104-00	CAC FICA	FICA WITHHELD AND MATCHED	16.17	
		906-104-00	CAC FICA	FICA WITHHELD AND MATCHED	7.30	
		906-104-00	CAC FICA	MEDICARE WITHHELD & MATCHE	0.72	
		906-104-00	CAC FICA	MEDICARE WITHHELD & MATCHE	0.87	
		906-104-00	CAC FICA	MEDICARE WITHHELD & MATCHE	5.76	
		906-104-00	CAC FICA	MEDICARE WITHHELD & MATCHE	3.78	
		906-104-00	CAC FICA	MEDICARE WITHHELD & MATCHE	1.70	
		AMAZON.COM	906-341-00	CAC SUPPLIES & EXPEN	PCRD- PAPER TOWELS FOR CAC	87.80
		FRONTIER	906-213-00	CAC UTILITIES	CAC PHONE JAN 25	131.47
			906-213-00	CAC UTILITIES	473-8987-052821-4 THEATRE	131.31
		CINTAS	906-216-00	THEATRE MAINTENANCE/	CH THEATRE PSC RUGS 12-2-2	28.84
			906-216-00	THEATRE MAINTENANCE/	CH THEATRE PSC RUGS 12-9-2	28.84
	906-216-00		THEATRE MAINTENANCE/	CH THEATRE PSC RUGS	28.84	
	906-216-00		THEATRE MAINTENANCE/	CH THEATRE PSC RUGS	28.84	

02-04-2025 09:31 AM		DISBURSEMENTS 12-01-24 TO 1-31-25			PAGE: 16
FUND: GENERAL FUND					
DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
		906-216-00	THEATRE MAINTENANCE/	CH THEATRE PSC RUGS 12-30-	24.72
		906-216-00	THEATRE MAINTENANCE/	CH THEATRE PSC RUGS	28.84
		906-216-00	THEATRE MAINTENANCE/	CH THEATRE PSC RUGS & MOPS	28.84
		906-216-00	THEATRE MAINTENANCE/	CH THEATRE PSC 1-20-25	28.84
		906-216-00	THEATRE MAINTENANCE/	CH THEATRE PSC RUGS	28.84
**PAYROLL EXPENSES		12/01/2024 - 1/31/2025			885.94
TOTAL:					14,161.47

001-GENERAL FUND

% OF YEAR COMPLETED: 58.33

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	5,070.00	0.00	14,930.00	25.35
001-340-345-00 CAC REV, CONCESSIONS, MERCH	2,000	0.00	367.85	0.00	1,632.15	18.39
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	377.43	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 CONTRIBUTIONS FROM O	0	100.00	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	0.00	0.00	30,000.00	0.00
TOTAL OTHER FEES	78,500	487.43	13,160.85	0.00	65,339.15	16.77

001-GENERAL FUND

% OF YEAR COMPLETED: 58.33

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	227.89	7,658.18	0.00	37,341.82	17.02
001-906-104-00 CAC FICA	3,500	17.42	585.86	0.00	2,914.14	16.74
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	11.07	526.00	0.00	2,674.00	16.44
TOTAL SALARIES & BENEFITS	59,400	256.38	11,389.73	0.00	48,010.27	19.17
CONTRACTUAL SERVICES						
001-906-213-00 CAC UTILITIES	8,000	744.35	4,165.44	0.00	3,834.56	52.07
001-906-216-00 THEATRE MAINTENANCE/UTILI	9,000	340.08	4,460.53	0.00	4,539.47	49.56
001-906-223-00 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	0.00	3,570.55	0.00	570.55	119.02
TOTAL CONTRACTUAL SERVICES	21,000	1,084.43	13,828.52	0.00	7,171.48	65.85
COMMODITIES						
001-906-341-00 CAC SUPPLIES & EXPENSES	15,000	0.00	1,289.25	0.00	13,710.75	8.60
001-906-341-01 CAC BOOKINGS	25,000	0.00	1,898.69	0.00	23,101.31	7.59
001-906-341-04 CAC GALLERY MANAGEMENT	6,000	0.00	6,000.00	0.00	0.00	100.00
TOTAL COMMODITIES	46,000	0.00	9,187.94	0.00	36,812.06	19.97

001-GENERAL FUND

% OF YEAR COMPLETED: 58.33

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
CAPITAL OUTLAY						
001-906-450-01 THEATRE BLDG	13,421	1.13	3,965.92	0.00	9,455.08	29.55
001-906-459-00 THEATRE CAPITAL	64,000	5,220.65	37,544.55	0.00	26,455.45	58.66
001-906-459-01 CULTURE ARTS GRANT (ADA T	0	0.00	0.00	0.00	0.00	0.00
TOTAL CAPITAL OUTLAY	77,421	5,221.78	41,510.47	0.00	35,910.53	53.62
TOTAL ARTS & HUMANITIES	203,821	6,562.59	75,916.66	0.00	127,904.34	37.25

Finances:

We received \$377 from BCT for the Christmas Pageant production and \$100 cleaning fee.

Reminder - St Joseph Hospital contributed \$5,000 to go toward education and performances. We used \$560 toward the classes that Crystal Brown held and \$1000 toward the Elvis show.

Randy mentioned the two programs upcoming (BU Middle School and High School Jazz concert) perhaps some of those funds could go toward education. Reminder that we do not have an agreement with the Board of Education so they technically aren't a partnership organization, but I know CAC wants to work with education.

Randy and I had a conversation about what the CAC Board feels the City should be reimbursed for when it comes to community organizations. BCT (partner organization) already gives a contribution to the City after it's performances for cleaning and a general contribution because of ticket sales.

She questioned what the Board felt was reasonable for reimbursements from community organizations that use the space. Basically the CAC Board feels that requesting reimbursement for hard costs (labor to set up tables and tech service) is reasonable.

Mrs. Jenkins reported on the following other matters including building updates:

Building Information:

- Bryce O'Loughlin completed all the name plates on the seats.
- Bryce also logged and identified all the keys for the building and organized them in the key box. This is a task that was needed for quite some time.
- The roof drain froze and caused a water backup issue in the ceiling on stage right. This leaked on the Masonite flooring and damaged it. The Street Dept pulled up the damaged flooring and put out fans to dry it. The Street Dept plans to put Masonite back down on a rainy day (probably this week). Rise (BCT) said that once the new Masonite is down, they plan to place Luan on top that will be removed after each show.
- We also had some infiltration coming in through the front basement of the building from the sidewalk area. This has happened before during heavy rains. It happened a couple days, but no damages. It is good to know about this as I don't see ever putting permanent carpet down in some areas of the basement.
- Rise (BCT) let me know they purchased the sound board that is currently in the booth during the Rocky show as they needed for than a 12 channel. They are fine with us using it, but I did ask her to label it with one of their property stickers. We appreciate that offer.
- Knorr Award---- BCT is asking for it to be installed in the CAC. Where do we need to place it?

9. Board Report

a. Status of Events Booked:

Use of Space Information:

There are two forms that Mrs. Jenkins worked on in the packet:

- a. Application to Request Use and Quote for CAC
- b. Agreement to Use CAC

She felt it might be good to have one form as an application so we would know what to charge or waive fees. Then the second form is the agreement once the details are gathered from the application.

I have had to use them without formal approval since I have had a couple requests.

1. BU Middle School Theatre Club – responded back and is in packet.
2. The other was from Ms. Travis that was looking for a space to do a pageant fundraiser. No response as of now.
3. BU Jazz concert – Tyler Perske. An application was sent to complete and return. No response as of now.
4. Buckhannon Community Theatre – We have not asked them to complete a form in the past, but I feel they should sign something annually that reminds them of rules and we can get an updated liability insurance policy naming City as additional insured. They are a partner organization and rental fees will be waived. They always donated something back to the City once the production is completed. I am waiting for this to be signed and returned.
5. I am also asking BCT to let us know who would be in charge of each of the production's rehearsals and set builds, so they can sign a blanket closing guide for each of the productions with a list of the days they will be using it independently. I have also asked for dates they will be using for rehearsals and let Rise know that BUMS will be using it four days in April.

BUCKHANNON COMMUNITY
THEATRE 2025 SEASON
ALL HAPPENING AT THE HISTORIC COLONIAL ARTS CENTER



MAY 8-11 COLONIAL ARTS CENTER

Alice falls down the rabbit hole. Mad tea parties, sarcastic caterpillars, depressed turtles, and one, very, very irrational Queen. Will Alice ever escape this dream-like landscape? Or was she never meant to at all?



JUNE 16-20 COLONIAL ARTS CENTER

This weeklong camp will work with youth to learn the fundamentals of theatre and stagecraft. With hands-on experience, youth will produce a showcase of the skills they have learned over the course of the workshop in a production of The Lion King Kids.



JULY 13-19 COLONIAL ARTS CENTER

Mamma Mia! is a feel-good musical set on a Greek island, where a young bride-to-be, Sophie, invites three men from her mother's past to her wedding, hoping to discover which one is her father. Her mother, Donna, is surprised and overwhelmed as old memories and romances resurface. The story unfolds with humor, heart, and a lively soundtrack featuring the greatest hits of ABBA.



OCTOBER 23-26 COLONIAL ARTS CENTER

Puffs is a comedic play that retells the story of a famous boy wizard from the perspective of the underdog students of the Puffs House at a certain magic school. The play follows the Puffs as they navigate the chaos of seven increasingly dangerous years, embracing their loyalty, heart, and humor. It offers a funny, heartfelt, and unique take on the classic tale, celebrating the overlooked and ordinary. **VIEWER DISCRETION ADVISED RATED R DUE TO LANGUAGE**



DECEMBER 4-7 COLONIAL ARTS CENTER

Rudolph the Red-Nosed Reindeer JR. is a musical adaptation of the classic holiday story, where Rudolph, a young reindeer with a glowing red nose, is excluded by his peers because of his unique trait. Teaming up with his friends Hermey the Elf and

She found three separate rental models that were discussed in the past. so she is working on what the best model might be.

Board Member Sanders reported that he talked with St Joseph Hospital representatives, Matthew Scott (new Marketing Director) and Lisa Wharton. They liked the idea of sponsoring a Middle School and the BUHS Jazz Band to fill in for tech and building labor costs.

Motion Sanders/Miller that with the permission from St Joseph-WVU Medicine to utilize use of their cash contribution of funds toward the BUMS and BUHS events. Motion carried.

10. Old Business Discussions:

a. Request BUMS Theatre Club Use of Space –

Discussed previously. See item 9

b. Website Update-Quote and Operation:

The CAC Board recognized Jarod Ramsey and Ryan Frame of Strategy IT, a company to help with the CAC website.

Mr. Ramsey wanted to follow-up from the previous meeting to answer any questions on the information that was shared with the Board Members about the design of a draft website. Mr. Ramsey reported that they use Square Space to design the website. Mr. Frame and Mr. Ramsey presented and went into more detail about the draft website with the CAC Board members. Board Member Sanders commented that Chair Lively has creative talent and asked if she had anytime to help with design of the website.

Motion Sander/Kolenich to obtain a quote to build and a quote to manage a website and to train persons to use the website. Motion carried.

c. Continued Discussion Status of Oversight of the Facility/Job Description CAC Staff:

Board Member Sanders stated that he does not feel ready to employee a full-time person at this time. Bryce has been helping with tasks and has brought a new idea tonight to use the space. Mr. Sanders will help contact talent to occasionally fill for activity at the theatre.

d. Vacancy CAC Board:

Board Member Sanders reported that John Waltz might be interested in returning to the Board as a member.

11. New Business Discussions

a. Revisit CAC Rental Forms:

Discussed earlier in item 9.

The CAC Board would like to review before the next meeting and offer any suggestions in the meantime. This will be on the next agenda for final approval.

b. Placement/Location of Knorr Award:

Buckhannon Community Theatre asks for a place to display the Knorr Award in the lobby of the CAC. They sent a picture of a possible spot for placement.



CAC Board Members were agreeable to the placement as requested.

Amby Jenkins will check to see if the vendor is going to mount it for BCT.

c. Request for Booking the CAC for the BUHS Jazz Band Concert:

Chairperson Lively reported that Tyler Perske of BUHS Jazz Band want to set the date for use of the building as April 17th.

12. Board Member Comments and Announcements:

- Board Member Miller commented that he hopes the “local music Saturday’s” will eventually have a regular schedule. He also noticed a different theatre.
- Board Member Kolenich reported that BCT want a colorful floor for the upcoming Alice in Wonderland show. Luan can be painted and placed on top of the existing floor without nailing or screwing it down. They also wanted to know if CAC Board would want to store it at the CAC for anyone to use. The CAC Board members were agreeable with this commonly used type of flooring.

- Board Member Sanders reported that the new marketing director wants to visit the CAC at some point.

13. Declaration of Adjournment

There being no further business to be transacted, motion Sanders/Miller to adjourn the meeting at 6:15 pm. Motion carried.

Chairperson Alisa Lively

Vice Chairperson Erika Kolenich