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 7, 2025 at 5:00 p.m. at City Hall in Council Chambers with the following in attendance:

Board Member, Chair	Erika Kolenich	Present
Board Member	Randall Sanders	Present
Board Member	Morgen Miller	Present
Board Member	John Waltz	Absent
Board Member	Tabitha Perry	Present
Assistant Recorder & Director of Finance	Amberle Jenkins	Present
Employee	Bryce O'Loughlin	Absent
Art Gallery Manager	Robert Howsare	Absent

City of Buckhannon Colonial Arts Center Board Meeting Agenda
5:00 PM Tuesday, October 7, 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: 09/02/25
5. Public Comment – Motion to Open & Close Requested
6. Recognition of Guests
7. Financial Report – Director of Finance, Amberle Jenkins
8. Business Discussions
    a. Stage Concerns
    b. Future of the LMC
    c. Fundraising
9. Report of Events, Correspondence, and Information
10. Board Members' Remarks and Announcements
11. Declaration of Adjournment

1. **Call to Order:** At 5:00 p.m. Chair Kolenich called the October 7, 2025 Colonial Arts Center Board meeting to order.

2. **Moment of Silent Reflection:** Chair Kolenich invited those in attendance join in a moment of silent reflection.

3. **Pledge of Allegiance:** Chair Kolenich invited those in attendance join in the Pledge of Allegiance.

4. **Approval of previous meeting minutes 09/02/25:**

    Motion Sanders/Miller to approve the minutes of the meeting held 09/02/25. Motion carried.

5. Public Comment: None present.

6. Recognition of Guests: Chairperson-Kolenich recognized guest Nicole Davis.

Guest- Nicole Davis-Producer and Director of Dancing Elephant Productions:

Ms. Davis gave a brief background of her past locations and work in the arts.

Work in Morgantown with Children's theatre program.

Produced a Vaudeville style burlesque show that was a primary fund raiser. Moved Buckhannon in July. Previously lived in Volga, Morgantown and Columbus. She feels she has programming that would be of benefit to the community and fit within the space at the Colonial Arts Center.

She submitted the following information of proposed programs.

> *Dancing Elephant Productions*
> *Colonial Arts Center Proposal*
> *I have outlined below, a series of programming, Dancing Elephant is prepared or preparing to present. I have itemized the time and spaces I think we'll require and an anticipated timeline. I have also briefly outlined expense and revenue projections.*

***Wonder Kids** program summary: this is a Write Your Own Adventure Play creation, where participants, build a character, choose the setting, and then build a play through exercises and games. The program culminates with a public "pay what you will" performance. Different ages collaborate and create at different levels, and so I run 3 sessions over the 8 weeks. Ages 2 – 5 meet once a week, on Saturday mornings for an hour. Ages, 6-11 meet 3 times a week, 90 minutes per session, 2 weeknights and a weekend morning. Ages 12-17 meets 3 nights a week for 90 minutes, two weeknights and a weekend. Every age group culminates with a 'tech week, dress rehearsals and two public performances. Through the course of this program, we discuss theatre history, elements of a play, technical design, and a lot of collaboration techniques, that teach young artists what its like to work creatively.*
Spatial requirements: I like to allow the kids to work in multiple spaces throughout this experience. Because they're kids I prefer to let them get into and rehearse in the theatre for about half our time together. First the first 4 weeks, we need to reserve a rehearsal space or class-room, and for weeks 5-8 we'll be in the theatre.
• Ages 2-5: 1 hour per week for 8 weeks, 8 hours • Ages 6-11: 90 minutes, 3 times per week, 4.5 hours, 36 hours over 8 weeks • Ages 12-17: 90 minutes, 3 times per week, 36 hours over 8 weeks
Total of 80 hours of instructional time
Tech Week 6 hours Sunday, 3 hours Monday – Wednesday
3 hours for performances Friday & Saturday at 7 pm, Sunday at 2 pm with a cast party to follow
Total of 24 hours tech week through performances
Projected program expenses:
• 104 hours of venue, inquiry active $ • Liability insurance, $200 • Props & Costumes, $200 • Instructor/ Director and assistant, $2,080 - $3,120
Projected program revenue: $4,320
• Ages 2-5, 12 kids, $60 for 8 weeks = $720 • Ages 6-11, 12 kids, $150 for 8 weeks = $1,800 • Ages 12-17, 12 kids, $150 for 8 weeks = $1,800

***Arts for All** program summary: Arts for All is a program designed to engage people in our communities who are eager to engage in a creative way, without the requirement of public performance. We offer sessions for senior citizens and young professionals. We host 90 minute sessions, once a month, and cover creative play, character building, public speaking, professional presentations, team building, and interviewing skills.*
Spatial requirements: a class room, rehearsal space or meeting room for 2 hours once a month
Projected program expenses:
• 24 hours of classroom or rehearsal space, inquiry active $ • Liability insurance, $200 • Props & Costumes, $200 • Instructor/ Director and assistant, $720
Projected program revenue: $1,440 - $2,400
• 12-20 attendees per session, 12 sessions per year • participants can drop in for $10 or purchase the year's sessions for $84

***Burlesque Bombshells Workshops** program summary: Burlesque Bombshells is a workshop series designed to help women connect with their body, and inner confidence through burlesque technique instruction. We offer three programs:*
• Just the Tip, a burlesque overview • One Hot Minute, an introduction to burlesque choreography • Get A Gimmick, building a burlesque character
Workshop spatial requirements: 1 classroom, rehearsal space or stage 2 hours, monthly for three months. If its successful, I'll repeat the cycle 3 times a year.
Projected workshop program expenses:
• 6 hours of classroom or rehearsal space, inquiry active $ And up to 18 hours over a year, if the series successfully repeats • Liability insurance, $200 • Props & Costumes, $200 • Instructor/ Director and assistant, $240 - $720
Burlesque Bombshells projected program revenue:
8 participants per session, $20 per person $160; 3 workshops $480, in a repeating series $1,440

Burlesque Bombshells New Booty Revue *program summary: Our New Booty Revue is a weekly series that culminates in a performance. Participants will build a burlesque character and number over the course of 8 weekly meetings, and present their final products in a public performance.*
New Booty Revue spatial requirements: 1 rehearsal space 2 hours a week for 8 weeks, 6 hours over 2 days for dress rehearsals and 6 hours over 2 days on stage for a public performance.
Projected New Booty Revue program expenses:
• 24 hours of classroom or rehearsal space, inquiry active $ • Liability insurance, $200 • Props & Costumes, $400 • Instructor/ Director and assistant, $720
New Booty Revue projected program revenue:
8 participants, $160 each, $1,280

High Spirits *program summary: High Spirits is our professional troupe's original vaudeville style burlesque show. Our newest offering is High Spirits: Charlie, The Madame, and The Man is the 8th original full length production guaranteed to make you blush and giggle. Our signature show combines vaudeville comedy classics from Abott & Costello, and Weber & Field, silent movie music videos, and burlesque style strip tease.*
Spatial requirements: 16 hours on stage:
8 hours for load in and dress rehearsals
2 performances, 4 hours each from call to close
Projected program expenses:
• 60 hours of rehearsal space • 16 hours of performance stage space, inquiry active $ • Liability insurance, $200
• Props & Costumes, $400 • Salaries: $2,400: 3 performers, 1 director, 1 stg mgr, 1 technician, $200 per performance
Projected program revenue: 120 tickets @ $20 $2,400, 240 tickets @ $20 $4,800

Long Days Journey Into Night *program summary: a professional performance of a classic play stylized to connect with modern audiences. The play, pushed forward 100 years and set in 2012, finds the Tyrone family immersed in their habits, addictions, and charades, as we all are. We will rehearse and perform two performances.*
Spatial requirements: 26 hours on stage, Wednesday to Monday
10 hours, over two days for load in and dress rehearsals
4 performances, 4 hours each from call to close
Projected program expenses:
• Rehearsal space, 3 hours, 3 nights/week, 8 weeks, 72 hours; $? (Try for free spaces) • Performance Venue, 26 hours over 6 days, $1,300? • Liability insurance, $200
• Props & Costumes, $400 • Marketing, $125 • Salaries: • $4,000: 5 performers, $200 per show, 4 shows • $1000, 1 director, • $1000, 1 stg mgr, • $600, 1 technician
Projected production budget: $8,625.
Projected program revenue: 75 tickets @ $30 $2,250, 4 performances, $9,000
Projected Partnerships, Sponsorships, and Grants:
Partner with Recovery Centers, MAT facilities, HARM Reduction, Jacob's Ladder, Back to Life WV, Celebrate Recovery, Arch Recovery House, Parrish House to sponsor the production and provide information about resources available through their organizations.
DHHR funds for substance use prevention and WV Arts grants, if available.
Attachments:
• Nicole Davis, Artist Biography • Theatrical Resume • Professional Resume • Dancing Elephant Service Menu • Leave Behind • Biz Card • draft event adverts
Long Days Journey summary notes
Tactis: jab and deflect, broken promises, trauma responses
Guilt, secrets, lies
Thrust, perry, twist the knife
A den of addicts, complicit to each other, sure they are better than the others and that they want the others to be well too.
Games addicts play: projection, deflection, defamation, guilt trip, blame
Edmund is 23, Mary's hair turned white after he was born, long sickness, got addicted then
Edmund is a traveller, James and Jaime are peas in a pod and hate that they can see themselves in the other.
Mry blames James and Jaime for the death of her son
James blames Jaime, Jaime blames James for Mary
Edmund is sick and everyone is in denial
Lies families of addicts believe: ignorance, hope, fear, shame
Excuses: find my glasses, fix my hair, lie down
Paintings of splendor in demise
Hopeful summer respite
Dashed dreams,

Color palate: whiskey, crystal, old books, sallow yellow, ill green, blue, grey, ash, ice blue, black, white, off white
Morning, afternoon, evening, and night, Shanty Irish, summer house in the north east country Lancaster?

A few other programming ideas she had was.

- Work shop program for adults- Arts for all engages non theatre people in theatrical ways.
- Speak for yourself – a public speaking workshop
- Song-a-logs – creating song lyrics into monologs

She would be happy to work out a rental agreement or split of profit.

There was discussion about coordinating schedules. It appears that the programming would be complimentary to BCT's productions. Chairperson Kolenich questioned if Ms. Davis had a team of people to help with productions. Ms. Davis said she has connections and resources to help her with her needs.

The CAC Board needs to study the information she submitted and possibly look at it in the next couple of months.

7. Financial Report: The following information was submitted by Mrs. Jenkins.

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: SEPTEMBER 30TH, 2025

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	10,000	10.00	1,530.00	0.00	8,470.00	15.30
001-340-345-00 CAC REV,CONCESSIONS,MERCH	1,000	116.00	241.00	0.00	759.00	24.10
001-340-345-01 CAC REVENUE RENTALS	1,000	0.00	80.00	0.00	920.00	8.00
001-340-345-02 CAC REVENUE TICKETS	2,000	0.00	785.00	0.00	1,215.00	39.25
001-340-345-03 CAC CLASSROOM REV	500	0.00	0.00	0.00	500.00	0.00
001-340-345-04 CAC CONTRIBURTIONS FROM O	0	0.00	50.00	0.00	(50.00)	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	44,500	126.00	2,686.00	0.00	41,814.00	6.04

CAC

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REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: SEPTEMBER 30TH, 2025

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	36,840	392.70	3,943.72	0.00	32,896.28	10.70
001-906-104-00 CAC FICA	2,850	30.03	301.69	0.00	2,548.31	10.59
001-906-105-00 CAC HEALTH INS	0	0.00	0.00	0.00	0.00	0.00
001-906-106-00 CAC RETIREMENT	720	5.41	19.06	0.00	700.94	2.65
TOTAL SALARIES & BENEFITS	40,410	428.14	4,264.47	0.00	36,145.53	10.55
CONTRACTUAL SERVICES						
001-906-213-00 CAC UTILITIES	8,000	621.26	2,720.50	0.00	5,279.50	34.01
001-906-216-00 THEATRE MAINTENANCE/UTILI	9,000	584.04	1,025.24	0.00	7,974.76	11.39
001-906-223-00 CAC PROFESSIONAL SERVICES	1,000	0.00	0.00	0.00	1,000.00	0.00
001-906-226-00 CAC INSURANCE & BONDS	5,000	915.95	3,392.53	0.00	1,607.47	67.85
TOTAL CONTRACTUAL SERVICES	23,000	2,121.25	7,138.27	0.00	15,861.73	31.04
COMMODITIES						
001-906-341-00 CAC SUPPLIES & EXPENSES	11,000	97.04	353.46	0.00	10,646.54	3.21
001-906-341-01 CAC BOOKINGS	3,000	0.00	1,150.00	0.00	1,850.00	38.33
001-906-341-04 CAC GALLERY MANAGEMENT	6,000	0.00	6,000.00	0.00	0.00	100.00
TOTAL COMMODITIES	20,000	97.04	7,503.46	0.00	12,496.54	37.52
CAPITAL OUTLAY						
001-906-450-01 THEATRE BLDG	10,000	0.00	785.95	0.00	9,214.05	7.86
001-906-459-00 THEATRE CAPITAL	64,000	5,220.65	15,918.40	0.00	48,081.60	24.87
001-906-459-01 CULTURE ARTS GRANT (ADA T	0	0.00	0.00	0.00	0.00	0.00
TOTAL CAPITAL OUTLAY	74,000	5,220.65	16,704.35	0.00	57,295.65	22.57
TOTAL ARTS & HUMANITIES	157,410	7,867.08	35,610.55	0.00	121,799.45	22.62

Building updates:

- HVAC – Jay Hollen is still working on the RFP for the system.
- Window at sound/light booth. Bryce confirmed that the modified window has been installed and works great.
- Dimmer switch cannot be installed and updated until the set is removed from the stage.

8. Business Discussions:

a. Stage Concerns: Bryce advised that the stage floor needs to be painted. Board members feel comfortable with Bryce painting the stage.

b. Future of the LMN

c. Fundraising

Bryce feels fewer Local Music Night (LMN) shows would be better and to focus on advertising at the High School during the school year. One show every 2 to 3 months with perhaps three artists at $350 total per show and figure out how to fund one show. There was discussion to solicit corporate sponsors for these shows. Sponsorship would need to be $550.00 to cover cost of band and sound/light service. Bryce thinks maybe one show in each month for January, April and July. Board agreed to go forward with scheduling, and work on sponsorships.

9. Report of Events, Correspondence and Information

- Professor sent the following information about the activity at the Art Gallery.

Hello All,
I have class at the same time as our meeting so I won't be in attendance. Here's a little rundown of what's going on in the gallery:
Home Among the Hills Exhibition

- *9/26: 36 attendees*
- *9/27: 14 attendees*
- *10/3: 5 attendees*
- *10/4: 5 attendees*

2nd Annual Booockhannon Exhibition opens this Friday with a reception on Friday, 10/17 from 5-7pm and will be on display until 11/1. We got a nice selection of entries from local artists and area schools. Sikara Sokel (https://www.sikarasokel.com/) will have a solo exhibition during November and into December. Her exhibition will be up through 12/13.
Thanks!
-Bobby

- Adam Minick the Comedian that had a show in August would like to return next year.
- An email was received from Michael Mailloux who wants to meet about arranging a musical show.

10. Board Members remarks and announcements

Miller – Ryan with Strategy might be able to attend next meeting to go over the statistics. Perhaps if he cannot attend Mr. Miller will try to review and report.

Mrs. Jenkins reported that we are unable to do the free movie night as Mr. O'Loughlin has some previously scheduled activities that conflict for this to happen.

11. Declaration of Adjournment: There being no further business to be transacted, meeting adjourned at 5:40 pm.

Chairperson Erika Kolenich