

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 June 2, 2026 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	John Waltz	Present
Board Member	Tabitha Perry	Present
Board Member	BJ Hoffman	Present
Assistant Recorder & Director of Finance	Amberle Jenkins	Present
CAC Employee	Bryce O'Loughlin	Present
Art Gallery Manager	Robert Howsare	Absent
CAC Part-Time Employee	Laura Meese	Present

City of Buckhannon Colonial Arts Center Board Meeting Agenda

5:00 PM Tuesday, June 2, 2026

Council Chambers | 70 East Main Street

1. Call to Order
2. Moment of Silent Reflection
3. Pledge of Allegiance
4. Welcome New Board Member B.J. Hoffman (Council Appointment on 03/19/26)
5. Approval of Previous Meeting Minutes: 03/03/26
6. Public Comment – Motion to Open & Close Requested
7. Recognition of Guests
8. Director of Finance & Administration, Amberle Jenkins
 - a. Financial Report
 - b. Building Updates
 - i. Moisture/Water Issues
9. Business Discussions
 - a. Proposal for Kids Concert Series
 - b. Local Music Night
 - c. Discussion/Possible Executive Session: Full-Time Status to Bryce O'Loughlin
 - i. Salary
 - ii. Job Title
10. Report of Events, Programs, Correspondence, and Information
 - a. List of Activities
 - b. Press Release CAC's Five Dollar Guitar Lesson
11. Board Members' Remarks and Announcements
12. Declaration of Adjournment

1. **Call to Order:** At 5:00 p.m. Chair Kolenich called the June 2, 2026 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. **Welcome New Board Member B.J. Hoffman (Council Appointment on 03/19/26):**
Chair- Kolenich welcomed new Board Member-BJ Hoffman.
5. **Approval of Previous Meeting Minutes: 03/03/26**

Motion Waltz/Sanders to approve the minutes of the meeting held 03/03/26. Motion carried.

6. **Public Comment – Motion to Open & Close Requested:** None Present
7. **Recognition of Guests:** Mrs. Jenkins introduced Laura Meese as new part time employee for the CAC.
8. **Director of Finance and Administration:**
 - a. Financial Report

Mrs. Jenkins submitted and explained the following report of financial and building information:

6-02-2026 10:35 AM

CITY OF BUCKHANNON
REVENUE REPORT (UNAUDITED)
AS OF: MAY 31ST, 2026

PAGE: 1

001-GENERAL FUND

% OF YEAR COMPLETED: 91.67

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	12,280.50	0.00 (	2,280.50)	122.81
001-340-345-00 CAC REV, CONCESSIONS, MERCH	1,000	73.00	920.85	0.00	79.15	92.09
001-340-345-01 CAC REVENUE RENTALS	1,000	50.00	230.00	0.00	770.00	23.00
001-340-345-02 CAC REVENUE TICKETS	2,000	590.00	2,107.00	0.00 (	107.00)	105.35
001-340-345-03 CAC CLASSROOM REV	500	25.00	212.50	0.00	287.50	42.50
001-340-345-04 CAC CONTRIBUTIONS FROM O	0	0.00	2,680.00	0.00 (	2,680.00)	0.00
	14,500	748.00	18,430.85		(3,930.85)	

6-02-2026 08:50 AM

CITY OF BUCKHANNON
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MAY 31ST, 2026

PAGE: 6

001-GENERAL FUND

% OF YEAR COMPLETED: 91.67

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	12,280.50	0.00 (	2,280.50)	122.81
001-340-345-00 CAC REV, CONCESSIONS, MERCH	1,000	63.00	910.85	0.00	89.15	91.09
001-340-345-01 CAC REVENUE RENTALS	1,000	0.00	180.00	0.00	820.00	18.00
001-340-345-02 CAC REVENUE TICKETS	2,000	590.00	2,107.00	0.00 (	107.00)	105.35
001-340-345-03 CAC CLASSROOM REV	500	25.00	212.50	0.00	287.50	42.50
001-340-345-04 CAC CONTRIBUTIONS FROM O	0	0.00	2,680.00	0.00 (	2,680.00)	0.00

6-02-2026 08:50 AM

CITY OF BUCKHANNON
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MAY 31ST, 2026

PAGE: 23

001-GENERAL FUND

% OF YEAR COMPLETED: 91.67

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
CAPITAL OUTLAY						
001-906-450-01 THEATRE BLDG	27,000	8,218.82	16,917.72	0.00	10,082.28	62.66
001-906-459-00 THEATRE CAPITAL	64,000	5,220.65	64,749.86	0.00	749.86	101.17
001-906-459-01 CULTURE ARTS GRANT (ADA T	0	0.00	0.00	0.00	0.00	0.00
TOTAL CAPITAL OUTLAY	91,000	13,439.47	81,667.58	0.00	9,332.42	89.74
TOTAL ARTS & HUMANITIES	157,410	17,860.45	127,472.25	0.00	29,937.75	80.98

CAC APRIL-MAY 2026 PAYMENT OF BILLS

\$7,380.00 – PASS FIRE PROTECTION – MOVE SPRINKLER LINE

\$8,218.82 – TRADEWORX – INSTALL FRAMING, DRYWALL, PREP AND PAINTING

06-02-2026 08:51 AM

DISBURSEMENTS 04-01-26 TO 05-31-26

PAGE: 14

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	268.97
		906-213-00	CAC UTILITIES	110 122 154 542 48 E MAIN	247.85
	MOUNTAINEER GAS COMPANY	906-213-00	CAC UTILITIES	268704-483167 48 E. MAIN S	139.89
		906-213-00	CAC UTILITIES	268704-483167 48 E. MAIN S	40.01
	PASS FIRE PROTECTION INCORPO	906-450-01	THEATRE BLDG	MOVE SPRINKLR LNE-THEATRE	7,380.00
	LOWES BUSINESS ACCOUNTS/SYNC	906-216-00	THEATRE MAINTENANCE/	HOSE W/ELBW-WET WELL SHP	15.09
		906-216-00	THEATRE MAINTENANCE/	KEYS FOR THE THEATER	23.65
		906-216-00	THEATRE MAINTENANCE/	PAINT&LICH-THTR WNDWS	17.99
	BUCKHANNON-UPSHUR CHAMBER OF	906-341-00	CAC SUPPLIES & EXPEN	2026 POOL BANNER PROJCT RN	75.00
	DODSON BROS EXTERMINATING CO	906-216-00	THEATRE MAINTENANCE/	THEATRE PEST CNTRL APR 202	102.00
		906-216-00	THEATRE MAINTENANCE/	THEATRE PEST CNTRL MAY 202	102.00
	WV MUNICIPAL LEAGUE	906-226-00	CAC INSURANCE & BOND	GF 4TH QTR 2026 UNEMPLOYME	59.12
	WV PUBLIC EMPLOYEES RETIREME	906-106-00	CAC RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	1.68
		906-106-00	CAC RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	1.26
		906-106-00	CAC RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	2.27
		906-106-00	CAC RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	4.01
	GO DADDY.COM	906-341-00	CAC SUPPLIES & EXPEN	PCRD-WEB HOSTING RENEWAL C	203.64
	CITIZENS BANK OF WV	906-459-00	THEATRE CAPITAL	CAC SEATING MAY 2026 PYMT	5,220.65
		906-459-00	THEATRE CAPITAL	CAC SEATING APR 2026 PYMT	5,220.65
	CRITES ELECTRICAL SUPPLY INC	906-216-00	THEATRE MAINTENANCE/	DIMMER SWTCH-HOUSE LGHT	19.53
	WALMART STORES INC -BUCKHANN	906-341-00	CAC SUPPLIES & EXPEN	PCRD-CONCESSIONS FOR THEAT	74.17
		906-341-00	CAC SUPPLIES & EXPEN	PCRD-PEPSI CANDY BARS WATE	123.70
	INTERNAL REVENUE SERVICE	906-104-00	CAC FICA	FICA WITHHELD AND MATCHED	74.93
		906-104-00	CAC FICA	FICA WITHHELD AND MATCHED	47.25
		906-104-00	CAC FICA	FICA WITHHELD AND MATCHED	88.31
		906-104-00	CAC FICA	FICA WITHHELD AND MATCHED	58.10
		906-104-00	CAC FICA	MEDICARE WITHHELD & MATCHE	17.53
		906-104-00	CAC FICA	MEDICARE WITHHELD & MATCHE	11.05
		906-104-00	CAC FICA	MEDICARE WITHHELD & MATCHE	20.66
		906-104-00	CAC FICA	MEDICARE WITHHELD & MATCHE	13.59
	AMAZON.COM	906-341-00	CAC SUPPLIES & EXPEN	PCRD- WINDOW LATCHES	30.99
		906-341-00	CAC SUPPLIES & EXPEN	PCRD-VELCRO TAPE EXT CABLE	98.99
		906-341-00	CAC SUPPLIES & EXPEN	PCRD-SAMSON SPEAKERS	79.99
		906-341-00	CAC SUPPLIES & EXPEN	PCRD-DOOR STOPS PAPER TWLS	46.33
		906-341-00	CAC SUPPLIES & EXPEN	PCRD-DISH SOAP	6.25
	ROZELLE ENTERPRISES LLC	906-450-01	THEATRE BLDG	FRMNG, DRYWLL, PNT-CAC	7,297.42

FUND: GENERAL FUND

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
		906-450-01	THEATRE BLDG	REMOV DRYWLL,MOLD INS-CAC	921.40
	RANDALL SANDERS	906-341-00	CAC SUPPLIES & EXPEN	REIMB THEATRE & EVENT CNTR	99.92
		906-341-00	CAC SUPPLIES & EXPEN	REIMB ALC,CLEAN,FB ADS A.M	105.24
	FRONTIER	906-213-00	CAC UTILITIES	473-8987-052821-4 THEATRE	143.95
		906-213-00	CAC UTILITIES	30447389870528214 EVENT CN	143.95
	CINTAS	906-216-00	THEATRE MAINTENANCE/	THEATRE RUGS 3.30.26	29.65
		906-216-00	THEATRE MAINTENANCE/	THEATRE RUGS 4.6.26	29.65
		906-216-00	THEATRE MAINTENANCE/	CH THEATRE PSC RUGS 4.13.2	29.65
		906-216-00	THEATRE MAINTENANCE/	THEATRE RUGS 4.20.26	29.65
		906-216-00	THEATRE MAINTENANCE/	THEATRE RUGS 4.27.26	29.65
		906-216-00	THEATRE MAINTENANCE/	THEATRE RUGS 5.4.26	29.65
		906-216-00	THEATRE MAINTENANCE/	THEATRE RUGS 5.11.26	29.65
		906-216-00	THEATRE MAINTENANCE/	THEATRE RUGS 5.18.26	29.65
		906-216-00	THEATRE MAINTENANCE/	THEATRE RUGS 5.26.26	29.65
	ADAM MINNICK	906-341-01	CAC BOOKINGS	5-2-26 COMEDY SHOW	690.00
	**PAYROLL EXPENSES			4/01/2026 - 5/31/2026	4,332.12
				TOTAL:	33,937.95

Donation from Keith Buchanan for \$100.00 toward Studio 4 equipment.

Donation from GreenEggs Foundation \$550.00

Received \$25.00 May for guitar lessons

Received \$137.50 from Rick Miller for song writer class and band practice

Received \$760.00 for April and May Comedy tickets

Expensed \$7380 to PASS Fire Protection for sprinkler relocate

b. Building updates

Seating has been paid off as of June. \$5221 month

Sprinklers in Main Hall were relocated so ductwork could be moved.

Mold was remediated in two areas of the basement. Dehumidifiers were purchased to help remove moisture. Water is pooling outside the walls of the basement. Our Public Works Superintendent and Engineer and Code Enforcement Officer have suggested to change the layout and slope the ground away from the building toward the drain and parking lot behind the building and to change the sidewalk slope in front of the building (in the Gallery area) to drain away from the front of the building. Neither will be simple fixes.

Public Works Superintendent directed that another pump be installed in "well" in the basement shop to pump water out of well to the drain.

The rail in the costume lab collapsed. Our Street employees looked at it a few separate times. They said they cannot anchor the rail well enough to that wall because the weight will continue to pull the screws out of this wall. They thought they might be able to anchor it to the ceiling like it is on the sidewall, but the electrician cautioned against this as there are several cables and wires running along the beams that they would need to use. We have obtained three costume racks that are moveable for the lab and one for each dressing room or for temporary use elsewhere.

9. Business Discussions:

a. Proposal for Kids Concert Series:

Bryce explained a proposal for a pilot for a Kids Concert Series. Stephen Harlow brought this concept to Bryce. The first event would be free entry, then charge ticket prices for subsequent events.

Activities would include face painting, caricature artists, balloon animals, music that would not require ear plugs. This would be considered a CAC event. It seems similar to the Children's Festival that Stockert Youth Center hosts each year.

Board Members had a brief discussion and were in support of this. If Board approves Stephen and Bryce will work on organizing and working on a date.

Motion Sanders/Waltz to approve holding the event once to see how it goes, then decide later for any future events. Motion carried.

b. Local Music Night:

Bryce explained one Local Music Night event was done with donation from the Green Eggs Foundation. It went very well and was well attended. It has been hard to find sponsors but has been given the go ahead to use some of the WVU (St Joseph) funds for at least one event.

Bryce would like permission to schedule these as funds become available.

Motion Waltz/Sanders to approve organizing Local Music Night events whenever funds are available. Motion carried.

c. Discussion/possible Executive Session: Full-Time Status to Bryce O'Loughlin: Will discuss in executive session.

10. Report of Events, Programs, Correspondence, and Information:

Mrs. Jenkins reported on the following events:

Activity in Building:

- April 16 – Buckhannon Songwriters
- April 22-25 BU Middle School – Beauty and the Beast Jr
- April 27 – BU Jazz Band
- May 2- Adam Minnick Comedy
- May 5 – July 9 - BCT rehearsals
- May 14 – Banda Musicale Piccini Cave, band from Italy public performance
- May 14 – Gallery – Buckhannon Camera Club Exhibit
- May 21 – Songwriters
- June 5 – Gauley Divide String Band – tickets \$5
- June 9, 23, July 14 - \$5 Guitar Lessons

- June 13 – Fundraiser for One Unique Recovery House
- June 22-27 BCT Kids Camp - Shrek
- July 11 – Request to rent Main Hall for music practice (private rental)
- July 31 – Stockert Youth Center Camp Buccaneer Talent Show
- August 16 – Request to rent Main Hall – Vintage Theatre for The Taming of the Shrew
- B. Press Release CAC's Five Dollar Guitar Lessons

Bryce O'Loughlin reported on these activities:

Blightyear

Blightyear wrapped recording on their project with three overdub sessions (guitar, bass, and vocals). Their entire 8-song EP was recorded at Studio 4.

Julian Cambridge

Julian Cambridge is a Buckhannon transplant from Trinidad and Tobago. He is elderly and due to health issues is unable to use a computer for extended periods. Someone at Upshur County Public Library referred him to me for help using a computer to release his self-recorded 18 song EP "Believe Always."

Over several short sessions I helped Julian register his songs with ASCAP, release them commercially via CDBaby and also release them noncommercially on TCOS Netlabel. We are now discussing releasing his next album and featuring him on Pee-Paw.

Tyler Viney

On May 30th Tyler Viney began recording an EP. We recorded virtual drums, guitar, and vocals for his song "Salt."

Roxy Tiggles

On May 29th Roxy Tiggles began recording a song which may develop into a longer release, "Self Sabotage." We recorded virtual drums, piano, and vocals. It was her first time recording an original song. She intends to send the stems we record to a professional metalcore studio for mixing and mastering.

Pee-Paw

I painted a green screen wall in Studio 4. I hung cloths and acoustic panels to reduce reflection of light and sound.

On May 17 we shot the majority of episode 4 of Pee-Paw plus scenes from episode 5. The shoot went very well. We finished ahead of schedule and wrapped our musical guest as well as our featured actor - who was cast through partnership with BCT.

11. Board Member Remarks and Announcements:

- BJ Hoffman -excited to be on the Board and has a lot of ideas. Bryce is on the right track to get children involve. A youth choir, he believes would be successful. He would like to see the theatre upstairs used more often such as public domain movies.
- John Waltz- It is nice to have a full board and happy that professionals like Laura and Bryce are involved.
- Tabitha Perry- Hasn't been on the board long but commented we are making good utilization of the space in the building.
- Randy Sanders- Thank BJ Hoffman for being part of the board to lend his expertise and knowledge. The Banda Musicale Piccini Cave was a great experience. It was a last minutes addition to let them perform at the CAC.

Motion Sanders/Hoffman to adjourn to Executive Session at 5:29pm.

Motion Sanders/Hoffman to reconvene at 6:00 pm.

12. Declaration of Adjournment: There being no further business to be transaction, meeting was adjourned.

Chairperson Erika Kolenich