

Roxy Regional Theatre

Board Meeting Agenda

04/15/24

1. Attendance Melissa Schaffner
2. Approval of March Meeting Minutes Kurt Kowalski
3. Old Business
4. New Business
5. Board Member Discussion
 - a. Jennifer Scribner
6. Financial Report Nancy Ladd
7. Staff Discussion
 - a. Managing Director Search
8. Artistic Director Report Emily Ruck
9. New Building Update New Building Committee
10. Board Member Comments
11. Public Comments
12. Adjourn

Next Meeting: Monday, May 20, 2024 @ 6 PM

Roxy Regional Theatre

Board Meeting Attendance

04/15/24

		In Attendance	Not In Attendance
Kurt Kowalski	<i>Board Chair</i>		
Nancy Ladd	<i>Treasurer</i>		
Melissa Schaffner	<i>Secretary</i>		
Joseph Britton			
Charlie Foust			
Andrea Herrera			
Rich Holladay			
Jason Knight			
Jennifer Scribner			
David Shelton			
Linda Shephard			
Nancye Britton	<i>Ex-Officio</i>		
Laurie Matta	<i>Ex-Officio</i>		
Mayor Joe Pitts	<i>Ex-Officio</i>		
Councilperson Joe Shakeenab	<i>Ex-Officio</i>		
Emily Ruck	<i>Non-Voting</i>		

Next Meeting: Monday, May 20, 2024 @ 6 PM

Minutes – Regular Monthly Board Meeting

Monday, 18 March 2024

Roxy Regional Theatre (location)

The meeting was called to order at 6:03PM by Board President, Dr. Kurt Kowalski.

Melissa Schaffner recorded the attendance and ensured a quorum. All board members except Jennifer Scribner and Linda Shepard, were present. Rich Holladay arrived at 6:20pm. Laurie Matta, City of Clarksville, was present. Artistic and Acting Managing Director Emily Ruck was present. Nancy Britton, Roxy Ambassador, was present.

Minutes from February 2024 were approved with a motion from Jason Knight and a second from Nancy Ladd. Motion passed.

Motion to approve new Ethics Policy made by Nancy Ladd, Jason Knight second. All board members will need to sign it. Motion passed.

Dr. Joe Britton asked about hiring someone to do Strategic Planning now. Dr. Kurt Kowalski said he preferred to wait until the City process moves further along. At this time, the City does not have approval to move forward with the Tourist Authority and funding for the new Performing Arts Center to be constructed. At issue is the hotel tax income.

Regarding new Board Member Discussion, Dr. Joe Britton suggested that the applicants attend the next Board meeting. Dr. Kurt Kowalski would like to meet with each applicant personally, himself, possibly after the next meeting takes place. Melissa Schaffner will contact each applicant to invite them to visit the next meeting via email.

Nancy Ladd provided a financial report.

Finance Committee met and recommended reorganization of staffing.

Melissa Schaffner moved to release two employees at the end of their contracts 30 June and notify as required on 1 May, and release a third employee as well on the same schedule as the positions held by the three are no longer needed in the restructure, and recruit for a Managing Director to begin work with Season 42. Jason Knight seconded. The motion passed.

Rich Holladay moved that performance counseling for all current staff take place as scheduled, regardless of the restructure, and Dr. Joe Britton seconded. The motion passed.

The Board will read the position descriptions for staff restructure and return to the next meeting with any comments.

Emily Ruck is also due an annual performance review and Dr. Kurt Kowalski will conduct a review within the next month or so.

Emily Ruck presented the Director's report.

Emily recommended we host the unveiling on 4 May 2024 at the Roxy.

No building updates are available at this time because the funding approval is still unknown.

Business concluded at 7:19PM and Nancy Ladd moved to adjourn, Rich Holladay seconded.

The next regular board meeting will be held on Monday, April 15, 2024, at 6PM.

Respectfully Submitted,

Melissa A. Schaffner

Vice Chair/Board Secretary