

Roxy Regional Theatre – Board of Directors Meeting

May 2026 Minutes

Monday, 18 May 2026 – 114 Public Square

The meeting was called to order at 4:03 PM by Board Chair, Melissa Schaffner.

Melissa Schaffner recorded the attendance, ensured a quorum, and took minute notes for the meeting. Thad Wallus, Board Secretary, was not in attendance. Director Emily Ruck was present. Managing Director Andrew Long was present.

Approval of March Meeting Minutes: Motioned by Nancy, Seconded Joe. Motion approved unanimously.

Board Member Discussion: None.

Old Business: None

New Business: None

Financial Report: See the Treasurer's financial report for details.

- a. Additional User (Andrew Long, Managing Director) on Credit Card – motion to approve made by Rich, seconded by Joe. Approved unanimously.
- b. Raising Limit on Credit Card to \$3000 – motion by Rich, seconded by Joe. Approved unanimously.

Staff Discussion:

- a. Managing Director Probationary Contract Review – Emily and Executive Committee will meet to discuss.
- b. Staff Wages & Contract Discussion for '26- '27 fiscal year – Nancy motioned for Katie Kennedy's raise to \$25/hr. and Blossom Robertson's raise to \$16/hr. Second by Joe. Approved unanimously.
- c. Kenneth Waters' contract will not be renewed, per recommendation by both Artistic and Managing Directors. The position will now be contracted per show instead of being a full-time employee. This decision does not require a board vote. Kenneth will be paid out, plus PTO, through the terms of his current contract.

Artistic Director Report: See Emily Ruck's prepared report.

Managing Director Report: See Andrew Long's prepared report.

Board Member Comments: None.

Public Comments: None.

Motion to adjourn, seconded. Business concluded at 5:34 PM.

The next regular board meeting will be held on July 20, 2026, at 4:00 PM.

Respectfully submitted,
Melissa Schaffner, Board Chair