

## Valley of the Moon Operations Meeting Minutes January 30, 2019

Attending: Bob Murphy, Charlie Ray, Rob Robbins, Rachel Roberts, Carrie Stratton, Zita Bidleman-Owens, Michael Mueller, Kirsten Yaffe, Leslie Eldenburg, Jenni Sunshine, Martha Desilets, Autum Provateare, ~~Carrie~~, Whitney Wischki

1. The spring play is moving forward. Carrie is pulling costumes from the trailer and has everyone's sizes. There's a team working on the costumes. Carrie will develop a budget in the next week or two.
  - a. Current schedules – 5:00 to 7:00 rehearsals except for First Saturday. The play schedule is Saturdays and Sundays from 5:00 to 8:00. Each performance should last about 30 minutes and there will be enough cast members for two performances per ~~day~~. **hour**
  - b. An American sign language student translators will sign for the 2/10 rehearsal and the 3/17 play.
  - c. Jenni will set up on-line ticketing
  - d. Rachel and Karen are doing posters for us
  - e. Leslie will check with Adcats on what they are willing to do, Charlie will check on signs. Can rent signs, too.
  - f. We need to freshen up the carnival games for spring and order prizes. We also need more volunteers. Extra cast members will be assigned to carnival and should be available part of the time.
  - g. For reimbursement of spring play expenditures, Bob can issue a P-card or reimburse from receipts. He will work with individuals regarding what's best for them.
2. A tree was cut in the Enchanted Garden and is re-growing. The stump needs to be treated to kill it.
3. To reduce the number of plants in black pots, the Landscape Committee plans to put some in the ground in next few weeks and to find decorative pots for others. Estelle and others may have pots for us.
4. Rob and Brett met with David Yubeta and agreed upon a plan to stabilize the Enchanted Garden exterior wall. Brett and Rob did some of the concrete patch work. Rob and Howard worked on the garden wall and stabilized the railings that hold it together. More work is needed and Rob will continue the plan David approved and document the changes. David thought the outer wall should be our top priority. We really appreciate this work, it is certainly needed.
5. Odds and ends
  - a. There is glass on the grounds. Please pick it up and throw it out if noticed.
  - b. Joey Vincent has been taking care of the lawn for years. We need to be sure the lawn is clear so Joey can mow and work on sprinklers. Any chairs or equipment put on the lawn for events needs to be removed after.
  - c. We received two operations grants in 2019. These types of grants are not restricted to a specific purpose and can be used to fund our general operations and restoration. The two grants include Tucson Foundation for the Arts (\$2,500 - City of Tucson), and Arizona Commission on the Arts (\$5,000).
  - d. Tentative dates for our summer camp are 6/2 through 6/8 (6/2 is open house and registration). We will charge for the program, but offer free tuition to volunteers who

help with the camp. Each day will run about 5 hours. M-F the children will make costumes and practice performing. Saturday will be a performance. It should be a valuable program. We need to get advertising out by mid-February. Charlie and Jenni have been working on it. At this time, we plan on one summer camp.

- e. Reminder for department annual reports – due next month at ops meeting, need goals for 2019 and what happened in 2018.
6. Neon and tracking volunteer hours – people are starting to realize why we need to track hours. Our volunteer policy allows free memberships for active volunteer (average 5 hours for 6 months). We need team administrators for approving time for various projects – for example, costumes. To sign in, go to:  
<https://valleyofthemoon.z2systems.com/np/clients/valleyofthemoon/login.jsp> [Thank you to Kirsten who reported this address worked better for new users than the one distributed previously]
7. Events:
  - a. First Saturday in February is a Campfire singalong from 6 to 7:30. We need marshmallows (Whitney will pick them up), police, and volunteers. Autum will put an announcement out.
  - b. Chair yoga is on Tuesdays at 10:30 for 6 weeks starting the first week in February.
  - c. Historic workshops are on first Wednesdays at 9:30
  - d. March First Saturday is a storytelling event. Charlie will act out the mermaid and the boy, other story tellers will be on site and we may have a few story tellers show up and want to tell their stories.
8. The docents proposed increasing historical tours by adding Thursdays from 9 to noon. Attendees can roam the property and take a tour at 10. The docents will be fully prepared the first time for good attendance and to gauge the optimal number of volunteers and docents needed. An advantage of this plan is that it will be an additional membership benefit. The concession stand may or may not be open. Because of the ability to free roam, at least 5 people are needed (3 volunteers and 2 docents). Additional issues are that the bathrooms need to be cleaned. Currently, there are 7 active docents.
9. Our storage units need to be closed and locked when people leave. The Adobe House is looking really good right now. It was a lot of work to get to this point. The costume and front sheds have been cleaned up. Thanks to all involved in these projects.