

# Valley of the Moon Operations Meeting Agenda

January 27, 2020

Attending: Bob Murphy, Autum, Sparky, Rose, Estelle, Whitney, Nicole, Karen, Travis, Charlie

1. Announcements: (5 min) 6:00-6:05
  - Board changes- Welcome Mike “Sparky” Mueller, farewell Leslie and Whitney is acting secretary
  - History contest- Prizes each month plus year end prizes for categories. Please encourage others to submit pictures and artifacts. If you have questions, see Jenni  
\*\*\*\*suggestion to use remembering Tucson to promote
2. Update on meeting notes products- Autum (5 min) 6:05-6:10
  - \*\*\*\*\*Autum describes microwavable product
3. Playbill ads and shoutouts- Nicole (10 minutes) 6:10-6:20
  - \*\*\*\*\*Nicole describes playbill ads and shout outs. Everyone had a lot of good questions. Camera ready art is due 2/12.
  - Volunteer challenge-from Jenni-- can everyone sell at least 1 ad or shout out for Hallucinate or Sleeping Badly? Accolades and a prize for those selling more than 5
4. Karen- would like to increase email advertisement of events (5 minutes) 6:20-6:25
  - Background info. We changed emails sent out to reduce reader burnout and give room for priority communications. The newsletters cover events, rather than publishing separate emails for the various events. Our unsubscribe rate has been reduced from 3-5 per email to 1 every 3 months
  - \*\*\*\*\*Karen hands something out. Has question if PR committee is for everything or just theatrical. Theatrical is the priority now.
  - Bob is putting Hallucinate in calendars
  - Sleeping Badly has a draft image
  - Karen would like more emails
  - Sparky is responsible for adding new newsletter lists.
  - Coordination of announcements is important.
  - Need to save emails for priority events
  - Priority events would be casting call, docent training, summer camp, fundraising
5. Estelle- work day for landscaping, weeding etc (5 minutes) 6:25-6:30
  - It's time to do a weeding day. Would like 2/14 (Simultaneous conversations made it impossible to follow)
6. Events (30 minutes) 6:30-7:00
  - Campfire sing along 2/1 Offering gluten free graham crackers. Question about how to regulate how many marshmallows kids have. Having them

for donation is a possibility. Charlie will be our fire marshal. Bob will make popcorn. Propane vs wood discussed.

- Hallucinate 2/21,22,23,28,29 and 3/1, shows at 6,7 and 8. ASL interpreter night is 3/1. We can use a couple more ushers. Ushers should be mature, approachable and sensitive, see Jenni if you'd like to volunteer
- Volunteers will be needed for other things.( ???) Sign up genius will be set up by Autum
- Easy to be Me Day 3/1 2-3:30 pm. Accepting mature, friendly compassionate volunteers. Show leadership should be present. Please respect we will be reducing noise, activity and confusion; no horseplay, teasing, etc.
- Autum explains program
- Mental health sensitivity training (Date to be announced). All staff is encouraged to attend.
- Magic Marketplace- 3/21, we need a team working on this to make sure planning is being done and interested venders are being responded to. Adobe house will be set up as gallery to sell Charlie Spillar's artwork by this date- this will remain at least through 4/4
- Yvette is heading up but is ready to have a baby. Volunteers needed.
- First Saturdays- April teddybear picnic and Autum has sent an email to someone about a March event
- Private events are covered
  - 2/4 Book release 5:30-8:30
  - 2/6 cancer society volunteer appreciation 6-9pm
  - 2/15 Liam's birthday party 1-4 pm
  - 2/29 & 3/7 U of A workshop at Valley of the Moon 9am-2pm

#### 7. Changes to public calendar (5 minutes) 7:10-7:15

- Problems with items disappearing from the public calendar and quirks in admin assignments prompted replacement with Valley of the Moon Revealed, effective this week.
- Thank you Danine for setting it up and copying old calendar items to Revealed Calendar
- Jenni, Autum and Nicole will have admin rights until bugs are worked out; department heads can apply for
- Private Calendar is to remain. Do not change other peoples' entries; contact the author if you see a problem
- If you are in charge of an event but don't have rights to add to the calendar, email Jenni or Autum the text

#### 8. Charlie-repairs to the front of Valley of the Moon (ticket booth, concession and restrooms) (15 minutes) 7:15-7:30

- Plan to repair floor, door and walls of ticket booth. This will cost about \$107. There is a plan to paint booths and bathroom wall the same color as

the adobe house (?) Bob would like the work orders to go to the board first.  
Charlie will be installing heater.

9. Karen-I suggest that we come up with a plan to be sure events are both on the google calendar as well as facebook. 5 minutes (7:30-7:35)- tabled

10. Open forum 7:35-8:00

- Bob would like to have clean up day on February 8 for props and trash. Question is we should combine weeding and trash days. Will put on volunteer opportunities and public calendar.
- Rose would like us to add free historical tour ticket - to playbill? Bob thinks it is a good idea
- Karen suggests giving free cast tickets away at library (?)  
\_\_\_\_\_ training is on May 24.
- Summer camp will be 1<sup>st</sup> 2 weeks of June.
- Muffled conversation.