

**Woodland Opera House (WOH) Board of Trustees (BOT) – Finance Committee
Meeting Minutes
November 3, 2025; 6:30-8:00pm**

Location / Platform: WOH Third Floor Meeting Room

Meeting Notice: This was a regular meeting of the Woodland Opera House Board of Trustees (BOT) Finance Committee

Members Present: *(Marked P if Present in Person, Z if Present via Zoom, E if Excused, A if Absent)*

Committee Members

P	Grace Wheeler
P	Lou Anderson
E	Suzi Ishikawa
P	Kelly Coleman

Agenda

1. Welcome and Introductions
2. Approval of Minutes
3. Old Business/Action Items & Next Steps
4. New Business
5. Public Comment
6. Closing Remarks

Agenda Item	Discussion Points	Decision
1. Welcome and Introductions	<ul style="list-style-type: none"> • Call to order at 6:31pm by Grace Wheeler, Chief Financial Officer. 	<ul style="list-style-type: none"> • N/A
2. Approval of Minutes	<ul style="list-style-type: none"> • Meeting Minutes from October 6, 2025, were reviewed and discussed. • Motion to approve October 6, 2025, Meeting Minutes was made by: Lou Anderson; Seconded: Kelly Coleman; Passed unanimously. 	<ul style="list-style-type: none"> • Motion to approve October 6, 2025, Minutes PASSED
3. Old Business/Action Items & Next Steps	<ul style="list-style-type: none"> • Financial Audit <ul style="list-style-type: none"> ○ Reviewed recent email exchanges with Jenna Moncrief & the City of Woodland; clarified the request for a Review of 3 years: 2022-2023, 2023-2024, and 2024-2025. ○ Discussed at length the depth of analysis, the degree of confidence, and the usefulness of the results of a Review 	<ul style="list-style-type: none"> • Committee agreed to recommend Richardson & Company, LLP to conduct a Review of 2022-2023 and 2023-2024 plus an Audit of 2024-2025

	<p>vs an Audit.</p> <ul style="list-style-type: none"> ○ Because of the changes in leadership, bookkeeping, and processes/procedures over the last 3 years, we felt that auditing the 2024-2025 fiscal year would offer the most valuable insights, recommendations, and next steps for the Woodland Opera House. ○ Reviewed the increase in Auditor cost to change the 3rd year's Review to an Audit. ○ Discussed the cost of additional hours required by the bookkeeper for a Review and/or an Audit. <ul style="list-style-type: none"> ● Bookkeeper is still not able to provide the previous month's financials in time for the BOT meetings. <ul style="list-style-type: none"> ○ She is not able to close the books due to inability to access credit card or bank transactions until later in the month when Tom gives her the mailed paper statements. ○ She does not always receive receipts of credit card transactions. 	<ul style="list-style-type: none"> ● Committee agreed to strongly urge Tom Burmester to meet with the Bookkeeper each Monday when she is on-site. ● Committee agreed to strongly urge Tom Burmester to either: <ul style="list-style-type: none"> ○ Provide the Bookkeeper "read only" access to the bank and credit card accounts ○ Provide all credit card and bank transactions to the Bookkeeper on the 1st of each month (PDF or other download from an on-line source) ● Committee agreed that there must be an original receipt submitted for every WOH credit card transaction and/or reimbursement request.
<p>4. New Business</p>	<ul style="list-style-type: none"> ● Review September 2025 Financial Reports <ul style="list-style-type: none"> ○ We noted that the Income for the Education Program is still well below budget and did not "recover" in September as Tom thought it might ○ Also noted that the YTD Utilities costs were high ● Now that the bookkeeper has her arms around the financial reporting, she has some bandwidth to take on additional tasks. In addition to work that she will need to do to support the Audit, Grace had previously created a list of value-added activities that she would like to discuss with Jasmine. 	<ul style="list-style-type: none"> ● Committee will ask Tom Burmester to investigate and report findings for the Education Program income deficit and increased Utilities costs as seen in September 2025 Financials ● Committee will discuss value-added activities with the bookkeeper.

5. Public Comment	• No public present	• N/A
6. Closing Remarks	• Kelly reviewed Action Items; Grace thanked attendees and adjourned the meeting	• N/A

Follow-Up Action Items

Action Item	Responsible Person	Due Date
Send an email to Jenna Moncrief reconfirming scope of Audit acceptable to the City of Woodland	Grace Wheeler	Complete
Send an email to Ingrid Shepline (Richardson & Company, LLP) to revise audit scope to cover 2 years (2025 & 2026) and reconfirm price	Grace Wheeler	Complete
Contact references provided by Richardson & Company, LLP	Lou Anderson	Complete
Contact Jenna Moncrief & the City of Woodland (Christine) with the recommendation/proposal.	Grace Wheeler	11/4/2025
Request that Tom Burmester investigate the Education Program income deficit and increased Utilities costs as seen in September 2025 Financials.	Grace Wheeler	11/15/2025
Discuss/Email Tom Burmester to strongly urge him to meet with Bookkeeper each Monday, provide credit card & bank transactions to the Bookkeeper by the 1 st Friday of each month, and require that he and his staff submit receipts when the WOH credit card is used or reimbursements are requested.	Grace Wheeler	11/30/2025
Resurrect the list of value-added activities that the bookkeeper could be doing in support of the Woodland Opera House and discuss with Jasmine.	Grace Wheeler	11/30/2025

Meeting Adjourned: 7:53pm

Next Meeting

Date & Time: TBD

Location / Platform: TBD

Minutes Submitted by: Kelly Coleman, Notetaker

Date Submitted: November 21, 2025