

Woodland Opera House (WOH) Board of Trustees (BOT) – Finance Committee
Meeting Agenda
February 2, 2026; 6:30-8:00pm

Location / Platform: WOH Third Floor Meeting Room

Meeting Organizer: Grace Wheeler, Chief Financial Officer

Facilitator: Grace Wheeler, Chief Financial Officer

Note Taker: Kelly Coleman

Objective: Meeting of Finance Committee

Agenda

#	Topic / Agenda Item	Speaker	Time Allocated
1	Welcome & Introductions	Grace Wheeler, Chief Financial Officer	2 min
2	Approval of Minutes from Nov 3, 2025	Grace Wheeler, Chief Financial Officer	3 mins
3	Old Business/Action Items & Next Steps <ul style="list-style-type: none"> • Financial Review & Audit <ul style="list-style-type: none"> ○ Update on Status, including letter to City of Woodland for reimbursement ○ Discuss “Review Prep List 2023 & 2024” 	Grace Wheeler, Chief Financial Officer	30 mins
4	New Business <ul style="list-style-type: none"> • Review recent repair expense details and provide recommendation to BOT about how to fund • Discuss recommendation for process to approve and move/use funds from Endowment and SVOG Accounts and who is authorized • Identify WOH point-person to Edward Jones 	Grace Wheeler, Chief Financial Officer	30 mins
5	Public Comment (if applicable)	Guests	2 mins/guest
6	Closing Remarks	Grace Wheeler, Chief Financial Officer	2 mins

Action Items

Action Item	Responsible Person	Due Date
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

Action Item	Responsible Person	Due Date
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

Upcoming Meetings

- WOH Board of Trustees Meeting: Wednesday, February 11, 2026; 6:30pm

Notes