

**Woodland Opera House Board of Trustees
Meeting Minutes
January 7, 2026, 6:30 p.m.**

Location/Platform: Woodland Opera House (WOH) Third Floor Meeting Room and Zoom videoconference

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

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

Officers

P	Jia-Min Rosendale - President	P	Emily Delk - Secretary
P	Lauren Jones - Vice President	P	Grace Wheeler - Chief Financial Officer
P	Gil Sebastian - Past President		

Trustees

P	Lou Anderson	P	Jenna Moncrief, City Rep
P	Ryan Gordon-Morgan	P	Amber Robinson-Burmester
E	Ashley Hill	P	Janelle Villalva, Guild Pres.
P	Marc Hutt	P	Amy Woodman
P	Suzi Ishikawa		

A quorum was present.

Additional Non-Voting Meeting Attendees:

Staff

P	Tom Burmester
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Student Representative

E	Anna Coleman
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Guests:

- Mark Johnson, Edward Jones
- Kelly Coleman

Agenda

1. Call to Order
 - a. Welcome and Announcements
 - b. Google drive link for Meeting Packet
 - c. Public Comment
2. Approval of Previous Meeting Minutes: November 2025 and Special Meeting December 2025
3. Student Representative Report
4. Executive Director's Report
5. Action Items
 - a. Approval of reimbursements for December repairs
 - b. Authorization to add Exec. Dir. to endowment account
6. Finance Committee Report
 - a. Endowment account update – Edward Jones
 - b. Financial Reports for remaining 2025
 - c. Financial Review/Audit update
7. Committee and Other Reports
 - a. Executive Committee
 - b. Nomination Committee
 - c. Fundraising Committee
 - d. Bylaws Committee
 - e. Guild Report
8. Old Business/Action Items
9. New Business: Task Forces and responsibilities identified at 2025 Fall Retreat
10. Public Comment (if applicable)
11. Closing Remarks

Agenda Item	Discussion Points	Decision
1. Call to Order	<ul style="list-style-type: none"> • Call to order at 6:33pm by Jia-Min Rosendale, Pres. • Steve Cairns has submitted his resignation from the WOH Board of Trustees as of January 7, 2026. 	<ul style="list-style-type: none"> • N/A
2. Approval of Previous Meeting Minutes	<ul style="list-style-type: none"> • Meeting Minutes from November 2025 were reviewed and discussed. • No revisions were needed. • Motion to approve the November 2025 Meeting Minutes was made by: Amy Woodman <ul style="list-style-type: none"> ○ Seconded: Janelle Villalva ○ Abstained: Grace Wheeler ○ Nays: N/A • Meeting Minutes from Special Meeting December 2025 were reviewed and discussed. • No revisions were needed. 	<ul style="list-style-type: none"> • Motion to approve November 12, 2025, Minutes PASSED.

	<ul style="list-style-type: none"> • Motion to approve the Special December 2025 Meeting Minutes was made by: Gil Sebastian <ul style="list-style-type: none"> ○ Seconded: Lauren Jones ○ Abstained: Amy, Amber, Marc, Jenna, Janelle ○ Nays: N/A 	<ul style="list-style-type: none"> • Motion to approve Special Meeting December 9, 2025, Minutes PASSED.
3. Student Representative Report	<ul style="list-style-type: none"> • Kelly Coleman shared highlights from Anna's Student Report shared in the Meeting Packet. 	<ul style="list-style-type: none"> • N/A
4. Executive Director's Report	<ul style="list-style-type: none"> • Tom shared highlights from his ED Report shared in the Meeting Packet. • Received payroll grant funding over \$200K • Guild appreciation event is going to be held on the 7th. • Rotary Centennial Project for the outdoor performance space in the Intermission Garden is moving forward with details to come; Rotary anxious to begin fundraising for \$100-150K to fund this project tentatively set to break ground in mid 2026. 	<ul style="list-style-type: none"> • Written report provided and attached to Meeting Packet.
5. Action Items	<ul style="list-style-type: none"> • Approval of reimbursements for December repairs for elevator repair and water and mold repair on the 3rd Fl. <ul style="list-style-type: none"> ○ Lauren requested details at the February Board meeting for the repairs before deciding which fund to use to cover expenses • Discussion about the process and procedure of accessing funds; the Finance Committee will make a recommendation on the Board approval procedure as it relates to authorization of Board and/or Exec Dir to move or use funds from the endowment payout account and SVOG account for expenses; a vote will be tabled until after the next Boad election in the event that authorized signers change. 	<ul style="list-style-type: none"> • Grace and Tom will provide details on expenses and which fund to use for least impact to budget. • Finance Committee to make a recommendation for procedure.
6. Finance Committee Report	<ul style="list-style-type: none"> • Endowment account update – Mark Johnson, Edward Jones, shared an update on current account details. <ul style="list-style-type: none"> ○ Mark Johnson shared the importance of good communication with staff/Board managing the endowment and dividend funds. ○ Finance Committee will review who 	

	<p>is best designated to communicate with Edward Jones.</p> <ul style="list-style-type: none"> ○ \$15,000 currently in separate account need to be moved back into investment account per previous Board vote. • Financial Reports for remaining 2025 <ul style="list-style-type: none"> ○ Jasmine was not able to close the books for 2025 prior to our meeting; YTD through Nov Net income for FY was -\$74K as expected per budget; expenses are counted, but not realized Dec income yet, so final numbers will be much more positive once books are closed. • Financial Review/Audit update <ul style="list-style-type: none"> ○ Jai-Min will write letter, approved by Grace and submit to City for reimbursement for Financial review/audit by Richardson ○ Grace recommends the Board vote to approve the “holiday bonus” for the Executive Director. ○ Motion to pay bonus was made by: Grace Wheeler <ul style="list-style-type: none"> ▪ Seconded by Lauren Jones ▪ Abstain: N/A ▪ Nays: N/A 	<ul style="list-style-type: none"> • Motion to approve holiday bonus to Executive Director PASSED.
<p>7. Committee and Other Reports</p> <ul style="list-style-type: none"> a. Executive Committee b. Nominations Committee c. Fundraising Committee d. Bylaws Committee e. Guild Report 	<ul style="list-style-type: none"> • Executive Committee: Items were integrated on the agenda. • Nominations Committee: Jenna had no new updates; Committee will meet to discuss who is best to head this Committee • Fundraising Committee: Lauren shared numbers from Year-End campaign as shared in Marketing Report in Meeting Packet; further analysis will be done to review rate of return and individual donor details; contributed income did exceed budgeted numbers; Amber requests that the Board connect with Amber to give raffle/auction items for The Big Reveal. • Bylaws Committee: Lauren reported to Ex Com her call with Bylaws attorney in December about prelim review of the draft Bylaws; Attorney submitted edited draft to Lauren; Lauren will have Bylaws Committee to review/edit and then will present to the full Board for review with 	

	<p>Attorney, then approval.</p> <ul style="list-style-type: none"> • Guild Report: Janelle shared highlights of her written report included in the Meeting Packet. 	
8. Old Business - Review Past Action Items	<ul style="list-style-type: none"> • N/A 	
9. New Business	<ul style="list-style-type: none"> • Task Forces and responsibilities identified at 2025 Fall Retreat. <ul style="list-style-type: none"> ○ Tabled until next meeting due to meeting time and other Board priorities. 	
10. Public Comment	<ul style="list-style-type: none"> • No members of the public made comment. 	N/A
11. Closing Remarks		

Follow-Up Action Items

Action Item	Responsible Person	Due Date
Grace and Tom will provide details on repair expenses (elevator, water damage, etc.) and which fund to use for least impact to budget.	Grace Wheeler and Tom Burmester	2/11/26
Finance Committee to make a recommendation on the Board approval procedure as it relates to authorization of Board and/or Exec Dir to move or use funds from the endowment payout account and SVOG account for expenses.	Finance Committee	2/11/26
Finance Committee will review who is best designated to communicate with Edward Jones.	Finance Committee	2/11/26
Jai-Min will write letter, approved by Grace and submit to City for reimbursement for Financial review/audit by Richardson.	Jia-Min Rosendale and Grace Wheeler	2/11/26

Proposed Agenda/Items Tabled for Next Meeting

- Task Forces and responsibilities identified at 2025 Fall Retreat.

Meeting Adjourned: 8:35pm

Next Meeting

Date & Time: February 11, 2026; 6:30pm

Location / Platform: Woodland Opera House 3rd Floor Meeting Room

Other Upcoming Meetings and Events:

- Executive Committee Meeting - TBD

Minutes Submitted by: Emily Delk, Secretary

Date: 2/7/2026

Vote Tallies from Motions Listed Above: *(Marked Y if Yes, N if No, A if Abstained)*

Motion to approve November 12, 2025, Minutes PASSED.

Officers

Y	Jia-Min Rosendale - President	Y	Emily Delk - Secretary
Y	Lauren Jones - Vice President	A	Grace Wheeler - Chief Financial Officer
Y	Gil Sebastian - Past President		

Trustees

Y	Lou Anderson	Y	Jenna Moncrief, City Rep
Y	Ryan Gordon-Morgan	Y	Amber Robinson-Burmester
	Ashley Hill	Y	Janelle Villalva, Guild Pres.
Y	Marc Hutt	Y	Amy Woodman
Y	Suzi Ishikawa		

Motion to approve Special Meeting December 9, 2025, Minutes PASSED.

Officers

Y	Jia-Min Rosendale - President	Y	Emily Delk - Secretary
Y	Lauren Jones - Vice President	Y	Grace Wheeler - Chief Financial Officer
Y	Gil Sebastian - Past President		

Trustees

Y	Lou Anderson	A	Jenna Moncrief, City Rep
Y	Ryan Gordon-Morgan	A	Amber Robinson-Burmester
	Ashley Hill	A	Janelle Villalva, Guild Pres.
A	Marc Hutt	A	Amy Woodman
Y	Suzi Ishikawa		

Motion to approve holiday bonus to Executive Director PASSED.

Officers

Y	Jia-Min Rosendale - President	Y	Emily Delk - Secretary
Y	Lauren Jones - Vice President	Y	Grace Wheeler - Chief Financial Officer
Y	Gil Sebastian - Past President		

Trustees

Y	Lou Anderson	Y	Jenna Moncrief, City Rep
Y	Ryan Gordon-Morgan	Y	Amber Robinson-Burmester
	Ashley Hill	Y	Janelle Villalva, Guild Pres.
Y	Marc Hutt	Y	Amy Woodman
Y	Suzi Ishikawa		