

Woodland Opera House (WOH) Board of Trustees (BOT)
Executive Committee Meeting Agenda
March 30th, 2026; 6:30pm-8:30pm

Location / Platform: In person, WOH 3rd Floor Meeting Room, 340 Second Street, Woodland, CA 95695

Meeting Organizer: Jia-Min Rosendale, President

Facilitator: Jia-Min Rosendale, President

Note Taker: Emily Delk, Secretary

Agenda

#	Topic / Agenda Item	Speaker	Time Allocated
1	Call to Order <ul style="list-style-type: none">● Welcome	Jia-Min Rosendale, President	2 mins
2	Approval of Minutes from March 8th, 2025 <ul style="list-style-type: none">●	Emily Delk, Secretary	5 mins
3	Public Comment on Agenda Items <ul style="list-style-type: none">● Members of the public may address the Board on items listed in this agenda (time limited at discretion of the president)		6 mins
4	Discussion with Invited Community Member (Bob Cooner) <ul style="list-style-type: none">● The Executive Committee will hear input from an invited community member regarding past correspondence and community perspectives. This is an informational discussion only. No action will be taken.	Jia-Min Rosendale	105 mins
10	Adjournment	Jia-Min Rosendale	2 mins

Upcoming Meetings

- WOH Board of Trustees Meeting: April 8th, 2026; 6:30pm
- WOH Executive Committee Meeting: TBD

**Woodland Opera House Board of Trustees – Executive Committee (ExCom)
Meeting Minutes - DRAFT
March 8, 2026; 1:00 p.m.**

Location/Platform: Woodland Opera House (WOH)

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

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	E	Grace Wheeler - Chief Financial Officer
A	Gil Sebastian - Past President		

Additional Non-Voting Meeting Attendees:

Staff

E	Tom Burmester
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Guests:

- Kelly Coleman

Agenda

1. Call to Order
2. Approval of Minutes from December 9, 2025
3. Public Comment on Agenda Items
4. Financial Review
5. Closed Session
6. Report Out of Closed Session
7. Discuss Meeting with Community Member
8. By-Laws Committee Update
9. Items for March 11, 2026, Board Meeting
10. Adjourn

Agenda Item	Discussion Points	Recommendation
1. Call to Order	<ul style="list-style-type: none"> • Call to order at 1:17pm by Jia-Min Rosendale, Pres. 	<ul style="list-style-type: none"> • N/A
2. Minutes	<ul style="list-style-type: none"> • Motion to approve the Meeting Minutes from the December 9, 2025 Ex. Com. meeting was made by: Lauren Jones <ul style="list-style-type: none"> ○ Seconded: Jia-Min Rosendale ○ Abstained: None 	<ul style="list-style-type: none"> • Motion to approve the Ex Com. Meeting Minutes from the December 9, 2025 meeting PASSED.
3. Public Comment on Agenda	<ul style="list-style-type: none"> • Members of the public may address the Board on items listed on this agenda; No members of the public were present to comment. 	<ul style="list-style-type: none"> • N/A

4. Financial Review	<ul style="list-style-type: none"> • Update on Financial Review/Audit <ul style="list-style-type: none"> ○ Cameron Dewberry, former Bookkeeper, has been unresponsive to requests for financial records for the Review; She did finally provide access to records as of Feb 28, 2026; the process is moving along and documents are being gathered. • Financial updates in preparation for March 2026 Board meeting <ul style="list-style-type: none"> ○ Receipts will be shared at the March 11, 2026 Board meeting ○ Finance Committee and Tom Burmester are working on revised financial operations procedures that provide appropriate oversight without hamstringing operations. • Update on Big Reveal Raffle <ul style="list-style-type: none"> ○ Tom Burmester asked Kelly Coleman to audit and reconcile finances for the Big Reveal; expenses cannot exceed 10% of raffle revenue per law; raffle (\$8,560 gross) and silent auction (\$4,390 gross; 59% of value) made a combined NET of \$11,825. 	<ul style="list-style-type: none"> • It is recommended that the Fundraising Committee take a more active role in supporting the logistics of the event so the responsibility doesn't all fall to one person, Amber Robinson-Burmester, and to avoid any conflict of interest and provide accountability and support; recommendation that we have an event debrief meeting.
5. Closed Session	<ul style="list-style-type: none"> • Update and discussion of legal counsel regarding the Brown Act. 	<ul style="list-style-type: none"> • It is recommended that Jia-Min Rosendale share an update at the BOT meeting to be held March 11, 2026.
6. Report Out of Closed Session	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • N/A
7. Discuss Meeting with Community Member	<ul style="list-style-type: none"> • Discussion of the prepared statement shared by the community member at the BOT meeting held February 11, 2026. 	<ul style="list-style-type: none"> • It is recommended that an Executive Committee Meeting be scheduled with the community member.
8. By-Laws Committee Update	<ul style="list-style-type: none"> • Lauren has received recommended amended By-Laws from attorney; will be scheduling a meeting with the By-Laws Committee to review. 	<ul style="list-style-type: none"> • N/A
9. Items for March 11, 2026 Board Meeting	<ul style="list-style-type: none"> • Discussion of proposed agenda items. 	<ul style="list-style-type: none"> • N/A
10. Adjournment		

Follow-Up Action Items

Action Item	Responsible Person	Due Date
Schedule meeting with the community member and Executive Committee.	Jia-Min Rosendale	ASAP
Schedule meeting with the By-Laws Committee to review recommendation.	Lauren Jones	ASAP
Schedule Fundraising Committee meeting and debrief of The Big Reveal	Emily Delk	ASAP

Proposed Agenda/Items Tabled for Next Meeting

- N/A
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Meeting Adjourned: 4:05pm

Next Meeting

Date & Time: TBD

Location / Platform: Woodland Opera House

Other Upcoming Meetings and Events:

- WOH BOT Meeting: March 11, 2026; 6:30pm

Minutes Submitted by: Emily Delk, Secretary

Date: March 27, 2026