Woodland Opera House Board of Trustees
Meeting Minutes
July 8, 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, A if Absent)*

Trustees/Officers

P	Jia-Min Rosendale - President	P	Emily Delk - Secretary
P	Lauren Jones - Vice President		TBD - Treasurer

Trustees

P	Kelly Coleman	P	Suzi Ishikawa
P	Josh Day	P	Jenna Moncrief, City Rep
P	Katie Fuller	P	Amber Robinson-Burmester
A	Ryan Gordon-Morgan	A	Cole Souza
A	Ashley Hill	P	Amy Woodman

A quorum was present.

Additional Non-Trustee Meeting Attendees:

Staff

P	Tom Burmester
P	Karen Vinyard

Student Representative

	TBD

Guests:

- Christina (WOH Guild)
- Janelle V. (WOH Guild)

Agenda

1. Call to Order: Welcome & Announcements, Public Comment on Agenda Items
2. Previous Meeting Minutes Review
3. Nominating Committee
4. Executive Director's Report
5. Finance Committee Report
6. Committee and Other Reports
7. Board Goals and Governance Priorities for FY 2026-27
8. Old Business - Review Past Action Items
9. New Business
10. Public Comment
11. Closing Remarks

Agena Item	Discussion Points	Decision
1. Call to Order and Introductions	• Call to order at 6:35 by Jia-Min Rosendale, Pres.	• N/A

2. Approval of Previous Meeting Minutes	• Meeting Minutes from June 10, 2026, were reviewed and discussed; Corrections and typos were discussed by Trustees.
	• Motion to approve June 10, 2026, Meeting Minutes with corrections was made by: Lauren Jones
	  ○ Second: Amy Woodman
	  ○ Abstained: Kelly Coleman, Josh Day, and Katie Fuller
		• Motion to approve June 10, 2026, Meeting Minutes with corrections PASSED.

3. Nominating Committee	• Election of Treasurer – Kelly Coleman	• Election of Kelly Coleman as Treasurer PASSED.

4. Executive Director's Report	• Written report provided and attached to the Agenda packet.
	• Discussion regarding selection of show directors for the 2027-28 season; Tom has sent email requests for proposals; if prospective directors, staff, or Board know of other potential directors that should receive an invitation, let Tom know.
	• Review and possible action: 2026-27 Budget: Tom Burmester and Kelly Coleman presented the proposed budget for review and discussion. The proposed budget will be added to the July 2026 Agenda Packet available on the WOH website. Motion to approve the proposed budget for 2026-2027 was made by: Lauren Jones
	  ○ Second: Jenna Moncrief
	  ○ Abstain: None
		• Motion to approve the proposed Budget for 2026-27 PASSED.

5. Finance Committee Report	• Update on Financial Review & Audit: Kelly will conclude the Review in the coming month. • Review June 2026 Financials	
6. Committee and Other Reports a. Executive Committee b. Fundraising Committee c. Bylaws Committee d. Other Committees	• Ex Com: ○ Discussion and possible action: Designation of authorized check signers: Motion to remove Grace Wheeler as an authorized signer on the Tri Counties accounts and add Emily Delk (Sec.), Kelly Coleman (Treas.); keep Jia-Min Rosendale, Lauren Jones, Tom Burmester as authorized signers made by: Lauren Jones ○ Second: Jenna Moncrief ○ Abstain: None ○ 2026 Christmas Parade Sub-Committee; begin planning early if the WOH will take part in the event. • Fundraising Com: ○ Updates and future events ■ Patron Lounge at the Chesley's • Bylaws Com ○ Meeting Minutes from the Special Meeting held June 24, 2026, were reviewed and discussed**;** Correction to add Jill England, Attorney as a Guest; Motion to approve Minutes from Special Meeting on June 24, 2026, with corrections made by: Jenna Moncrief ■ Second: Jia-Min Rosendale ■ Abstain: Josh Day and Katie Fuller ○ New Bylaws and Conflict of Interest Form adopted June 24, 2026. ■ Copies for Board signatures ○ Bill for legal services for Bylaws: Motion to pay final balance of $110.00 for Jill England made by: Kelly Coleman ○ Second: Amy Woodman ○ Abstain: None • Establish Additional Committees ○ Discussion and possible action: Establish committees and appoint members; Committee needs were discussed and a list will be presented at the next Board meeting for Board to sign up.	• Motion to remove Grace Wheeler as an authorized signer on the Tri Counties accounts and add Emily Delk (Sec.), Kelly Coleman (Treas.); keep Jia-Min Rosendale, Lauren Jones, Tom Burmester as authorized signers PASSED. • Motion to approve Minutes from Special Meeting on June 24, 2026, with corrections PASSED. • Motion to approve final payment for Bylaws to Jill England PASSED.

7. Board Goals and Governance Priorities for FY 2026-27	• Strategic Priorities • Board roles and responsibilities ○ Volunteering and Opening Night Receptions/Circles • Board communication and governance expectations	
8. Old Business – Review Past Action Items	• N/A	• N/A
9. New Business	• N/A	• N/A
10. Public Comment	• N/A	• N/A
11. Closing Remarks		

Follow-Up Action Items

Action Item	Responsible Person	Due Date
Create list of Committees: • Executive Committee (Committee of the Board) • Finance Committee (Advisory) • Nominating Committee (Advisory) • Fundraising Committee (Advisory) • Events & Outreach Committee (Advisory) • Documentation Committee (Advisory)	Emily Delk	8-12-26
Identify potential dates for Board Retreat	Executive Committee	8-12-26
Update and share Board Roster with column for “Interested Party”, Term dates, Signed Forms, and Committees; email to Board	Emily Delk	8-12-26
Add to calendar: Stroll through History 10/3; Yolo County Fair 8/7-16	Jia-Min Rosendale	8-12-26
Add proposed budget to the July Agenda packet available on the WOH website.	Kelly Coleman	8-12-26

Proposed Agenda/Items Tabled for Next Meeting

- Committee Sign Ups

Meeting Adjourned: 8:41pm

Next Meeting

Date & Time: August 12, 2026; 6:30pm
Location / Platform: Woodland Opera House 3rd Floor Meeting Room

Other Upcoming Meetings and Events:

- Executive Committee Meeting – August 5, 2026; 6:30pm

Minutes Submitted by: Emily Delk, Secretary
Date: August 12, 2026

_____
Emily Delk, Secretary

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

- Motion to approve June 10, 2026, Meeting Minutes with corrections PASSED.

Trustees/Officers

Y	Jia-Min Rosendale - President	Y	Emily Delk - Secretary
Y	Lauren Jones - Vice President	A	Kelly Coleman - Treasurer

Trustees

A	Josh Day	Y	Jenna Moncrief, City Rep
A	Katie Fuller	Y	Amber Robinson-Burmester
-	Ryan Gordon-Morgan	-	Cole Souza
-	Ashley Hill	Y	Amy Woodman
Y	Suzi Ishikawa		

- Election of Kelly Coleman as Treasurer PASSED.

Trustees/Officers

Y	Jia-Min Rosendale - President	Y	Emily Delk - Secretary
Y	Lauren Jones - Vice President	Y	Kelly Coleman - Treasurer

Trustees

Y	Josh Day	Y	Jenna Moncrief, City Rep
Y	Katie Fuller	Y	Amber Robinson-Burmester
-	Ryan Gordon-Morgan	-	Cole Souza
-	Ashley Hill	Y	Amy Woodman
Y	Suzi Ishikawa		

- Motion to approve the proposed Budget for 2026-27 PASSED.

Trustees/Officers

Y	Jia-Min Rosendale - President	Y	Emily Delk - Secretary
Y	Lauren Jones - Vice President	Y	Kelly Coleman - Treasurer

Trustees

Y	Josh Day	Y	Jenna Moncrief, City Rep
Y	Katie Fuller	Y	Amber Robinson-Burmester
-	Ryan Gordon-Morgan	-	Cole Souza
-	Ashley Hill	Y	Amy Woodman
Y	Suzi Ishikawa		

- Motion to remove Grace Wheeler as an authorized signer on the Tri Counties accounts and add Emily Delk (Sec.), Kelly Coleman (Treas.); keep Jia-Min Rosendale, Lauren Jones, Tom Burmester as authorized signers PASSED.

Trustees/Officers

Y	Jia-Min Rosendale - President	Y	Emily Delk - Secretary
Y	Lauren Jones - Vice President	Y	Kelly Coleman - Treasurer

Trustees

Y	Josh Day	Y	Jenna Moncrief, City Rep
Y	Katie Fuller	Y	Amber Robinson-Burmester
-	Ryan Gordon-Morgan	-	Cole Souza
-	Ashley Hill	Y	Amy Woodman
Y	Suzi Ishikawa		

- Motion to approve Minutes from Special Meeting on June 24, 2026, with corrections PASSED.

Trustees/Officers

Y	Jia-Min Rosendale - President	Y	Emily Delk - Secretary
Y	Lauren Jones - Vice President	Y	Kelly Coleman - Treasurer

Trustees

A	Josh Day	Y	Jenna Moncrief, City Rep
A	Katie Fuller	Y	Amber Robinson-Burmester
-	Ryan Gordon-Morgan	-	Cole Souza
-	Ashley Hill	Y	Amy Woodman
Y	Suzi Ishikawa		

- Motion to approve final payment for Bylaws to Jill England PASSED.

Trustees/Officers

Y	Jia-Min Rosendale - President	Y	Emily Delk - Secretary
Y	Lauren Jones - Vice President	Y	Kelly Coleman - Treasurer

Trustees

Y	Josh Day	Y	Jenna Moncrief, City Rep
Y	Katie Fuller	Y	Amber Robinson-Burmester
-	Ryan Gordon-Morgan	-	Cole Souza
-	Ashley Hill	Y	Amy Woodman
Y	Suzi Ishikawa		