Woodland Opera House Board of Trustees – Executive Committee (Ex. Com.)
Meeting Minutes
July 12, 2026; 10:00am

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

Meeting Notice: This was a monthly meeting of the Woodland Opera House Executive Committee.

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	P	Kelly Coleman - Treasurer

Additional Meeting Attendees:

Guests:

- Katie Fuller

Agenda

1. Call to Order: Welcome & Announcements,
2. Secretary notes who is present
3. Public Comment on Agenda Items
4. Board Retreat
5. Plans for the Year
6. Closed Session - Personnel
7. Report Out of Closed Session
8. Closing Remarks

Agena Item	Discussion Points	Recommendation
1. Call to Order	• Call to order at 10:00am by Jia-Min Rosendale, Pres.	• N/A
2. Secretary notes who is present	• All officers present; Katie Fuller, WOH Trustee attended as a guest.	• N/A
3. Public Comment on Agenda Items	• N/A	• N/A

4. Board Retreat	• Inquire if Kathy Fleming is available to facilitate.
	• Discussion of possible dates:
	  ○ Aug 22: 1-7pm
	  ○ Aug 23: 10-4pm or 1-7pm
	  ○ Aug 29: 10-4pm
	  ○ Sep 12: 10-4pm or 1-7pm
	  ○ Sep 13: 10-4pm
		• Emily Delk to reach out to Kathy for her availability and fees.

	• Possible venue options: Lauren Jones' office in West Sacramento or Woodland Chamber of Commerce.	• Lauren to check availability once date is selected.
5. Plans for the Year	• Executive Committee will schedule standing monthly meetings the first Wednesday of each month, beginning August 5, 2026, at 6:30pm unless otherwise noted. • Leadership and participation of the Advisory Committees of the Board (Fundraising, Events & Outreach, Documentation, Finance, and Nominating) was reviewed as discussed at the Board meeting on July 8, 2026; Jia-Min will reach out to Trustees to inquire about their individual interests in serving on one or more of the committees; Committee sign-ups to be included on the next Board meeting agenda. • Nametags are needed for the newly elected Trustees: Kelly Coleman will order nametags.	• Jia-Min to schedule 3rd Floor Meeting Room for standing Ex. Com. meetings; Emily to post meeting information on WOH website. • Jia-Min will reach out to Trustees to inquire about their individual interests in serving on one or more of the committees. • Kelly Coleman will order nametags for new Trustees.
6. Closed Session – Personnel	• Closed Session discussion of WOH personnel review process and compensation evaluation.	• N/A
7. Report Out of Closed Session	• No votes or final decisions were made in closed session; additional research to be conducted as is related to staff review process and compensation evaluation.	• Katie Fuller and Kelly Coleman to conduct further research as related to staff review process and compensation evaluation.
8. Closing Remarks/Adjourn	• N/A	• N/A

Follow-Up Action Items

Action Item	Responsible Person	Due Date
Emily Delk to reach out to Kathy for her availability and fees.	Emily	8/5/26
Jia-Min to schedule 3rd Floor Meeting Room for standing Ex. Com. meetings; Emily to post meeting information on WOH website.	Jia-Min	8/5/26
Jia-Min will reach out to Trustees to inquire about their individual interests in serving on one or more of the committees.	Jia-Min	8/5/26
Kelly Coleman will order nametags for new Trustees.	Kelly	8/5/26
Katie Fuller and Kelly Coleman to conduct further research as is related to staff review process and compensation evaluation.	Katie and Kelly	8/5/26

Proposed Agenda/Items Tabled for Next Meeting

- N/A

Meeting Adjourned: 11:30am

Next Meeting

Executive Committee Meeting – August 5. 2026; 6:30pm
Location / Platform: Woodland Opera House 3rd Floor Meeting Room

Minutes Submitted by: Emily Delk, Secretary
Date: 7/31/26