Woodland Opera House Board of Trustees –
Executive Committee Meeting Minutes
August 19, 2026, 6:30 p.m.

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

Meeting Notice: This was a special 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, A if Absent)*

Trustees/Officers

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

A quorum was present.

Guests:

- Katie Fuller, WOH Trustee
- Suzi Ishikawa, WOH Trustee

Agenda

1. Call to Order: Welcome & Announcements, Secretary Notes Who is Present
2. Approval of Previous Minutes from July 12, 2026, Executive Committee Meeting
3. Public Comment on Agenda Items
4. Discussion of Agenda Items from Board of Trustees meeting held August 12, 2026
5. Closed Session: Public Employee Performance Evaluation Pursuant to Government Code § 54957 Title: Executive Director
6. Report on Closed Session
7. Adjourn

Agena Item	Discussion Points	Recommendation
1. Call to Order: Welcome and Announcements	• Call to order at 6:38 by Jia-Min Rosendale, Pres. Note this meeting is in replacement for the meeting previously scheduled August 5, 2026, that had to be canceled due to illness.	• N/A

2. Approval of Previous Meeting Minutes	• Meeting Minutes from July 12, 2026, were reviewed and discussed.
	• No revisions were needed.
	• Motion to approve July 12, 2026, Meeting Minutes was made by: Jia-Min Rosendale
	  ○ Second: Kelly Coleman
	  ○ Abstained: N/A
		• Motion to approve July 12, 2026, Meeting Minutes: PASSED

3. Public Comment on Agenda Items	• Members of the public may address the Executive Committee on any item listed on this agenda, or on any other matter within the Executive Committee's jurisdiction not listed on this agenda. (Time limited at the discretion of the President.)	• N/A

4. Agenda Items from Board of Trustees Meeting on August 12, 2026	• Committee formations and chairs
	  ○ Suzi Ishikawa and Ryan Gordon-Morgan have not yet selected a committee; no Trustees have opted to join the Finance Committee yet.
	• ExCom/Meetings SOP, including website description
	  ○ Work with Eden Tomich, Ex. Asst., to update and consolidate Board names and meeting content to one page on the website.
		• Ask Eden to update and consolidate Board names and meeting content to one page on the website.

5. Closed Session	• Public Employee Performance Evaluation Pursuant to Government Code § 54957 Title: Executive Director	• N/A
6. Report From Closed Session	• Ex Com to execute action items to present to the Board.	• The Executive Committee will conduct a Performance Evaluation of the Executive Director in conjunction with a proposed compensation plan. • The Executive Committee will draft a proposed compensation plan for the Executive Director and present a Motion to the Board at the next meeting scheduled for September 9, 2026.
7. Adjourn		

Follow-Up Action Items

Action Item	Responsible Person	Due Date
Work with Eden to update and consolidate Board information on the website.	Emily	9/2/26
Conduct Performance Evaluation of Executive Director.	Jia-Min, Lauren, Emily, Kelly	8/28/26
Write Motion for proposed compensation plan for review by Executive Committee and presentation to the Board.	Jia-Min	9/2/26
Begin draft of slide deck presentation for the Board.	Kelly	9/2/26

Proposed Agenda/Items Tabled for Next Meeting

- N/A

Meeting Adjourned: 10:01pm

Next Meeting

Date & Time: September 2, 2026; 6:30pm
Location / Platform: Woodland Opera House 3rd Floor Meeting Room

Other Upcoming Meetings and Events:

- Board of Trustees Meeting: September 9, 2026

Minutes Submitted by: Emily Delk, Secretary
Date: 9/2/26

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

Motion to approve July 12, 2026, Meeting Minutes: PASSED

Trustees/Officers

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