

**The Sheldon Theatre Board of Directors
Regular Meeting
City Council Chambers
June 16, 2026**

Members Present: Board President Chap Achen; Board Members Laurie Bell, Meridith Wardle, Dennis Brennan, Susan Christenson, Maria Haley, and Jill Rohan

Members Absent: All members were in attendance

Others Present: Shantel Dow, Executive Director

1. Call to Order

Board President Chap Achen called the meeting to order at 5:15 p.m.

2. Pledge of Allegiance

President Achen led the recitation of the Pledge of Allegiance.

3. Roll Call

Roll call was conducted. President Achen and Board Members Bell, Wardle, Brennan, Christenson, Haley, and Rohan were in attendance.

4. Approval of Agenda

A motion was made by Member Brennan, seconded by Member Wardle, to approve the agenda as drafted. A vote was conducted, and the motion carried unanimously by a vote of 6:0.

5. Public Comment

President Achen reviewed the public comment procedure.

No one wished to address the Board.

6. Consent Agenda

A. Motion to Approve April 21, 2026, Minutes.

A motion was made by Member Christenson, seconded by Member Bell, to approve the April 21, 2026, Regular Meeting Minutes, as drafted. A vote was conducted, and the motion carried unanimously by a vote of 6:0.

7. Motions & General Business

A. Gift Acceptance for Board Approval: \$80,000 on 5/26/26 from the Red Wing Area Fund for General Operating Support.

A motion was made by Member Wardle, seconded by Member Christenson, to approve a gift acceptance of \$80,000 from the Red Wing Area Fund for General Operating Support. A vote was conducted, and the motion carried unanimously by a vote of 6:0.

8. Communication Items

A. Director's Report.

Director Dow provided updates and highlighted information from her report:

- Director Dow stated that the 2026-2027 season is off to a successful start and acknowledged the excellent work of employees.
- The Sheldon Theatre Youth CenterStage summer camp began accepting registrations. Rehearsals have also begun for the Phoenix Theatre. Two field trips and two summer rental shows will be held at the Sheldon Theatre.
- In June, a gathering is scheduled to meet Youth Theatre Director Foss and her husband. A meeting was held at the Port with Director Dow and Member Christenson to welcome the new Board Member, Jill Rohan.
- The MN Arts & Culture Coalition (MACC) held an annual event at the Bell Museum in St. Paul, and the MN Presenters Network (MPN) held a summer conference in St. Cloud last week. From the Sheldon, there were five attendees.
- Director Dow highlighted information from Russell's last Production Report.
- Director Dow highlighted information from Brenda's Marketing Report.
- Director Dow highlighted information from Samantha's Development Report.
- Director Dow highlighted information from Leah's Box Office and Front of the House Report.
- Director Dow highlighted information from Jordyn's Sheldon Youth CenterStage Report.

B. Finance Report.

Member Wardle reported that the Sheldon exceeded the 2025 year-to-date amounts and the budget year-to-date categories. He detailed the budget spending, variance, revenues, and expenditures.

Director Dow confirmed that the total revenue across the three events is \$2,413. The estimates were conservative this year, and the projected ticket sales were very close to the actual tickets sold.

C. Board Chair's Report.

1. 2026-2030 - Sheldon Theatre Strategic Plan.

President Achen discussed the Strategic Plan and the Board's role in overseeing the plan.

Member Christenson was assigned to marketing for new sponsors and fundraising. A meeting is scheduled with Director Dow and the Staff on July 6, 2026.

Member Brennan was assigned to the digital platform and surveying. Preliminary conversations have been held to determine where to begin, and another meeting has been scheduled.

Member Haley was assigned to first-time patrons and the Youth Theatre Program. Member Bell was assigned to tours and the Phoenix Theatre.

President Achen was assigned to the Capital Improvement Plan (CIP) for facilities and equipment. Within year one, the ADA Transition Plan and the Box Office repairs were approved, and estimates for sound improvements are being requested.

Member Wardle was assigned to strategic budgeting.

D. Committee Reports.

E. Government Relations Report.

F. Board Member Comments.

President Achen stated there is no board meeting scheduled in July. The next meeting is scheduled for August 19, 2026, at 5:30 p.m.

9. Adjournment

President Achen adjourned the meeting at 5:58 p.m.