

Shuswap Theatre Society Board Meeting Minutes

Nov 20, 2007

Present: Tracy, Marion, Peter, Julia, Denise, Evelyn, Hilary, Ellen, Susan, Patrick

Motion to accept the Min of the Oct 16, 2007 meeting

MSC: Peter, Evelyn

Artistic Committee Report: Gayle/Peter

Workshops held were well received and a set design was created for the Festival Production in Philip Tidd's class. The AC's request that the Board approve honorariums of \$100 to Jake Jacobsen for his lighting workshop, \$200 to Philip Tidd for the set design, and \$50 to Gayle Heinrich for the acting workshop was passed.

MSC: Evelyn, Hilary with the addendum that in future the honorariums are worked out by the AC when they are putting together their workshop budget.

A new improv group to start up in the next few weeks pending Peter's organizing of a schedule that won't be in conflict with the Main stage rehearsals. This initiative is fully supported by the Board.

Treasurer's Report: Marion

Marion is looking into several technical issues re: show float, tax receipts for items donated and how that is accounted for, including a piece of art from the Paint the Town silent auction. In order to further her knowledge of the ins and outs of non-profit accounting Marion requested approval to purchase a book on the specifics of said accounting

MSC: Peter, Ellen

Motion to accept financial statements as presented.

MSC: Marion, Evelyn

Production Notes for Kiss the Moon: Marion

Net revenue as of Nov 19, 2007, barring further bills, is \$5336.

Note to directors in doing up budgets that if you are going to claim in your budget a third of the revenue from Season Ticket sales then you must also take into account a third of the costs associated with the Season Tickets (printing, advertising, etc...).

Preliminary Budget for Aladdin Production: Marion via budget from James Bowlby

A production budget for \$2500 was approved.

MSC: Peter, Denise

Fundraising: no report

Season Tickets: Karen Sansom

Season ticket sales are down 11 from last year. We need to send out the brochures and do the campaign much earlier, as there were concerns that people didn't get the info until the day of the cutoff date. Perhaps as early as the end of the season this year for next season? People have been requesting gift certificates, should we be doing a push during the Christmas season?

Membership: Patrick

Patrick presented a membership breakdown. We currently have 93 members. He requested that the “Friends of the Theatre” and other larger donors be followed up on by the Fundraising Committee so that they aren’t lost in the shuffle and so that they get the appreciation they deserve and that is published in the Season Ticket brochure.

Building and Rentals: Cilla

Costume rentals were down this Halloween possibly due to the mid-week date.

The Folk Music Society donated carpet for the dressing room. Ellen will send a thank you. Marion and Cilla both noted that Fabricland has donated \$400 towards backstage improvements. We will be sending them a thank you and tax receipt

Aside from the cracks and wear and tear on the building in general, Cilla has requested that she be approved to acquire a free standing vacuum for the backstage area that isn’t accessible by the present system. Marion suggested that this be paid for out of the regular building maintenance budget which was unanimously supported.

SDAC: Susan

Attended the AGM for the Arts Council on the behalf of the Theatre and as a member of that association we have been invited to take part in an art project. Each of the old windows from the Art Gallery has been given to one of the member groups to create a piece of art out of that will be part of a show in March 2008 and will be auctioned off as a fundraiser. Marion volunteered to take on the project. Peter moved that we budget \$200 towards this project, Evelyn seconded.

Prompter: Susan

Susan requests that the Board submit more info/articles/ etc... to the Prompter. It is produced every 2 months and she’d love to have an article from the AC at least for every issue and hopes that other members will also contribute.

Archives: Susan

A data base has been set up by Tom and things are going well, though the info on the shows since ’99 or so has been more erratic and she’ll need lots of input to flesh it out. It will eventually list all the productions and their casts and crews with pictures, which will all be online and accessible to all.

Due to time restrictions at this meeting it was unanimously agreed that a meeting to do follow-up on the visioning workshop needed to be scheduled and **Monday, Nov 26 from 7-9 pm** at the Theatre was agreed on.

Meeting adjourned 8:55 pm

MSC: Julia, Evelyn