

Shuswap Theatre Society Regular Board Meeting Minutes
Wednesday, January 16, 2013 7:00pm, Shuswap Theatre, Salmon Arm BC

1. **Call to Order** and Roll Call 7:05pm; Monica Kriese, John Coulson, Rebecca Marchand, Julia Body, Kim MacMillan, Shannon Hecker, Sue Simmonds. Regrets; Judith Skelhorne, Joyce Henderson (Recording secretary for this meeting: Rebecca Marchand)
2. **Approval of Agenda;** 1st Julia, 2nd Sue **CARRIED**
3. **Approval of minutes** from last meeting December 11, 2012; Moved acceptance: Sue, 2nd John **CARRIED**
4. **President's Report –Monica** Welcome to 2013! Recap:
Downtown curbside info meeting: have little need to have curbside pickup for recyclables. Will not be participating.
Insurance: will renew with SASCU, resolved entertainers req'd coverage issues; our insurance will cover them if they're members (establish special fee for these instances/ corporate membership); applicable when Shuswap Theatre is not co-presenter for rentals;
Charitable Tax Status: need separate society for new business; discussion around fundraising; new costs incurred need to be addressed as previous requests do not apply now
Google calendar: need for it to be updated.

Motion: Kim MacMillan/Julia Body -That Shuswap Theatre create a business class of theatre membership, of \$25 per year, to apply to all new business and non-profit organization memberships effective immediately. CARRIED

5. **Treasurer's Report- Sue**
-Xmas final financials still to come: receipts still coming in, some revenues still to be added, some posted into Jan for expenses
-Questions arose about category of 'gift certificates' under assets,
-Some discussion over items still o/s for Mending Fences
-John mentioned Final Balance Sheet for end of year: equity value (historic value?), should we use new assessment value (from prov) \$317,000 as book value, **Sue to look into to see what's req'd under CRA guidelines to do adjusted entry and how will impact filing. Sue will look into this first before making change to sheet.** All agreed better for financials to reflect better what theatre assets would be.
-Filing deadline: no challenges
Sue moved acceptance: Kim 2nd, **CARRIED**
6. **Old Business**
- B. docs indicate loan extended via lawyers trust ergo proper loan; mortgage is legally kosher: it is the why we're unsure of (why mortgage was taken out?); perhaps could later ask council to forgive remaining balance of loan depending on what outcome of letter is; liability \$7,500; \$166 per month payment at no interest; **Tabled:**
John investigated the nature of mortgage to city and established that is legal loan conveyed via a local lawyer which may impact approval of financing in future.
C. In Camera follow up: Kim
D. How best to go about organizing the clean up? Recommended after discussion **Monica contact Cilla to add to her cleaning list and ask if helpers are needed.**
E. moved with Jake's report to VII B.

F. Life membership member letters sent by Sue to James and Cilla. If Gift/Life membership granting is to continue in the future then perhaps policy needs to be drafted to deal with these cases in the future.

****Tabled discussion for March meeting.**

VII NEW BUSINESS:

- a. All goes well; missing a few cast crew holes
- b. Building Committee Report; submitted by Jake. Recap:
 - Jake apparently has docs from Shuswap Singers to give monies to ST before the end of their year- trust account or held in trust is issue;
 - Also mentioned in committee meeting that Rotary Club looking for place for raised money/give money to; again issue of money in trust
 - Salmar (letter sent but no response yet); City/Mayor (letter sent but no response; response should give insight into support stance and amount); Downtown College Committee (no response as yet, having meeting shortly and would be great to go back to them before this meeting with city's response)

The following discussion ensued:

- CRA implications for society re: fundraising activities bar raised too high can lead to loose charitable tax status; recommendation has been made in the past by BDO rep Norbert that a separate society be set up for the fundraising aspect of the new building (in order to watch implications); in setting up a new board aspects of accounting, audit etc. must be dealt with before going through with practical set up of new society; however in setting up a new society also need to take into account future partnering/planning in structure of any new society; already have holding account setup within Shuswap Theatre to set aside monies earmarked for new building specifically; also scenario of seed monies brought up; currently can only hold \$6000 for new building;
- As definite on land still unclear, perhaps better to wait on setting up separate society but doing groundwork as far as members, etc. go in anticipation of needing to move quickly when/if something materializes.
- Society can be set up specific to fundraising, independent of a specific building or building committee. Then once building begins etc. society could be dissolved if no longer needed.
- Need to work through process to ensure that it will work beginning to end before going forward with big decisions. (make sure what we do now will be of use in the future). ie who will ultimately sign docs, how do the boards inter-relate, director's liability etc
- May need to look at a board meeting with building committee, (visioning session/workshop down the road)
- Advice needed - **-Board recommend Kim speak to Cindy Derkaz regarding/to ask about fundraising society for the new building.** Rotary member??
- *Monica to draft letter of understanding outlining procedures concerning monies for new building to be 'held in trust' while the question of a fundraising society being set up, to include an escape clause of some kind to cover in case of unforeseen circumstances. TO be sent to John, Jake, and Kim for editing. To send to Shuswap Singers, Rotary, etc. and extending much thanks for consideration in funds/fundraising.**
- Control of fundraising society/new building society: something that has to be worked out as it becomes clear who partners are in the project going forward.
- *Sue to look into liability of money entered in the books held in trust for building.**

- c. Theatre Recycling program: Jake concerned paint cans in garbage: box under stairs outside for empty cans and inform each producer of proper procedures, **Blue recycling box to be added to photocopy area as well**
- d. Publicity Nothing to report – waiting to get started on 'The Curious Savage' publicity

- e. Building Committee Report moved to VII B
- f. Building, Rentals, Costumes Report – Cilla; Regarding scheduling conflict with The Herbal Bed and the Songwriter’s showcase: it was decided we need process for booking to ensure Cilla keeps all parties in the loop when doing bookings and it was asked that Cilla email the Director when checking dates/availability for bookings and the answer be emailed back, so as to have a written record of the conversation. **Monica will get back to Kelly to say yes booking is fine and express that we’ve bent over backward...etc., as well as to let Cilla know of the process for booking future events.**
- g. -Youth coffee house- varied activities, improv, acting, poetry, dance, performance space for young people, etc. of an evening with involvement from other youth oriented groups from the community; perhaps once a month; coordinator or team facilitating if needed; growth potential, mentorship potential; partner with DAC; **-Shannon and Monica to follow further and bring back to the board with further development.**

H. Fringe: **Monica to look into usage of term ‘Fringe’/ ‘Fringe Festival’; also further looking into merit of becoming member of CFFA.**

Direction from the board to the Artistic Committee to move forward with plans for a ‘fringe’ festival next summer.

-Workshop: **Direction from the board to the artistic committee to proceed with planning and circulate to the board by January 31, 2013.** Budget line \$295.

Adjournment: 8:55pm

Next board meeting: location to be determined via email

Date:

Date:

President; Monica Kriese

Recording Secretary; Rebecca Marchand