

**Board of Directors of Shuswap Theatre Society**  
**BOARD MEETING MINUTES**  
February 28, 2018, Shuswap Theatre

Meeting called to order at 5:05 pm.

**Present:** Kim MacMillan (Chair), Sherry Bowlby, Paula Shields, Tracy Nash, Peter Molnar, Monica Gignac, Hammy McClymont

**Guests:** Susan MacMillan, Doreen Rolheiser, Astrid Varnes

**Regrets:** Kathy Moore

## **AGENDA**

- Kim added two items to the agenda; FOH Coordinator under Policy and OZone representative under other business
- **MOVED by Paula, seconded by Peter that the agenda be adopted as amended. CARRIED.**

## **PREVIOUS MEETING MINUTES – January 17, 2018**

- **MOVED by Hammy, seconded by Tracy that the minutes be adopted. CARRIED.**

## **FUNDING, DEVELOPMENT, MARKETING**

- Susan presented an update on the **Comfy Bottoms** project (attached)  
The cost of the seats has gone up by about \$2,000 due to a large increase in shipping costs.  
The committee has developed a timeline for the project (attached). Installation is planned for June.  
Just over \$5,000 remains to be raised to meet the new price.  
Kim reminded the meeting that all directors are requested to make a contribution to Comfy Bottoms.  
As soon as all board members have contributed any amount, the letter will be mailed to members who have yet to donate to Comfy Bottoms asking for their support.  
The Comfy Bottoms campaign will wrap up about the time the seats are installed.
- Susan noted that ArtsVest will allow part of its matching grant to be earmarked for Comfy Bottoms. Hammy noted that as the entire ArtsVest grant had been expected to go to operations, moving part of it to capital will increase the operating loss on the year. Hammy added that Shuswap Theatre ought to develop an annual fundraising strategy and plan for both operating and capital needs. Such a plan will help us to communicate with our supporters more effectively.
- Doreen presented options for **seat covering colour**, and for **floor coverings**, and recommended the following:  
For seat covering, the burgundy fabric  
For the floor covering, the Floor Store proposal for dark grey carpet for the stairs, and vinyl wood planking for the seat rows, quoted at \$6,489.
- **MOVED by Hammy, seconded by Paula, that the Board accept Doreen's recommendations, to wit Burgundy for the seat covering, Floor Store proposal for dark grey carpet for the stairs, vinyl covering for the seat rows for \$6,489, the cost to be funded from the capital reserve and repaid with future fundraising. CARRIED.**

## ARTISTIC & PRODUCTION

- Astrid presented the **Artistic Committee** Report
- Julia will be the **AC liaison** for “Perfect Pie”.
- Eugene Leveque is keen to do a **set design workshop**. Scheduling it needs to take the Comfy Bottoms project timeline into account. Tracy will send the timeline to Astrid.
- AC is aiming to bring its recommendations for the **2018-19 season** to the March 21<sup>st</sup> board meeting.  
 Fall – Astrid is in discussions with Danielle Dunn-Morris to direct  
 Winter – Kim is considering a number of plays  
 Spring & Festival – Julia is considering a farce  
 Sherry suggested that if Dunn-Morris is not considering a “family show” in the fall slot, that the AC consider adding a Christmas panto. All agreed.
- AC continues discussions with Jimmy Tait about directing in the **2019-20 season** fall slot. It was generally agreed that having professional directors in successive seasons is acceptable, provided that the cost can be afforded.
- Kim reported that we have received calls and an email from people who are bothered by some aspects of “Opening Night”. He has spoken to Paul Kirkwood-Hackett about these concerns. Our contract with the playwright does not allow us to make changes to the script. It was agreed that we will not make script changes.
- **Theatre on the Edge**  
 Joanelle Clarke is the Coordinator of this year’s festival.  
 The festival team is in place and seven applications to perform have arrived at the deadline.

## FINANCE

- **“Perfect Pie” production and OZone festival budgets**  
 Tracy presented the budgets (attached). Hammy noted that the net cost of OZone Festival participation was overlooked in the second quarter revised forecast for the season. The operating loss will increase accordingly. Kim noted that it is Society policy to cover Theatre BC membership fees (\$28) for each of the Shuswap Theatre participants listed in the festival program. Tracy will amend the budget accordingly.  
**MOVED by Tracy, seconded by Hammy, that the Perfect Pie production budget and the amended OZone Festival budget be approved. CARRIED**
- **Director’s & Officers Liability Insurance**  
 Insurance has been acquired through ArtsBC - \$2 million liability for \$500 annual premium.

## POLICY

- **Policy on Sexual harassment**  
 Kim suggested that this be an item for the board’s Spring Retreat.  
 Hammy added that the Canadian Theatre Agreement’s section on this issue might help us to organize our thoughts.
- Discussion regarding policies on **conflict of interest** and **privacy** were deferred.
- Kathy will update the board on **board member name tags**

## BUILDING

- **FOH Coordinator Policy 6.20.1**  
**MOVED by Hammy, seconded by Tracy, that the FOH Coordinator Policy 6.20.1 be adopted. CARRIED.**
- **Capital Items**  
 Kim suggested that we review the list of capital items again soon.

## SSAC

- Hammy spoke to the backgrounders he circulated to the board regarding our response to SSAC's question of January 3<sup>rd</sup> about our participation in the proposed arts centre, and suggested we plan towards a meeting of the membership in May, at which the members can decide the matter with finality.

## OTHER BUSINESS

- **Planning for Board Spring Retreat**

It was agreed that we plan the Spring Retreat for Saturday, April 28, 9:30 to 4:00

- **OZone representative**

Kim reported that, notwithstanding her resignation from the board, Bea would like to carry on as Shuswap Theatre's OZone representative for the balance of her term. All agreed that she should.

## IN CAMERA

- None

The meeting adjourned at 7:00 pm