

## Shuswap Theatre Society - Board Minutes

June 20, 2018 – 5:00 pm at the theatre

Present: Kim MacMillan, Hammy McClymont, Sherry Bowlby, Tracy Nash, Monica Gignac, Peter Molnar

Guest: Joannell Clarke

Meeting Called to Order at 5:15 pm.

### AGENDA

- Motion to approve the June agenda with amendments. Monica/Peter. Carried.

### PREVIOUS MEETING MINUTES – May 16, 2018

- Motion to approve the May meeting minutes as presented. Hammy/Sherry. Carried

### ARTISTIC & PRODUCTION

- TOTE update (Joannell)
  - Report attached.
- Artistic Committee report (email from Astrid)
  - The board agreed to proceed with the contract for Danielle Dunn-Morris – fee \$3,500, travel expenses \$500  
Julia will be the AC liaison for “Odd Jobs”
  - The AC asks the board to appoint a producer for “Odd Jobs”  
The board authorizes the President to make the appointment. Board members will assist in listing candidates
  - The AC has not heard further regarding the Christmas show and will follow up
  - The AC conducted a debrief of “Perfect Pie”
  - The AC plans to meet again soon to discuss workshops and preliminary plans for 2019-20
- OZone (Tracy)
  - Tracy gave a brief report on the OZone performance of “Perfect Pie”. She is tidying up the bills.
- House Technical Director Job Description (Kim)
  - Kim reported on his meeting with Jim Clayton. The job description and fee have been agreed to. Kim will circulate the amended job description to the board for sign off.
  - Sherry will arrange to pay Jim for 2017-18 (September to June – 10 months @ \$100/month). Payments for 2018-19 can be made quarterly.

### FINANCE

- Signing Authority
  - SASCU has changed credit card arrangements and requires an updated signing authority
  - Moved by Hamilton McClymont, seconded by Tracy Nash, that the signing officers for the Society’s accounts with SASCU, including our SASCU Collabria MasterCard Cash Back, shall be any two of Sherry Bowlby, Kim MacMillan and Hamilton McClymont. We certify that none of these board members directly or indirectly owns or controls 25% or more of the organization. Carried
- Budget issues 2018-19 season
  - 2<sup>nd</sup> iteration of the 2018-19 budget and covering report attached
  - Hammy reported that he, Sherry and Kim reviewed the initial estimates, increased the box office sales expectations by about \$10,000 and reduced spending estimates by the same amount. The result is a net operating income requirement of about \$20,000 before grants and donations.
  - This version of the budget includes a template for the capital fund. It indicates that we have a capital fund shortfall of just over \$8,000 this year. If we proceed with the contemplated stage replacement, the unfunded capital shortfall will grow to \$23,000 next year. Together with the requirements for operations, we

will need to find over \$40,000. Hammy will take the lead in developing a fundraising plan to address these requirements.

## **POLICY**

- Privacy and Security draft
  - The draft of policy 4.9.5 Privacy and Security (attached) was approved by resolution. Tracy/Hammy
- Nominating Committee amendment
  - The board amended and approved the report (attached) on adding section 2a to policy 2.5 Nomination and Election of Board Members. Hammy/Sherry

## **FUNDING, DEVELOPMENT, MARKETING**

- Update on the *Comfy Bottoms* project.
  - Report Attached
  - Seats were shipped June 12 from Mexico. Hammy outlined a contest idea – “Guess when the new seats will arrive”, to link the new seats to Theatre on the Edge.
  - Tracy recommended that a “thank you” event be held for donors and volunteers after the seats are installed. The board agreed with the principle and will consider suggestions.
- Season end debrief on publicity
  - Kim, Hammy, Paula and Tracy met June 12 to review the publicity effort made this season. Their report, in which the following recommendations were made, is attached.
    - Consistent brand image? The committee recommends that the publicity coordinator and the director have sign-off on the marketing image for individual shows.
    - Recognizing the need to have the publicity coordinator work in concert with the producer and the director of each show, the committee recommends that the publicity coordinator be responsible to the board.
    - Professionalizing our publicity efforts? The company should be prepared to pay for professional service when it is unable to recruit volunteer help of the required level of skill
    - Shuswap Event? The committee recommends that the company investigate alternative ways of creating and distributing content on social media platforms for the coming season and that Shuswap Event be informed that the company is not in a position to renew the contract.
    - Recruiting? More consideration of existing and potential resources is needed before a recruiting plan can be made. Committee members will do a series of “interest, availability and expectations” interviews.
    - The Board adopted the recommendations. Hammy/Tracy

## **BUILDING**

- Architectural lighting plan
  - Awaiting results of grant application
- New stage floor
  - Awaiting development of fundraising plan

## **SSAC**

- Meeting with SSAC’s feasibility consultant Miki Andrejevic
  - Kim spoke to the report on the meeting (attached)
  - The Board agreed to decline Andrejevic’s invitation to co-sponsor applications for funds for the feasibility study. Sherry/Peter
- Shuswap Recreation Society
  - Kim reported on a meeting with Dale Berger and Darby Boyd of the Recreation Society at which their consulting architects, HCMA Architects + Design conducted a community consultation. Other community

organizations also attended. The Recreation Society is considering the redevelopment of its campus, including the possibility of a performing arts theatre.

- The Board welcomes this opportunity for the community, but considers it to be an unlikely solution should Shuswap Theatre need a new home. The Board feels that our role will be to provide the Recreation Society and its architects with all the assistance our collective experience can bring to the project.

#### **OTHER BUSINESS**

- Monica reported that new nametags for board members will be ready in time for TotE
- Shuswap Theatre has been asked to provide volunteers for a July 1<sup>st</sup> children's event. Kim will ask Cilla if she can make some costumes available on a rent-free basis.

**Meeting adjourned at 7:14 pm**