

**Shuswap Theatre Society Regular Board Meeting Minutes**  
**Wednesday, April 16, 2014**  
**Shuswap Theatre, Salmon Arm, BC**

**Chair:** Joyce Henderson    **Secretary:** Judith Skelhorne    **Call To Order** 7:00 pm

**Regular Attendance:** *Joyce Henderson, Kim MacMillan, John Coulson, Sherry Bowlby, Judith Skelhorne, Althea Mongerson, Julia Body, Glenda Marchand, Shannon Hecker, and Aidan Sparks from the Artistic Committee - (Marcus Smith in rehearsal and in partial attendance only).*

**Guests:** *Joyce Jackson (bookkeeper)*

**1. Welcome and Opening Remarks:** Joyce welcomed all to the meeting, explaining that she was expecting Jaci Metivier to arrive later to go over grants.

**2. Approval of Agenda and Additions:**

The agenda was approved with the following addition: Item - Correspondence from Monica Kriese.

**3. Financial Report:** Joyce Jackson

a) Joyce J. explained financial report which had been distributed by e-mail and answered questions on same. She asked for an explanation of where Senior's Theatre fits into Shuswap Theatre's financials as she had received a bill for \$3,800.00 (the last bill for the New Horizon grant) was due at the end of March. Joyce H. outlined the Senior's involvement with the theatre and asked Joyce J. to check with Monica Kriese (past president) re Sorrento Hall rental which we paid, Monica should have a copy of the contract and be able to answer financial questions.

b) A new system of accounting which Joyce J. is working on will begin on July 1, 2014. Discussion followed re the logistics of the new account system.

c) Work has begun on the theatre's budget for the 2014/2015 fiscal year.

**Motion:** *Glenda/Julia* - That the financial reports be accepted as presented.

**Carried.**

**4. Grants:**

Jaci Metivier who had been expected did not arrive so the president outlined that our request for funds from the Shuswap Community Foundation has to be in by

May 15. Several concerns were brought forth and discussed for consideration, chief among these were:

1. To make the theatre more energy efficient (bottom line)
2. A youth program workshop
3. New sound equipment

**Motion:** *Kim/Shannon* - Moved that a grant be sought from the Shuswap Community Foundation for enhancements to our sound system and a computer to complete the Vandini system. **Carried.** (Sherry and Glenda opposed)

### 5. Minutes of March 19 Meeting:

The minutes were circulated by e-mail. Sherry asked that the following changes be made to the O-Zone report: .... *Don Rampene was in charge (has since quit) of running the festival. Looking for nominations for the Ozzie awards. Tickets will be \$10 - \$25.* ..... (These changes have been noted on the minutes pages. J.S.) Sherry and Kim then moved that the minutes be accepted as amended. All agreed.

### 6. Business Arising From the Minutes:

- a) Tim Dunne's Structural Engineer's Report: John Coulson - E-mailed April 7.  
The bottom line of this report shows that the building is acceptable for its current use for some time and can continue to be used as it is not about to fall down. Should large building changes be contemplated it is recommended that a geotechnical engineer be retained to consider the merits of foundation reconstruction as this would be more costly than a new build.
- b) Report re Fortis Energy Assessment: John Coulson - E-mailed March 24.  
This report shows that there is not much wrong and outlines several ways to make the building more energy efficient. There were several recommendations regarding lighting and high efficiency heating/cooling improvements.  
make the building more energy efficient.  
All board members got a note from John asking what they would like to see improved in the building. The committee needs to know what the board wants. Heating the building will be a priority soon and John outlined the logistics of this, reiterating that Shuswap Theatre should be planning for this contingency either through grants or by using money saved (if any). Discussion followed with the realization that this should be a priority.
- c) June 1 Retreat: John Coulson  
John outlined several concerns which could be discussed at the retreat:
  1. The possibility that there be something in a binder for the use of future board members so they will know who to go to and where to go to get information regarding the organization of the board, who is responsible and to whom.

2. The board should concentrate on getting the work done which has been envisioned over the past couple of years.

3. The board should endeavour to be clear in its decisions and strive for continuity.

4. Ask ourselves how do we want to be and how are we going to make it happen?

This led to conversation and an agreement that the focus of the retreat has to be worked on more.

## **7. President's Report: E-mailed**

1. Spring cleaning on March 29 saw a lot of work done including cleaning and steam cleaning chairs, seats and under frames; replacing brick facing outside of the theatre; installing pigeon-proof wiring. Seventeen volunteers were involved and all enjoyed camaraderie and pizza at noon. A recommended annual happening.

2. A profit of \$727.51 was recognized from the garage sale on April 12, a worthwhile undertaking which could be repeated next year, possibly a week or two later.

3. Evelyn Birch and president Joyce Henderson did a presentation to City Council on Monday, May 14. Joyce talked about the success of last year's "A Herbal Bed" at the festival, what has been happening at the theatre throughout the year, and plans for the May concert as well as plans for the next year. Evelyn, director of "The Complete Works of Wm Shakespeare," talked about the play and going to O-Zone, and gave out complimentary tickets to the play. The presentation was well received and a similar presentation should be done annually.

4. The question of responsibility of the theatre with regard to alcohol use and underage drinking has been brought up and should not be allowed. The cast should all be made aware of this so there is no youth drinking at cast parties. Should there should be a policy and who will enforce the rules (the cast party is a private affair)? If possible we should look at what other theatres do to handle the problem. Discussion but no decisions.

5. Re painting on outside walls - the logo is already designed and just has to go up.

## **8. Committee Reports:**

**Youth:** - Shannon Hecker.

1. Art Gallery Children's Program. Tori Jewell described the free program which provides exposure to art gallery/art expressions and families together creating and experiencing artistic expression. Contact Tracy Kutcher for more information and talk to the board about having a Saturday drop-in at the theatre which overlaps with the gallery to create a vibrant downtown core for youth.

\*Idea. Theatre 2 - 4 Saturday drop-in with costumes, theatre activities and games etc. Shannon would begin as facilitator. Minimal budget. Norma Jean will talk to different children's organizations. A super outreach for Shuswap Theatre.

2. Fall intensive/Spring break intensive. Friday evening/Saturday for youth-focussed around a particular aspect of theatre - acting first. Norma Jean will check out potential funding for co-ordinator, materials, advertising/marketing, etc. ...basics of a budget.

3. Middle School focus - create a relationship with staff and students - they have been asking. No go on May 12 Wellness Week as publicity is not good and Shuswap Theatre has no handout.

4. Discussion re Life Gets Better Together Group and the possibility of S.T. hosting the group in the fall. No conclusion.

**Artistic Committee:** - Julia Body

The committee met on April 2 and is in the process of getting next season's activities underway. Have a lead on another director. Paul ..... will be doing the Christmas show. Julia will do next fall's play. At present working on finding appropriate plays to run. SATfest first meetings are underway.

Okanagan Regional Library has improv group meeting every other Friday and want more children. A request for a daytime fun of "The Complete Works of Wm Shakespeare" had to be denied because the cast are all working.

**Shuswap Society for Arts and Culture** - John Coulson

John outlined the progress of finding a new site for a new facility. The city is not ready to give property for the new building although rumours abound. He will pass on to the new society that S.T. is not interested in a 600-seat theatre because at present too many seats would be empty unless partitioned off. The final decision should be left to Shuswap Theatre's membership with open discussion of our needs and wants for a new facility.

**Publicity, Tickets, Grants:** - Monica Kriese

No report this month

A letter (attached to official minutes) from Monica re stepping down at the end of the year. She will be missed. Discussion with many questions arising which need more study before decisions are made about filling her position.

**Building, Rentals, Costumes: - Cilla Budda**

No report this month.

**O-Zone: - Sherry Bowlby and Cilla Budda**

Report will need possible \$2000 cash donation to offset theatre costs also donations of vehicles, etc. to ease Shuswap Theatre costs.

Joyce will check on insurance for actors.

**9. Report on “The Complete Works of William Shakespeare”**

Everything is coming along nicely. On Saturday the actors will be going around town in costume to publicize the play.

Final cast and crew list handed in.

**10. Work Committees Report:**

- i) Review of by-laws for annual meeting is underway. Kim
- ii) Committee to review ticket prices has not met yet. Marcus and Sherry
- iii) Review of style of programmes and posters for next year - nothing yet.  
Aidan, Susan, Glenda
- iv) Future Capital Needs of the Theatre: - Kim, John, Cathy Lake
  - a) Need money for new furnaces - possible grants.
  - b) Committee looking at capital needs would like to have guidance about what has to be done.

[Note: The consensus of opinion of board members is that S.T. will likely be using this building for another 15 to 20 years.]

**Next Board Meeting: Wednesday, May 14, 2014**

Signed: \_\_\_\_\_ Chairperson

Signed: \_\_\_\_\_ Secretary