

## Minutes of Shuswap Theatre Board Meeting August 17, 2016

Present: Joyce Henderson (chair), Sherry Bowlby, Glenda Marchand, Kim MacMillan, John Coulson, Althea Mongerson, Marcus Smith, and guest Susan MacMillan. Regrets from Bea Kirkwood-Hackett and Kathy Moore.

The agenda was adopted with three additions.

### ***Mary Poppins***

Susan MacMillan presented a rough, preliminary budget for *Mary Poppins*.

**Moved by Marcus/Sherry that the children's ticket price for Mary Poppins be \$10.**  
Carried.

### ***Minutes***

The minutes of the July meeting were amended to add Hamilton's last name, which is McClymont.

**Moved Sherry/Thea that the minutes be accepted as amended.** Carried.

### **Business Arising**

Glenda reported that the mortgage has now been officially discharged. Our thanks to Glenda for following through on this process. It was agreed that we hold a mortgage burning ceremony at the upcoming AGM and invite Lois Higgins, whose signature was on the mortgage.

### ***Sensei: The Storyteller.***

SASS will host a performance on Friday, Sept 30th. The principal will try to find some money to help with expenses. The public performance will be at 7:30 PM that night. Mark Ikeda will lead an improv workshop the next morning.

**Moved Thea/Marcus that tickets for the evening performance be \$12, cash only.**  
Carried.

**Moved Glenda/Thea that the improv workshop be free to Shuswap Theatre members and \$10 for non members.** Carried.

### ***Season Brochure***

It was agreed that in future years we should produce our Season Brochure in time to be distributed at the *Theatre on the Edge* Festival, and that the Planning Calendar be updated to include this.

### ***Email Motion***

The following motion was passed by email since our July meeting:

**Moved by Kim/Marcus that the fees paid to Intwined Fibre Arts as our ticket agent be increased to \$1.00 per ticket starting with *Theatre on the Edge* 2016 and that the agreement be revised accordingly.** Carried.

It was agreed that the draft contract that Kim had been circulated be adopted with the following changes:

- Add "2016" to Theatre on the Edge for clarity,
- Remove the expiry date, noting only the 60 days written notice of termination.

### ***Grants***

Joyce announced that we have received \$5,000 from the Community Foundation for the purchase of a new lighting console.

It was agreed to ask Jean Angers to conduct a lighting workshop which would include training on the new Lighting board. He will be offered \$200 for his expertise.

The Shuswap Theatre Endowment Fund at the Shuswap Community Foundation has reached a level such that we will receive \$750 this year from it.

### ***Treasurer's Report***

Sherry presented comparative income statements for the last two seasons. Our net profit for 2015-16 was \$12,945.62 compared to \$24,453.40 for 2014-15. It was pointed out that if "unearned income" (mainly grants) was deducted from income, then our profit would have been around 2% of income.

**Moved John/Marcus that the comparative financial statements be accepted as presented.** Carried.

## **Committee Reports**

### ***OZone Festival***

300 bookmarks have been printed and delivered to various tourism offices to publicize the festival. Thanks to Lisa Bennett for the design.

### ***Artistic Committee***

Theatre 101 is scheduled for Sept 24.

### ***Lobby Redecorating Committee***

The lobby redecorating report was tabled until September meeting. We will invite Doreen Rollheiser to that meeting.

### ***Annual Reports***

All annual reports need to be submitted by the end of August. Kim will post them on the website as they arrive.

## **New Business**

### ***Building Rentals***

An email letter was received from Michelle Atkins expressing concerns about her experiences renting the theatre this summer for her kids' art and drama camps. Discussion followed about her needs and ours.

**Moved John/Marcus that a letter be written to Michelle Atkins indicating that the space will not be available to her next summer and including reasons for the decision. Carried.**

Marcus reported that there have been various problems around technical arrangements for rentals, noting there has been a larger number of rentals this summer. It was agreed that Marcus will develop a page to be added to the standard rental agreement which lists the technical needs of the renter. Kim will then integrate it into the rental agreement document.

It was also agreed that this fall we should review our rental rates.

Adjourned 9:00 pm