

Shuswap Theatre Society Regular Board Meeting Minutes
Wednesday, August 20, 2014
Shuswap Theatre, 41 Hudson Ave. NW, Salmon Arm, BC

Chair: Joyce Henderson **Secretary:** Judith Skelhorne **Start:** 7:07 pm

Regular Attendance: *Joyce Henderson, John Coulson, Marcus Smith, Kim MacMillan, Glenda Marchand, Sherry Bowlby, Julia Body, Judith Skelhorne, Shannon Hecker.* **Regrets:** *Althea Mongerson.*

Welcome and Opening Remarks: Joyce welcomed everyone to the meeting with a wish that we could cover everything on the agenda and leave at a reasonable hour.

Minutes of July 16, 2014 Meeting: The minutes were circulated by e-mail in advance of the meeting. No errors or omissions were noted and Judith asked that they be accepted as circulated. Agreed.

Business Arising From the Minutes:

1. Painting of the outside of the theatre - Joyce asked that anyone who wished to be part of the work party meet at the theatre at 10 am on August 23. Pizza for lunch.

2. Open House, 7 pm on Sept. 20 - Julia and Evelyn have done preliminary planning for this event and feel they have everything under control. They are working on a press release and a reasonable budget. Tours of the theatre are being planned and it is hoped to present short bites from plays along with interactive involvement with visitors.

3. Annual General Meeting, September 20. All reports must be in by the end of August so Kim can post them on a special page on the theatre's website. Dave Wood from the Shuswap Community Foundation will be the guest speaker for the evening. Joyce explained briefly what the Foundation is about and how the theatre could benefit from setting up a fund with SCF. A motion will be called for at the AGM to set up fund for the theatre and Dave will be able to answer questions which might arise.

4. Feedback on by-laws from members. Only four persons had responded by the time of the meeting. John outlined the changes and there was discussion over some parts that need small changes. John will make the changes in the draft before the AGM and having them voted into law. A question arose about where

documents were stored, including copies of the old minutes, these questions were discussed and will be looked into.

5. Joyce and board members all expressed thanks to Julia Body for hosting a very enjoyable end of season party. A good time was had by all.

Proposed 2014/15 Season Productions:

The following proposed lineup for the 2014/15 season was sent and voted on by e-mail:

“The Odd Couple” by Neil Simon, directed by Julia Body. Run dates: Oct. 24 - Nov. 8.

“Bah Humbug” directed by Paul Kirkwood-Hackett. Run dates; Dec. 5,6,7 and 12, 13, 14 (two shows on Saturday).

“Two By Two (Two one-act plays by two directors). Directed by Kate McKie and Ann Skelhorne. Run Dates: Feb. 20 - March 7.

“Pack of Lies” by Hugh Whitemore, directed by Kim MacMillan. Run Dates: April 24 - May 9 (O-Zone festival entry).

Motion: *Julia Body/Kim MacMillan* - That the proposed 2014 - 2015 season be accepted as submitted at the board meeting of July 16 2014. **Carried.**

Financial Business:

Comments re August 13 Budget Meeting:

Those who attended the Budgeting 101 meeting with Joyce Jackson felt that she clarified a lot of questions we had been asking regarding financial issues. Using a prepared outline she walked board members through what a budget is and how it can be implemented. She also explained the codes she uses and that they are used to prevent confusion as to which department items belong. She reiterated that it is the board’s responsibility to let her know what is expected of her.

Budget/Financial Statement

Joyce J. sent a Preliminary Line Budget for 2014-15 (53 pages) and a Financial Statement as at June 30, 2014 by e-mail for board members to read and discuss. The Preliminary Line Budget shows “how the board can achieve qualified final budget values from the information that has been provided and areas that may require some special attention...”. The Financial Statement includes Balance & Income Statement for June 2014; Balance & Income Statement comparative 2013/2014; Main Stage Production Income Statement; Main Stage Ticket Revenue

Report and Main Stage House Total Report. These reports were discussed at the meeting and approved.

Motion: *Glenda Marchand/Sherry Bowlby* - That we approve the year-end financial statement and the posting of the year-end financial statement (pp. 5, 6, and 7) of the report on the website. **Carried.**

Signing Authority:

It was decided that any change to signing authority be held off until after the AGM.

Job Descriptions of Treasurer and Accountant:

These were presented and read briefly and will be dealt with at the September meeting.

Sponsorship Sales Policy:

Kim presented an amended Policy Number 4.17 - Sponsorship Sales - for the board to consider. This was discussed briefly and will be looked at in detail at the September meeting.

Committee Reports:

President's Report:

- Thanks to Kim for handling things for 6 weeks.
- James Bowlby putting together the season's brochure, will pass to Urban Think Tank who for \$200 will set it up and we will print it on our photocopier.
- Saturday, Aug. 23 work session at the theatre - working on front of building.
- Django, organized by Willy Gaw, was a great financial and entertainment success. Full house!
- Joyce working on filling the publicity and programmes positions. Kim and Joyce working on a job description for publicity. Lisa Bennett will do poster for "The Odd Couple."
- Jaci Metivier is investigating Vancouver Foundation grants as a source of funding for a new furnace.
- Shuswap Rotary donated \$1,300 to cover the cost of the cash drawer, the computer and the renovation needed for the Vendini set-up.
- Michelle Atkins held children's art and drama workshops for three weeks during the summer, not enough registrants for five weeks as anticipated.
- Look into requesting donation from the Salmar.

Artistic Committee Report:

- Confirmation of 2014/15 Season. *James is looking for a Musical Director for “Bah Humbug” *Julia taking care of rights for the season.
- Julia contacting several individuals about producing for “Odd Couple” and “Two by Two.” James has offered to produce “Bah Humbug” and Susan MacMillan will produce “Pack of Lies.”
- Discussed dividing of producer’s job and that this should be followed where possible to train new producers.
- Althea putting together the new Directors Welcome package along with feedback from participants.
- AC will keep its current format for the following year. Ellen Gonella will be asked to join the committee to replace Aidan Sparks.

Motion: *Julia Body/Marcus Smith* - That Ellen Gonella be asked to join the Artistic Committee. **Carried.**

- Potential directors are: Marcus Smith, Lois Archer-Duell, Evelyn Birch and Angela Hannis.
- James putting together questions for a survey for the membership about how they feel about our season and what they would like to see at ST.

Budget for “The Odd Couple”

Julia presented the budget for her production and asked for any changes the board felt were needed. Following discussion the only change in “Expenses” was for Opening Night which was reduced from \$200 to \$150. Question of whether ticket commission included Vendini commission.

Motion: *Julia Body/Sherry Bowlby* - That the budget for “The Odd Couple” be accepted as amended. **Carried.**

Youth Committee Report:

- No formal meeting during summer.
- Sent in parade float application, need to secure truck, flatbed, costumes, props and decorations.
- Michelle Atkins who rented the theatre for Art and Drama this summer reported that, unlike other years, the children were more demanding of Drama skills and acting than art expression. Shannon will meet with Michelle to discuss the upcoming school year and possibilities for ongoing programming at ST. She has also spoken to James Bowlby and Ann Skelhorne. This is an

exploratory and vision time to see what potential fund, energy, staffing, programming, space makes sense for an ongoing program at the theatre.

- The Acting Intensive will go ahead the first weekend in October and will be led by Aidan Sparks and Peter Blacklock.
- Recruiting other youth committee members.

Building/Rentals/Costumes/O-Zone Reports:

- No reports this month.

Publicity Report:

- No official report but discussion regarding article and picture published in Lakeshore News on August 15, 2014 by Michelle Weisinger, editor of the paper.

Tickets/Vendini Report:

- No official report.

Other Business:

- It has been discovered that the present ticket/kitchen kiosk is not large enough for the equipment necessary for the Vendini system. One suggestion is to build a (wheeled) cart for the computer, cash drawer and printer and place a ticket scanner on the stairs with a line to it. Discussion followed as to the logistics of this plan. Ongoing.
- Letter from Monica Kriese re pricing for the Improv tickets. She explained that at \$10 for tickets the per ticket fee goes from \$1.50 to \$2.00. If the ticket price is set at \$9 the per ticket fee is \$1.50 - 50% of which is covered by ST, making guest cost \$9.75 - just under \$10 which makes the cost just under \$20 for a couple. She would like the board to reconsider the pricing of Improv tickets to encourage audiences to come. Discussion. Result: Tickets will be \$9.00.
- Joyce presented a proposed annual planning calendar for the board's approval. This was gone over and accepted by all.

The meeting was adjourned at 9:35 p.m.

Next meeting: September 17, 2014 7:00 p.m. at the theatre.

Signed: _____ Signed: _____
Chairperson Secretary

