

Shuswap Theatre Society Regular Board Meeting Minutes

Thursday, December 19, 2013

Shuswap Theatre, Salmon Arm, BC

Chairperson: Joyce Henderson **Secretary:** Judith Skelhorne **Call to Order:** 7:00 pm

Regular Attendance: *Joyce Henderson, Julia Body, Glenda Marchand, Althea Mongerson, Marcus Smith, Judith Skelhorne, Kim MacMillan, Sherry Bowlby, Shannon Hecker, John Coulson.* **Also Attending:** *Past Chair Monica Kriese. Bookkeeper Joyce Jackson;* **Artistic Committee Members:** *Aidan Sparks and Rebecca Marchand.*

I. Welcome/Approval of Agenda:

- Joyce welcomed the assembled and began the meeting giving thanks to director Julia Body, and the cast and crew of *Little Shop of Horrors*. Indications are that this very successful production has vastly raised the profile of Shuswap Theatre in the community.
- Marcus asked that discussion re the new compound mitre saw be added to the agenda.

II. Minutes of November 20 Meeting:

- Minutes of the November 20, 2013 meeting were circulated electronically. The secretary asked that if no errors or omissions were noted that these minutes be accepted as circulated. Carried.

III. Business Arising From the Minutes:

- The pigeon screen is in place and ST received a bill from Brush Strokes for 3½ hours labour at \$125/hour was charged bringing the total bill to \$1400. There was discussion over the amount of time it took to install the screen. Joyce will write a letter regarding the number of hours we were charged for. Judith to send “thank-you” note to the Salmar Association.
- Update on installation of video and audio monitoring funded by \$1800 from Community Foundation. Jake's report circulated. Jake has begun work on the installation but there are parts of the video monitor to come. Following discussion it was agreed that we pay \$900 now and the remainder when the equipment is completely installed. Discussion re the invoice and the need for more details re equipment. We will also ask for an interim bill.
- Building Stronger Relationship with Music Community – Kim, Jake and Marcus met with Ted Crouch and Brian Coffey about how ST might build a better relationship with the music community. Several useful key points and possible improvements were shared, chief among them was a calendar of “dark” dates which could be used by community groups and possibly out of town groups. It was strongly felt that ST should focus on their own needs first – ie. Get the equipment necessary for upgrading and consider purchasing a digital sound board (expensive). Shuswap Theatre could consider offering local musicians a reduced basic rental fee plus a share of the gate which would be a way of getting more people into the theatre. Kim has asked Lody at Acorn Music to put together a quote with some options for our grant request for \$2,500 from the City of Salmon Arm. This would cover a “snake (bundle of cables), microphones and stands, cordless microphones and a couple of powered speakers suitable for music groups. [Full report attached to official minutes.]
- Policy on Subcommittees: John's list of suggestions for a possible policy document regarding sub-committees was circulated and following discussion it was decided to appoint a board committee of three (3) to review the points included before the next AGM. Marcus, John and Kim volunteered to make up the committee which will study the points outlined. Directors are asked to bring their ideas to the January meeting.

- Engineer's Structural Report – Kim reports that a letter is coming.
- Renovating Hallway to Eliminate Door: This can wait until spring to cool off urgency. Feedback from insurance inspector and fire marshal to be considered as well.
- Improving Energy Efficiency in Building: Monica is looking into this and should have answers soon.
- Planning Calendar 2014 – This has not been started yet.
- List of our Concerns in the New Theatre Building Plan to Building Committee: Joyce met with committee chair Jake Jacobson who asked that we respond to the Building Committee's letter of November 15, 2013 regarding a list of Shuswap Theatre's requirements in a new building and how much rent the theatre would be willing to pay. Discussion followed but no decision was reached at this meeting.
- Compound Mitre Saw: Marcus is concerned as there was no joint communication before the saw was purchased. A motion had been made in November that Marcus and Randy would work together to purchase a new saw. Discussion followed regarding who approved and signed off on the purchase. It was agreed that there should be more and better communication and even written contact with the parties involved when purchases of this sort are undertaken in the future. Someone should be appointed to pursue this.

IV. Financial Report: - Joyce Jackson

- There was no financial report at this time as the bookkeeper is waiting for the system necessary to do up statements. At the moment there is approximately \$1,000.00 in outstanding cheques and \$5,000.00 in bills to be paid. Joyce mentioned that this has been a learning curve for her and outlined what she is doing to set up a new system. She would like approvals on all invoices and who is responsible for purchases and that forms for same be available at the theatre. Once signed she would be able to develop a numbering system which would make her job easier.
- Glenda is also experiencing a learning curve and says she is coping quite well with her new responsibilities.
- Thanks were extended to both Joyce and Glenda for their diligence in taking care of this very important aspect in the life of Shuswap Theatre.

V. President's Report: Joyce prefers not to make formal reports.

VI. Committee Reports:

Artistic – Julia, Aidan, Althea, James

- The January workshop date has been changed to January 25 if this is feasible to Adele. Presenters will be re-contacted. Julia explained what the workshop covers, who comes, the budget to run, upcoming publicity ads. Food can be available to the amount of \$200 (muffins, coffee, etc.). As of this meeting no name had been chosen for the workshop. The workshop will run from 10 am to 2 pm.
- The committee would like to start of play reading club and wanted to know if they could use Shuswap Theatre's name – yes. Discussion. The club will headed by Aidan until the end of June 2014.
- The question of selling the Audrey puppets came up and following a short discussion the following motion was put forward: -

Motion: *Althea/Glenda* – We move that the Audrey puppets be sold by Shuswap Theatre after the appropriate research in ascertaining price has been conducted. Also, an honorarium will be given to Karen Huyter from the proceeds of the sale of the puppets. **Carried**

- Julia will do the research in pricing.

Youth Theatre: – Shannon, Julia, Norma Gomme, Aidan.

- Will be meeting in January.

Seniors' Theatre: - Monica

- Monica circulated the report as information only (attached to official minutes). She recommends that the board send Peter Blacklock a thank you for all that he does for live theatre and continues to do to benefit Shuswap Theatre. The question arose whether we need someone else to help when Peter has to be away.

Publicity Report: - Monica

- Budget for *Little Shop of Horrors* was set at \$1,352.79 and we came in just under that. The same budget will be applied to the next two shows.
- Board could help marketing efforts by sharing e-mails and Facebook posts about the shows.
- Poster art has been completed for *Distracted* and notice of readings going into papers.
- Evelyn Birch would like to do a “call of interest” for her show's poster art with a closing date in January.
- Received permission from Voice of the Shuswap (VOTS) to have the recordings of interviews done with Julia for *Little Shop of Horrors* as well as the Radio Play produced by Patrick Allwood and Leah Shaw. These uploaded to Shuswap Theatre's website.

Grants/Planning: - Monica

- Details for sound system upgrade in the works. Recommending that City of Salmon Arm grant money be used to purchase equipment needed for online ticket sales.
- Deadline to apply for a Gov't of Canada Student Employment Grant is Dec. 31. We should apply for two students and will probably get one who can help with the Fringe-type festival.
- Has started looking into “green” grants for upgrades to the building.
- Updating files on granting sources suitable to the theatre.

Tickets: - Monica

- Monica handed out a comparison sheet of ticket prices for the past two seasons and information on on-line ticket selling for the board to consider. She explained the Vendini Ticket Seller system and how much it would cost to set up. This system is user friendly and would appeal to most theatre-goers – tickets would still be available for those who prefer to purchase tickets from a local depot. The initial software would come to \$490.00 and would assist in marketing. Discussion. At this point Glenda donated \$500 which would cover the cost of the software.

Motion: *Kim/Glenda*– That Monica be directed to purchase the initial software and set-up of the Vendini Ticketing System at a cost of \$490 U.S. And associated costs. **Carried.**

Motion: *Kim/Glenda* – That we rescind the motion of November 2013 regarding the application for the City of Salmon Arm grant, and that instead, we request hardware for the Vendini Ticketing System according to the attached quote submitted from Vendini with the addition of a laptop or tablet computer up to \$2500. **Carried.**

Building, Rentals & Costumes: (Cilla still recuperating – full report next meeting.)

- Sprinkler system pressure gauge needs to be replaced.
- Ideas of catalogue of pictures of costumes has been postponed.
- Making info re rental dates more available also postponed. Monica is into January and will go ahead.
- Job description for Building Manager circulated for comment.

Building Committee – Jake

- Board members asked to refer to Jake's Nov. 28 e-mail requesting feedback and Kim's response dated Nov. 29. Discussion followed a review of the list, a show of hands showed that not all board members were fully satisfied with the proposal and that more information is needed regarding Shuswap Theatre's needs and how they will be met. Discussion pro and con regarding access over the train tracks.
- The majority of board members agreed to a motion that in principle the board does not object to locating a new theatre on the north side of the tracks. Sherry and Glenda asked to have the minutes reflect that they are not in favour of locating a new theatre on the north side of the tracks.
- The question of complimentary tickets for building committee will be looked at later.

New Business:

- Possible Fund Raising Happening – Jake would like to do three (3) performances of a Guthrie-type programme which could raise \$2,500 after expenses. He would need a \$500 budget plus advertising. Possibly May 23 – 25.
- Review of ideas from Board Retreat and feedback from AGM. Board members please read and bring ideas to future meeting(s)
- Christmas cards/Thank you notes to committee heads and those who have contributed to Shuswap Theatre in 2013 were circulated and signed during meeting.

Meeting adjourned at approximately 9:20 pm

Next board meeting Wednesday, January 15, 2014.

Remember to have your reports in the week before the meeting so a complete agenda can be made ahead of time.

Signed: _____
Chairperson

Signed: _____
Secretary