

Shuswap Theatre Board Meeting Minutes - Dec 15, 2016

Present Kathy Moore, Kim MacMillan, Joyce Henderson, Hamilton McClymont, Sherry Bowlby

Regrets: Glenda Marchand, Bea Kirkwood-Hackett

Guests: Susan MacMillan, Julia Body

In Glenda's absence, Joyce took minutes.

Additions to agenda: Stereotype High budget, defibrillator, insurance, adding to Board Membership. **Motion to accept** Joyce, 2nd Hamilton. C

Amendments to Nov 17 minutes: "what the Jazz club" and re Unplug and Play, Joyce will contact Shuswap Literacy re participation. **Motion to accept minutes** as amended; moved by Sherry, 2nd Joyce. C

Mary Poppins report: Susan MacMillan - was a great success, was more work than she had anticipated, some expenses were more than budgeted, some less, income was higher. Props, set pieces, and costumes were rented or bought from three Okanagan theatre companies.

Recommendations:

Prepare a "how to" manual and train more people to man the Box Office

Have a required workshop for FOH people with emphasis on safety.

(note more details in FOH report under New Business).

Don't buy individual receivers for the Auris Loop system

Do "Pay as you can" the same way as for Mary Poppins - distribute #s, allow 20 people at a time into the theatre in the order of their #.

Artistic Committee Report: Julia Body -

Detailed report attached to minutes.

Planned workshops: set painting and basic acting in the new year; technical directing in 2017/2018 season. Theatre 101 late January.

Workshop by Jean Angers on how to run the new lighting board early Jan.

Stereotype High - 25 young people and 4 adults auditioned. Lots of enthusiasm

Business arising from Nov 17 meeting

Lobby redecorating - Joyce - completed, gives a fresher and brighter look. A big thanks to Doreen Rollheiser for planning and organizing this.

Replacing stage floor - Hammy is collecting information from various sources, will present a plan for Jan meeting. May be possible for work to be done in early April.

Unplug and Play - Joyce has contacted Literacy Shuswap. There will be a session at the theatre Jan 21, 10.30 to 12.30. No definite person has volunteered to be in charge of the happening. Shuswap Literacy will do the publicity.

The application for a city grant through the Shuswap Community Foundation, due Dec 31 is almost complete. The request is for \$4,000 for the Ozone festival expenses.

Rental agreement - will be discussed at the January meeting when Cilla Budda can attend. Discussion to include technical co-ordination.

Reports:

President's - Kathy - attended Governance Workshop put on by the Chamber of Commerce - was impressed by the "consent agenda" which Kathy feels will make the meetings more efficient. Agreement to try this sometime during the next quarter.

Treasurer's - Sherry - bank balance is healthy, bills are paid, will transfer \$15,000 from chequing to investor's savings. The final TOTE 2016 financial report was presented showing \$15,493.35 income and \$15,209.25 expenses.

Committees

Ozone 2017 - Bea sent in a report noting a donation for \$20 and a CIBC donation of \$250. Joyce reported the request for \$1,500 from Canada 150 through the Shuswap Community Foundation has been approved. Kim asked that the possibility of designing a new logo for Ozone be explored with Theatre BC.

New Business:

Paying Lisa Bennett to do the posters and programmes. **Motion:** Lisa Bennett be paid \$125 for designing each of the following: the season brochure, each poster, the outside cover of the season programme, each individual show programme, beginning with Mary Poppins. Moved by Joyce, seconded by Kim, carried.

There will be no Christmas party this year.

Board and Artistic committee retreat - tentatively set for April 29.

Keys for stage manager. There was unanimous agreement that keys to all areas including the costumes need to be available to the stage manager during a show.

FOH - Liz Kingdon, from her experience doing FOH for Mary Poppins, is writing a report for the Jan board meeting, including recommendations for a FOH training workshop, including areas of safety, cleaning and maintenance.

Publicity coordinator - Althea Mongerson has resigned from this position for the remainder of the season. A new person needs to be in place for Stereotype High.

Insurance with SASCU is due Jan 19 - Kathy will talk to them re advisability of increasing insurance on contents and on the building. It was agreed that an inventory is required for insurance purposes and for theatre rentals and festivals.

The need to have a defibrillator - Pros and cons discussed- we are near the hospital, emergency services are efficient and prompt. A defibrillator costs approximately \$2,000. No decision.

Job description for a technical director - Aidan Sparks has suggested this new position be created in place of a technical producer to make a production run more smoothly.

The need to increase the number of Board members - under the Societies Act new members can be appointed by the Board to complete a term. Everyone was asked to contact people re interest.

Adjourned meeting 9.40

Kathy Moore

Joyce Henderson