

**Minutes of Shuswap Theatre Society Regular Board Meeting**  
**Wednesday, February 20, 2013**  
**Shuswap Theatre, 41 Hudson Ave. NW, Salmon Arm, BC**

**Chairperson:** Monica Kriese

**Secretary:** Judith Skelhorne

**Call to Order:** 7:10 p.m.

**I. Roll Call:** Present: *John Coulson, Shannon Hecker, Joyce Henderson, Monica Kriese, Kim MacMillan, Judith Skelhorne.* Regrets: *Julia Body; Rebecca Marchand; Sue Simmonds.*

**II. Approval of Agenda:** *Joyce Henderson/John Coulson* – That the agenda be accepted as presented. **Carried.**

**III. Approval of Minutes from January 16, 2013:**

**Note Changes:** President's Report Paragraph 4 should read – *Charitable Tax Status: Need separate society for new building; discussion around fund raising; new costs incurred need to be addressed as previous requests do not apply now; motion of the membership for conceptual drawings is no longer needed.*

New Business item b.....The following discussion ensued:.....line 9 should read: *'As there is no definite site at this time, perhaps better to wait on setting up separate society.....'*

**Motion:** *Kim MacMillan/John Coulson* – That the minutes be accepted with amendments. **Carried.**

**IV. President's Report:**

**a)** Board needs to do some visioning for the Theatre Society itself, in order to have a more clear understanding of where we are headed and what role we will play in the building of a new community theatre.

**b)** Need to continue fact-finding regarding fund raising; possible repercussions for Directors; Director's Liability Insurance coverage; need to consult with a professional to have a better understanding of what is involved.

**c)** Important that we be more “informed” and look further into the creation of a new Society for the new building.....under “Other Business – Postponed to future meeting.

**d)**Options regarding a safe for cash – prices and availability.

**V. Treasurer's Report:**

Sue was unable to attend but provided the following reports:

**a)** Income Statement for January 2013 Profit/Loss shows Total Revenue at \$469.25 and Total Expense at \$2,546.88 for a Net Income of \$ -2,077.63

**b)** Balance Sheet at January 31/2013 shows Total Fixed Assets at \$141,850.90; Total Liabilities at \$10,590.47; Total Equity was \$156,960.36 with Total Liabilities and Equity at \$167,550.82.

**c)** Income Statement July 1, 2012 to January 31, 2013 shows Profit/Loss as follows: Total Revenue = \$30,945.82; Total Expense = \$37,058.99 and Net Income at \$ -6,113.17

**d)** Not all “Mending Fences” financials are in yet.

**e)** Net revenue for “How the Grins Stole Christmas” came in at \$2,303.65 – which was a little

ahead of budget!

**Questions Arising from Treasurer's Report:**

The question of how we could find other sources of revenue and how to attract more sponsors arose. In Sue's absence Monica reported that there are more grants available and she will pass the information along to Joyce. **The question of raising ticket prices arose and will be on the agenda for the March meeting.** Discussion followed.

**Motion:** *Joyce Henderson/Shannon Hecker* – That the Treasurer's Report be accepted as presented. **Carried.**

**VI. Old Business:**

a) Sue's update re CRA' guideline to adjusting the value of building per assessment, liability of Shuswap Theatre deposition monies in our bank account for new building was postponed.

b) Follow up with Cilla re cleaning and organizing of prop room – no help needed.

c) Policy re gifting Life/Honorary required – **Kim will draft a policy.**

d) Kim, discussion with Cindy Derkaz re fund raising for new building – she would be happy to help. Kim suggests a meeting re next steps to be held with Building Committee reps and as many board members as possible in attendance. Discussion ensued regarding a meeting sometime before the end of April with an accountant (several names were put forth) in attendance.

e) Letter to Shuswap Singers has been mailed and a copy sent to board members for their information on wording used.

f) Shuswap Songwriters rental of the Theatre will go ahead in March but the Jazz Night was cancelled. Cilla has been informed about the process for booking so that all parties are “in the loop” and play directors are not caught off guard.

g – h) Monica reports that the use of the words “fringe” or “fringe festival” are protected and can not be used in any publicity without being registered. The Artistic Committee reports that we do not have seed money yet and that we survey online to gather more information . It was agreed that such a festival at Shuswap Theatre be attempted in 2014, not this year.

i) Re budget and details for Process of Production March Workshop proposed by the Artistic committee. Budget is \$295. The workshops is set for March 16 starting at 9:30 a.m., and running until 1 p.m. Cost: \$20 for members; \$25 for non-members. Discussion of whether in future we should widen the scope and ask Zone cities what they feel about joining in and if assistance is available. Suggested that we need more time to plan and a question of a possible steering committee for future undertakings.

**VII. New Business:**

a) “The Curious Savage” update shows that actors are “off book” now and most are doing well with their parts. Costumes and set are in good shape.

**b) Building Committee Report:** Still in a state of limbo as far as acquisition of Jackson property. General feeling is that the College will not be successful in a bid. The Committee is prepared to wait it out a couple of month and then proceed with plans while there is still a receptive city council and community support. Possibly present a construction plan to the theatre membership no later than the AGM for their guidance. If ready sooner the Committee will approach the board to call for an extra-ordinary meeting for presentation and call for a vote. The Committee is meeting with the mayor soon and will put forth our case. John filled in some background re property and discussion followed about how to progress.

**c) Publicity Report:** Monica reported that one “Do Not Call” business was inadvertently approached and the owner called to complain and also wondered why our use of his business services has fallen off since 2010 – this probably because we have our own copier now. A list of various media which receive our information was distributed. If we find a new one contact Monica.

**d) Building, Rentals & Costumes – Cilla Budda**

- Winter mess needs to be cleaned up, pigeons being the worst offenders; will pressure wash when the weather is warmer. Devising plans to keep them away.
- The roof above the fire exit came down during late January but it is repairable without too much cost. Part of the vestibule boards came loose and were found down the alley.
- Shelf in the kitchen area is up for extra storage of dry goods. Small shelf above the sink for dish and hand soap. Evidence of mice in an upper cupboard where large wine glasses are kept.
- A group of helpers with vacuums to do the theatre seats after the present show would be nice. Kalene has offered to wash down the armrests on the seats and has donated a bagged upright vacuum to the theatre.
- Snow removal seems to be well done.
- Two rentals in March – Ballet Kelowna on March 14 and Song Writers night on March 22. Jazz night for March 21<sup>st</sup> cancelled. Christian school coming in May. Idea of an associate membership for clubs with no insurance a good idea.
- Costume items continue to come in.
- Shuswap Theatre booked and paid to go to O-Zone Festival in Vernon in May.
- Entry forms for both the Steve Heal memorial Scholarship and the Ozzie Award are available online from Theatre BC at [www.theatrebc.org](http://www.theatrebc.org) the deadline for both is April 15. Copies of both on the board for copies or reading.
- Graphics Competition has been reinstated by Theatre BC for member clubs to participate at Mainstage, check the website for info. O-Zone looking for a host club for 2014 Festival. S.A. was asked but Cilla is not willing to head up another Festival. S.A. also asked if we would like to sponsor an award at Festival – **Monica will look into this.**

**e) Artistic Committee Report** – None available.

**f) “The Herbal Bed” Update:** Kim reported that set design for is progressing well and there will be a budget ready for the next meeting.

**g) “Blarney Time”:** The third annual “Blarney Time” Improv is set to go on Saturday, March 16. Cost is \$7 at the door and plans are coming along well.

**h) Cash Safe Quote:** - Monica distributed quotes for money/document safes from Master Lock and Staples. Following discussion on the merits and respective costs of the three safes offered the field was narrowed to one.

**Motion:** *Joyce Henderson/Kim MacMillan* – That Shuswap Theatre purchase the SentrySafe HL100ES safe priced at \$169.96 from Staples. **Carried**

This model includes a bolt-down kit to prevent unauthorized removal and can be delivered within two days. An unobtrusive but accessible spot will be found for its placement.

**i) Front of House Policy:** FOH Policy 6.20 and Stage Manager Policy 6.3.1 are being fine-tuned by Kim and will be forwarded to directors soon.

**j) Student Employment Grant for Summer:** There will be no summer production this year, will we be wanting to hire a summer student? Following discussion it was felt that a student with proper supervision (Monica) would be able to help bring the data base, scripts list, archives, etc. up to date. A student could also help build displays for the fall fair.

**Motion:** *Joyce Henderson/Shannon Hecker* – That we hire a summer student and that we advise Monica Kriese to make the application. **Carried.**

**k) Chaordic Stepping Stones for Visioning:** Monica distributed pages regarding the use of the Chaordic Stepping Stones (a teaching/planning devise) which could be a helpful focus for our own visioning and planning regarding the theatre and its future. By following the steps outlined we can better understand what we want of the Society, our initiatives, and our place in the community. We need to find a facilitator and start the visioning process soon.

**l) The Vagina Monologues:** Written by Eve Ensler, this comedic winner of the Obie Award offers a whirlwind tour of a forbidden zone voiced by divergent female voices. This popular play could be an excellent way for Shuswap Theatre to interact with OUC or perhaps as a fundraiser for the SAFE Society. Following discussion it was decided to pass the suggestion along to the Artistic Committee for their input.

**m) Other** – Creation of new Society for Building – **Tabled.**

Adjournment: 9:25 p.m.

Next board meeting Wednesday, March 20, 2013

Date: \_\_\_\_\_

Date: \_\_\_\_\_

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President: Monica Kriese

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Secretary: Judith Skelhorne