

Shuswap Theatre Society Regular Board Meeting Minutes

Wednesday, February 19, 2014

Shuswap Theatre, Salmon Arm, BC

Chair: Joyce Henderson

Secretary: Judith Skelhorne

Call to Order 7:00 pm

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

Absent: *Julia Body, Glenda Marchand.*

I. Welcome. Approval of Agenda:

Joyce welcomed everyone and asked that they read the agenda and note any changes. The agenda was approved as circulated.

II. Minutes of January 15, 2014 Meeting:

Circulated by e-mail on February 3, 2014. The minutes were accepted with the following change noted: - **Motion: Kim/Sherry – That the honorarium paid to the Building Manager for cleaning be \$75/month and that the petty cash fund for the use of the Building Manager be maintained at \$100.** (This had been incorrectly typed as \$300.)

III. Business Arising From Minutes:

1. Policy on Subcommittees (Policy #2.7) – John, Kim, Marcus. Circulated electronically on January 22 for perusal. Most found this policy very clear with only minor rewording for item 4 to be done. Discussion.

Motion: Kim/John – That Policy Number 2.7 – Committees – be accepted as amended. Carried.

2. Policies 4.1.1, 4.16.3 and 4.16.4 (Building Manager, Building Rentals Manager and Costume and Props Manager Jobs) Following discussion there will be minor changes made in the wording of these policies.

Motion: Sherry/John – That Policies 4.1.1, 4.16.3 and 4.16.4 be accepted as amended. Carried.

3. Motion to purchase i-Pad. It was noted by the bookkeeper that this would be a capital expenses and should not be included in the budget for “Distracted.” It should come out of general revenue because it will be used in future productions.

Motion: Sherry/Althea – That Shuswap Theatre purchase an i-Pad at a maximum price of \$500 from the proceeds of “Distracted.” Carried.

4. Thank you cards – Joyce circulated new and brighter cards based on an original painting by Joyce Dorey for consideration by the board. All agreed that these were very nice and would be a vast improvement over those already on hand.

5. Credit Card. Joyce asked that the board ratify signing authority for herself and Glenda Marchand (treasurer) on a \$7,500.00 limit Credit Union credit card.

Motion: Althea Mongerson/Shannon Hecker – That Glenda Marchand and Joyce Henderson have signing authority for Shuswap Theatre's credit card. Carried.

6. Puppets. The puppets from “Little Shop of Horrors” have been sold for \$750 but have not been picked up yet, Julia is checking to see when this will occur. It has been suggested that S.T. give an honorarium to Karen Huyter who created them.

Motion: Althea/Kim – That 1/3 of the money received from the sale of the plant puppets from “Little Shop of Horrors” be offered to Karen Huyter. Carried.

IV. Board Work Session February 2, 2014

Decisions arising from the work session include:

- To post pictures of the board on the website and in the Green Room
- To ask the membership for volunteers for – i) position of volunteer co-ordinator; ii) workshop committee under auspices of the Artistic Committee would be responsible for organizing workshops; iii) a team of promoters for outreach happenings in the community, would not need to do the programme, but to support those who do.
- Have a float in the fall fair parade – organize a committee in June.
- It was decided to put up a poster during the run of “Distracted” to recruit volunteers to fill the above positions.
- Do a Christmas pantomime or similar – discussion on how to organize, possibly include Artistic Committee, Improv and Youth – Althea will contact groups.
- Do regular “Meet the Cast” and backstage tours (working on whose job this is)
- Link with Literacy Programme to organize a happening for the “Unplug and Play” in January 2015.
- Frequent production meetings – (include in administrative producer’s job description?)
- Organize Theatre 101 in September and Tech 101 in October.
- One page summary of the annual meeting data, PDF of the full data on web (Kim and Joyce). To be posted last week in Feb. by Kim.
- Retreat in June – Discussion. Best date Sunday, June 1, 9:30 am. at Deep Creek. Moving ahead for 2014/2015 season. All would like a facilitator.

V. Financial Report:

Joyce Jackson sent out Financial Statements for seven months covering from July 2013 to January 31, 2014 as well as Shuswap Theatre's Cash Position as of February 16, 2014 and a sheet for Board Approved Expenditures which would cover pending and approved additions to the original budget. She also sent a Financial Statement for January as well as Actual to Fiscal Budget numbers. (These figures can be found in the hard copy of the official minutes and on the web site)

In her covering letter Joyce stated that Simply Accounting Software is now available for her to download and start using once she has decided which approach to use for ST's financials. A question with charges for hairdressing has arisen. In the past Alan Marchand donated hours of his time doing hair. We now need to have a definite policy and clear communication with whoever takes on the job in the future. The Technical Producer needs to be aware of, and be careful of hair costs for future productions.

Following brief discussion it was decided to invite Joyce to the March meeting to discuss accountancy for complementary tickets in financial report and the summary of monthly

expenses that could be considered as available for monthly rent in a new theatre building.

VI. Committee Reports:

Artistic Committee: No official report at this meeting. Althea reports that they are looking for directors for the next season as well as the pros and cons of having a fringe-type festival and considering the pantomime for Christmas. Julia is organizing a separate committee to look at this.

Youth Committee: Shannon reports that the committee has feelers out with youth, Improv and the Middle School for the pantomime. Shuswap Middle School is having a Wellness Week beginning March 12, Shannon has spoken to the counsellor in order to have Shuswap Theatre invited to provide workshops for students during the week in our efforts to connect with the community. The committee is also exploring other areas of outreach.

Building/Rentals/Costumes: - Cilla CMHA will be using the theatre on June 18 which is ST's regular meeting day. After discussion it was decided to book the meeting room (free) at Piccadilly Place Mall for the meeting.

- Cilla reports that several minor repairs and clean-ups have been done over the past couple of months which should make the building safer.
- Fire inspection has been done and we passed. New sprinkler gauges and a new valve have been installed.
- Dressing room toilet froze twice and the plumbing has now been rerouted to the inside wall.
- Carpets have been spot-cleaned and the Spring Clean is scheduled for March 15.
- The Hydro Energy Assessment man came in on Feb. 4 and will send his recommendations to the board.
- N. Okanagan Teachers Assoc. rented the building in early Feb and would like to rent again. Next rental is Ballet Kelowna on March 14 followed by Improv and Seniors' Workshop with Peter Blacklock, also the theatre's fund-raiser organized by Jake in May. CMHA has confirmed for their AGM in June and several others have voiced interest.
- More hanging room needed for costumes. Several costume rentals noted and culling is ongoing.
- Next O-Zone meeting is in Vernon on March 15 and will be festival intense.

Building Committee: Short report from Jake re small upgrades and renovations to the building. Committee looking at the Honda building which is on the market. Plans coming together for the benefit concert. Queries re Michelle's AGM questions, stage extension, passes for season ticket holders who object to coarse language.

- We need discussion on how long we will be in this building and if long term look at grants for upgrading which will make it livable, safe and sustainable. Jake has drafted a report re the building. Following discussion it was decided we have to meet with the Building Committee soon.
- Tim Dunne is in the process of completing a structural engineer's report of the building.

Publicity: - No report. Marcus mentioned that Stephen Ingle (currently involved with "Distracted") is a graphic designer who might be interested in doing posters, etc.

Grants: – No report.

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O-Zone: - See Cilla's report above.

VII. New Business:

Spring Cleaning – March 15 – Information on poster.

Prices for next year's productions – tabled to March meeting.

Theatre BC Membership for those taking part in festival play – tabled to March.

The meeting was adjourned at 9:30 p.m.

VIII. In-Camera Meeting: An in-camera meeting took place to investigate several issues not relevant to these minutes.

Next board meeting Wednesday, March 19, 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