

**SHUSWAP THEATRE SOCIETY  
MEETING MINUTES  
FEBRUARY 17, 2016**

Present: Joyce, Sherry, John, Glenda, Kim, Bea  
Regrets: Althea, Kathy, Marcus (was called out of the meeting)  
Guests: Nina Dickens, Astrid Varnes, Jaci Metivier

Meeting called to order at 7:05 p.m.

Agenda: accepted as revised.

Nina Dickens read an overview of Seniors Theatre and a request that the Board of Shuswap Theatre Society(STS) commit to supporting the continuation of this program through funding and otherwise. Astrid Varnes has facilitating the program for about six months but without additional funding this is not a sustainable approach. (See participants letters).

Astrid Varnes presented her letter requesting STS support and partnership regarding the Seniors Theatre. Also submitted were a budget and suggestions of organizations to approach for grants and support of this endeavour. (These documents were circulated to the Board members by email.)

Discussion followed. Joyce Henderson further enlightened us that Peter Blacklock had secured a grant from the Federal Government to develop Seniors Theatre which enabled him to produce a Guide to Seniors Theatre, a website and video as well as facilitating the group for one year. It also funded the renovation of two of the bathrooms for accessibility. He has volunteered his time for the other years.

Seniors Theatre – tabled

Astrid Varnes then spoke about a Youth Theatre Research Project Feasibility Study and presented the Board members with the process undertaken to produce this study. Astrid submitted a document with details of contacts, hours spent with students in order to gain knowledge of expectation and barriers that needed to be overcome in order to have a successful Youth Theatre. (See document attached)

Astrid Varnes then introduced the Board to a Spring Break Drama Camp proposal. Salmon Arm Actors Studio would like to offer a four day drama camp for youth aged 8 to 13 during the first week of spring break. The camp would be taught by Astrid Varnes and James Bowlby, possibly two high school students would be involved. A budget and schedule were included along with a list of benefits to STS. (See attached.)

Discussion followed. Will STS waive rental? Kim moved that we waive the rent for the Youth Camp unless it has 16 or more participants. 2nd Sherry. Carried. John opposed. Glenda abstained.

Jaci Metevier introduced the matter of the TOTE budget and explained the revenue and expenses in depth. The Board had queries about paying volunteers and whether theatre rental should be part of the budget. **Jaci** wondered if the profit from TOTE goes into general revenue or is there a separate TOTE account. The funds go into general revenue.

Moved by John, 2<sup>nd</sup> by Kim that the minutes of the January 20, 2016 meeting be accepted.  
Carried.

John spoke about the scene shop furnace and the variety of quotes. Whether there is a need for an expensive furnace in the scene shop was discussed. The condition and access of the main building furnace and cold air return through the crawl space beneath the seats is questionable. The matter of a new furnace has reduced in importance given the warming temperatures and the fact that the shop is used very little for actual construction. The matter will be reviewed later. There was further discussion about the Society for Arts and Culture theatre plans. There was general agreement that we should be making long range plans for our building.

Kim distributed a draft “Decision Tree for Conflict Situations” diagram which he elaborated on. Discussion followed and it was decided that he will refine it further. There was also discussion about developing a protocol specifying whom to talk to when conflicts arise in a production. Our understanding is that Kathy will develop this. This matter will be put on the retreat agenda.

Scent Free Building. The notice the United Church uses was presented by Joyce and passed among those present. Discussion followed. There was general agreement that should not be an enforced policy, no resolution was reached on the wording to be used.

2016 O-Zone Festival held May 20 to 28 in Oliver - funds for cast and crew were discussed. STS play will run on May 19 to offset the costs of going to Oliver.

John moved that STS pay \$50 per person for festival accommodation the night of our performance plus dinner that evening and breakfast the next morning. 2<sup>nd</sup> Sherry, carried.

John moved that STS pay for Theatre BC memberships for the cast and crew of the festival production. 2<sup>nd</sup> Kim, carried.

Treasurers report: Sherry has now established that she is the qualified person to receive GST information from the Canada Revenue Agency, but has not yet been able to talk to the person who can provide the information that we need.

Kim said that the volunteer database can now be accessed for free from tablets and smart phones. A system will be set up for user names and passwords for those who need access.

Building report: Cilla submitted a building report: Fire Extinguishers and Emergency Lights are serviced. Darwin Davy did a service check on the sprinkler system.

Rentals: Cathy Stubington/Runaway Moon have booked the end of March to the first Saturday of April if its OK with Marcus and Althea. Salmon Arm Actors Studio also want to present a Youth Camp the first week of spring break.

Joyce reported on a fund raising scheme brought to her by Colton Mathieson. Joyce and Bea met with Colton and Angela Saturday and he presented his plan. It is a music trivia evening called Name that Tune and requires teams of 10 people. Typical audience members are aged 20 to 50. There are party games as well as identifying music from the 60's to the 90's. He suggests that there be a bar and a few snacks. Admission is \$20 and it goes from 7:00 to 11:00 followed by a dance until about 12:15. STS would be required to arrange the venue and audio equipment as well as two helpers for the bar. He would like to do it in April. He takes no money. Joyce will contact Colton.

Scan or not to Scan - A discussion followed about the necessity of scanning tickets as people pass into the theatre, the problem that there is only one computer. There was also discussion about whether we should sell "no shows" just before curtain time for shows that are sold out. There was general agreement not to do this and so no motion was made. It was proposed that a second computer could be used for scanning most nights but on very busy nights it could be used for ticket sales, in which case the ticket stubs could be removed and scanned later.

Meeting adjourned: Sherry moved at 9:50.

Respectfully submitted

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Bea Kirkwood-Hackett

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Joyce Henderson