

Shuswap Theatre Society Regular Board Meeting Minutes

Wednesday, January 15, 2014
Shuswap Theatre, Salmon Arm, BC

Chair: Joyce Henderson

Secretary: Judith Skelhorne

Call to Order: 7:10 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: *Monica Kriese, Publicity; Aidan Sparks, Artistic Committee.*

I. Welcome/Approval of Agenda:

- Joyce welcomed everyone to the meeting and extended a thank-you to Tom and Evelyn Birch for hosting a fun party for the theatre on December 21.
- The agenda was approved with Marcus asking to add to New Business the need for internet in the theatre and the purchase of an i-Pad for on-stage use.

II. Minutes of December 19, 2013 Meeting:

December Minutes were distributed to board members electronically before the meeting, the following amendments arose:

- - Minutes of "October 16, 2013 Minutes" should read "November 20, 2013 Minutes".
- – Under Committee Reports: Building Committee second item – 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.
- Minutes were then approved as amended.

III. Business Arising From the Minutes:

- Policy on subcommittees was postponed to another meeting – Kim and John.
- Monica's report outlined that the Vendini software has been purchased for \$535.91 which Glenda paid for as a donation to Shuswap Theatre. Now in the process of setting up the payment system and will need a credit or debit card linked to Shuswap Theatre's business account. Vendini has been supplied with ST's seating plan and the next step is data migration of ST's various lists [*Note: Not everyone was comfortable with providing member names]. Monica will check re Vendini's policy re protection of clients' lists. Monica also working with Joyce J. To set up different ID's for the system so it will work with Shuswap Theatre's accounting system. Vendini offers one 90 minute training session. Several board members indicated they were interested in doing this.

IV. Notes From the President:

- Joyce notes that approximately 20 people came to the Jan. 3 reading of "Distracted."
- Jake Jacobson reported that the lighting workshop went well with people attending from out of town.
- A letter was sent to brushstrokes re payment of \$1,203.30 for the cost of pigeon proofing screening.
- A note to Randy expressing concern over non-consultation re saw purchase.
- Re insurance – have decided to eliminate coverage for earthquake damage and for

equipment breakdown (ST still insured for \$70,000 equipment replacement) Total insurance coverage will cost \$3,008.00. Some questions and discussion arose over this.

Motion: Sherry moved that we eliminate earthquake and equipment breakdown coverage from our insurance policy for the coming year. This was carried.

V. Financial Report: - Joyce Jackson

Joyce Jackson distributed the cumulative (July to November) Financial Statement to board members by e-mail, this includes a Balance Sheet and an Income Statement.

1. The Balance Sheet shows total current assets at \$40,673.18 and Capital Assets at \$147,215.76 for a total of \$187,888.84. total Current Liabilities are \$16,331.61 with Long-Term Liabilities at \$5,833.45 for a total of \$22,165.06. Total Equity is \$165,723.88.
2. Total Revenue (July to November) was \$31,860.96. Total Expenses were \$24,910.54.
3. Production #1 Total Revenue was \$24,228.50 with Expenses at \$12,836.28. Net Revenue for the production came to \$11,387.22. Budget to Actual Comparison and Sales Summary are attached to the official minutes.
4. Discussion followed re how much each production should bring in and how does Shuswap Theatre go about fund-raising. John feels we should be pushing fund-raising in some form. To this end Joyce H. Suggested we hold a Garage Sale in the early spring. Discussion re the exact date and whether we would use both inside and outside space for the sale.
5. Everyone feels that Joyce J. Is doing a great job given the huge amount of work to be done.
6. Many thanks to Althea for doing such a good job ticket selling.
7. At this time bouquets of flowers in appreciation were given to Althea, Glenda and Joyce J.

VI. Committee Reports:

Artistic – Julia, Aidan, Althea, James

- The committee met on Jan. 8 and covered a wide range of topics including: -
- The Workshop scheduled for Jan. 25 and its format. Several people have voiced interest.
- “Distracted” has been cast and rehearsals have begun. Another producer is needed and this was discussed at the meeting. No board members stepped up to take on the job.
- Aidan would like to begin a play reading group. He has talked to Theatre BC re scripts but these are not sent out in multiples so we would have to get around that problem. No date set yet. The main cost would be paper for photocopying.
- Kim MacMillan has been confirmed as one of the directors for next season and others have yet to be heard from. Work continues on looking at scripts.
- The committee continues to plan for SATfest which will possibly run July 22 to 24
- Producer Teresa McKerral sent a preliminary budget for “Distracted” which was discussed and several changes suggested.

Motion: Marcus/Kim – That the budget for “Distracted be accepted as amended. Carried.

A revised budget sheet will be sent out.

Youth Theatre: - Shannon

Shannon reported that the group met on Jan. 12 and came up with an outline of what is currently working, what to build upon and what action can be taken to involve youth in theatre:

- Aidan and Peter Blacklock to create a 2-3 hour workshop for interested youth, potentially in early March. Allowed \$100 and come back, ask to be in budget.
- Possible student tour of Shuswap Theatre in February or March to co-ordinate with a date “Distracted” is playing and have them purchase ShuGo tickets to attend play.
- Julia and other drama teachers around School district will start meeting regularly.
- After spring break create a sharing night where youth from the entire region and community theatre groups are invited to come to Shuswap Theatre to generate more interest, fun and participation in community theatre.

Seniors' Theatre: - Monica – No report this month.

Publicity Report: - Monica

- Reminder that the sooner we get information to the media the better chance we have of getting something in “free” space – some calendars are overfull.
- Remaining two Mainstage productions in City calendar. Fall production is not in because new season has not been set.
- Peter Blacklock did interview with CKVS but music not included because “SOCAN license doesn't cover pod casts unless we have express permission from the composer to air music”. Please remember to go through the Publicity Director for media interviews, recordings of interviews, etc. To ensure all regulations are followed.
- Adele has provided background information on herself for the media and Theresa has been given the format to provide the cast list.

Grants/Planning/Tickets: - Monica

- Daryl Eason, business Energy Advisor thru BC Hydro will be at Shuswap Theatre Friday, Jan. 24 to walk through building and do a “free” assessment.
- City of SA grant application has been reported as received prior to Dec. 31. Govt. Of Canada Student Employment grant deadline is Jan 31.
- Contacted a number of grant sources to get more information. Also in the process of researching recent Gov't of BC granting for cultural organizations.
- Need to have an expression of interest to Shuswap Community Foundation regarding their granting by May 15, 2014, deadline for application is June 15.

Building, Rentals & Costumes: (Cilla still recuperating.)

- Kim presented draft policies 4.1.1, 4.16.3, and 4.16.4 relating to Building Manager Job Description, Building Rental Manager Job Description and Costume & Props Manager Job Description. These were checked over and several changes were suggested. Kim will make adjustments and send out by e-mail for board member perusal before the next meeting.
- A Question of whether Building Manager has a fund in the budget or uses petty cash. Discussion. Joyce will check with Cilla.

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. **Carried**

Building Committee – Jake Jacobson (No report)

VII. New Business:

- Rental Agreement/Rental Rates: Kim presented drafts of a Rental Agreement and Rental Rates for Shuswap Theatre for board consideration. These were checked over and following discussion several amendments were suggested regarding wording re damage deposit and supporting of local artists. Price guidelines will be forwarded to the Building Rental Manager and placed on the website once the document is approved.

Motion: *Sherry/Marcus* – That the Rental Rates document and the Rental Agreement documents be accepted as amended. **Carried.**

- Opening a SOCAN account – Kim phoned re licence and opening an account. Discussion on pros and cons of an account. [SOCAN (the Society of Composers, Authors and Music Publishers of Canada) is a not-for-profit organization that represents the Canadian performing rights of millions of Canadian and international music creators and publishers. Through licences, SOCAN gives Canadian businesses that use music the freedom to use any music they want, legally and ethically.] There was unanimous agreement to open a SOCAN account.
- Fund Raising: Garage Sale April 12. Budget \$100.
- Design for Shuswap Theatre thank you cards. We need a new, more eye-catching design and someone to do this. Monica stated that we have older cards that use Joyce Dorey's painting of Shuswap Theatre.
- Marcus explained that he cannot access production programmes at the theatre and finds this severely limiting technically. He also argued for an i- Pad because of technology required for shows and the ability to access the main computer from all over the building. The basic price of an i-Pad is about \$400. The majority of the board was in favour of his suggestions.
- **Motion:** *Marcus/Kim* - moved to open a Telus Internet account for Shuswap Theatre. **Carried.**
- Since the budget of “Distracted” shows \$1,000.00 in sponsorship, and already \$1,500.00 has been promised, the extra \$500.00 can be used to cover the cost of an i-Pad.
- Review of feedback regarding the annual meeting and ideas generated at the Board retreat in the spring of 2013. Owing to time constraints, Joyce proposed that the board meet at her residence on Sunday, Feb. 2 at 2 pm. to follow up on this review.

Marcus called for adjournment at 9:55 pm.

Next board meeting Wednesday, February 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

