

Shuswap Theatre Society Regular Board Meeting Minutes
Shuswap Theatre, 41 Hudson Ave. NW, Salmon Arm, BC
Wednesday, January 21, 2015

Chair: Joyce Henderson Secretary: Judith Skelhorne Time: 7 pm

Regular Attendance: *Joyce Henderson; Judith Skelhorne, Sherry Bowlby; John Coulson; Bea Kirkwood-Hackett; Shannon Hecker; Althea Mongerson; Marcus Smith; Kim MacMillan*

Absent: *Glenda Marchand*

Guests: *Teresa McKerral; Paul Kirkwood-Hackett; Lois Towgood; Cilla Budda.*

1. Welcome/Additions to the Agenda:

Joyce Henderson called the meeting to order and welcomed everyone to the meeting. She then asked for any additions to the agenda, there being none the agenda was accepted as presented.

2. “Bah Humbug!” Report:

Paul Kirkwood-Hackett (Director) and Lois Towgood (Stage Manager) gave the report. James Bowlby (Producer) was unable to attend the meeting but sent a very positive report which is attached to these minutes. Paul and Lois reported that they enjoyed working with the people here but did find that bringing the play together was a bit of a challenge. Paul recommended that when choosing a play with a musical score we must be sure we can “pull it off.” Music should be ordered sooner and a music director in place at the beginning of rehearsals. Rehearsal times were a bit of a problem because of the young children in the show who had to go home early - working with children was a challenge for Paul as he did not have time to cater to their (and their parents’) needs. He also strongly recommended that people acting in another show not be cast concurrently as this was distracting. Lois reported that three major characters were away for two weeks, either in another play or taking personal time. She found the large cast challenging as well but the cast did an amazing job. She felt that Saturday shows caused a problem with two shows in one day - the children were tired and backstage could be chaotic. Lois thinks that tickets should be the same price all year with Vendini to save confusion. Both Paul and Lois said they were thankful for the rehearsal space donated by Bill Laird as this gave them time to work out some of the problems and attend to the logistics of the play. As it turned out the play was very popular and well attended throughout its run.

3. “Budget Update - 2 x 2:

Teresa McKerral (Producer) presented the Proposed Budget for 2 x 2 for the board’s approval. This was perused and discussed, resulting in several small changes in revenue, expenses and wording being recommended for clarity - to wit:

Sponsorships reduced to \$1,000; Publicity raised to \$1,300; Ticket Agent Fee \$300 and Vendini Fee \$600. Net Revenue would then be approximately \$5,500. [**Note Wording:** Ticket Printing (share) removed and Ticket Commission becomes Ticket Agent Fee and Vendini Fee is added to the list.]

Motion: *Marcus Smith/Bea Kirkwood-Hackett* - That we accept the budget for 2 x 2 as revised. **Carried.**

The following motion was made regarding Front of House as the skills needed for the box office are more specific than those needed for hospitality.

Motion: *Bea Kirkwood-Hackett/Althea Mongerson* - That F.O.H. (Front of House) be divided into two categories (departments): Hospitality and Box Office. **Carried.**

4. Budget and Update “On the Edge Festival” July 23 - 25:

More people are needed to help organize this event. Teresa McKerral and Julia Body have put together an information sheet to go out to various theatre groups. Althea is putting it on Facebook, etc. and it is already on the website. A meeting is set for January 14 and everyone is encouraged to find people who might like to come to that meeting.

The Proposed Budget was presented and discussed with nothing standing out needing changes. At the moment the budget shows a deficit of almost \$600 but that could change for the better if more corporate sponsors come on board and individual funds are realized. The “Fringe” committee will discuss using Vendini for ticketing.

Motion: *Kim MacMillan/Marcus Smith* - That we approve the budget for the “Theatre on the Edge” Festival. **Carried.**

5. Update on O-Zone Festival:

Cilla Budda reported that a lot of work has to be done and it will cost approximately \$22,000 to put the Festival on. There are problems getting audiences and enough volunteers and money to run it. The Zone has not been very active since September and many clubs are falling apart, with only 10 left. Only Vernon and Salmon Arm have actual theatres at the moment. Vernon will be doing the 2015 Festival and Salmon Arm is being asked to take on the 2016 event. Commitment is necessary and money can be made if the event is handled properly. Adjudication of the plays is valuable and educational for all involved.

6. Minutes of the December 17, 2014 Meeting:

The minutes were sent out via e-mail prior to the meeting. No glaring errors or omissions were noted. Sherry Bowlby moved that the minutes be accepted as amended. **Carried.**

7. Business Arising From the Minutes:

- Discussion regarding hiring a summer student with many questions to be answered. However, the Festival does not want to use a summer student this year and we have not fully prepared a job list to keep a student occupied fully. There is also the question of someone to supervise. It was agreed that S.T. would not apply for a student this year.
- Michelle Weisinger is doing written press releases for Lakeshore News with Karen Sansom as her assistant. Althea will make sure there are press releases. Work is being done on the Publicity Team Leader job and this will be brought back to the board.

8. President's Report: - Joyce Henderson

- A request for \$1,800 funding from the City through the Shuswap Community Foundation for a new door to the scene shop has been completed and submitted.
- Christine Nash is now responsible for an up to date message on the answering machine and for responding to messages.
- Should we work on follow-through on the suggestion from the retreat two years ago re summary of board meeting on the website? Discussion.
- Seniors' Theatre started up again on Jan. 13 with 10 people attending. Several of the participants signed up for Theatre 101. Thank you Peter.
- SASCU insurance will go back to having an equipment failure clause. Value of insurance increase? Discussion.
- Several people will be going to the Art Mixer event.

- Discussion on whether or not ST needs surge protector. We don't.

9. Treasurer's Report: - Sherry

- Balance Sheet and Income Statement 01/07/2014 to 30/11/2014 show:
Total Current Assets \$52,578.08; Capital Assets \$144,308.18 = \$196,886.26.
Current Liabilities \$544.99; Long-term Liabilities \$3,833.41 = \$4,378.40.
Total Equity \$192,507.86 Total Revenue was \$46,883.87; Total Expense was \$14,287.08 for a Net Income of \$32,596.79.
- Media Advertising will be broken down into each production.
- At the moment upcoming expenses include Insurance \$3,400 and \$600 for stuccoing when the weather warms up.
- As can be seen from the Income Statement there is more money coming in than is being spent.

10. Committee Reports:

Artistic Committee - Althea Mongerson (Full report attached to official minutes)

- Lots of new people getting involved. Mary Lou McCausland interested in doing summer production of a musical with Youth. Need more information and a written proposal.
- 2 x 2 is fully cast and most crew spots filled. Sharing a stage manager. Kate checking in with James on a weekly basis.
- New Season Update: *Paul Kirkwood-Hackett still interested in the fall slot and has submitted a script for reading. *James Bowlby has written Christmas pantomime and has provided scripts to read. *Still looking for more submissions for Fall 2015 slot. Peter Blacklock has voiced interest as well. Season deadline April 30.
- James will be putting on a play reading of his new show *Mary, Mary* on January 31.
- Theatre on the Edge (July 23 - 25) needs more people. Julia and Teresa have put together an information sheet for sending out to theatre groups. Althea will put on Facebook, etc. Already on website. *The Group will continue to meet with interested persons.
- Theatre 101: Using material from last year and contacting theatre people to speak on various positions. Already have a number on on-line registrations. Althea will put together posters/information on how people can get involved. Participants can register online or just show up.

Youth Committee: - Shannon Hecker (Full report attached to official minutes)

- Unplug and Play Event has planning and people well in hand.
- Shuswap Theatre After School Drama Club will continue on Tuesday afternoons. Schools have been notified.
- The committee decided to go with a Spring Break Intensive to run March 16 - 19 for ages 8 - 12 at S.T. Nathan Zwicker and Joy Green are planning programming and hoping that Bea will mentor.
- Nathan and Joy need to do bios for marketing of Spring Break Intensive. They also have to have criminal checks done and will need a letter of request from the theatre to make it happen.
- Julia will gather resources for youth programs and pass them on to Nathan to help build a collection of resources.
- Nathan will do outreach to LGBTQ youth group in the community outlining opportunities available to get involved at the theatre.
- Working on Youth Data Base and connecting to 18 - 29-year crowd as well.
- Discussion Arising: * Charge \$60 for Spring Break event. *We do not give out children's names without first getting permission from their parents. *The first week of break is best for camp; run Monday to Thursday with a play late on Thursday.

Building/Rentals/Costumes: - Cilla Budda

- Improv will be happening at the theatre on March 14.
- Louisiana Hayride in the theatre March 20 - 21. Some discussion of overlapping stage use should this occur.
- Cleaning up the costume room.
- Rentals are down.

Advertising/Publicity: - Althea/Michelle/Karen

- No official report, but all seems to be going well at the moment.

Vendini/Tickets:

- \$900 in Gift Certificates issued in December.
- Money is coming in from Vendini.
- Question of whether we would be getting another scanner for the top of the stairs. Discussion.
- Kim and Sherry are working on ways to solve problems reconciling the Vendini account, Pay Pal and the Credit Union account.
- Sherry is working on how to make the breakdown easier.

Posters/Programmes:

- To ensure accuracy and correct information on posters the producer of a play should go to the poster maker with preferences and guidelines.

11. New Business:

- Letter from Adele Kuyek inviting all clubs to the Tech Tour/Zone Meeting/ Workshop on Saturday, February 28 at the Powerhouse Theatre in Vernon. Also asking all clubs to consider resuming the old format of each club hosting with a set schedule for each year. She asks that each club discuss the viability of hosting the Zone Festival in the future.
- ST will discuss the pros and cons of holding the Festival in Salmon Arm in 2016 or 2017.
- Joyce will attend the meeting in Vernon on February 28.
- Improv has asked via Julia if they can store a tote of “stuff”. Question of why they would need permission as they are part of the theatre. Discussion.
- Joyce will take care of an appropriate vote of thanks to Susan MacMillan for all her years of doing the *Prompter*.

Adjournment: The meeting was adjourned by the chair at 9:25 p.m.

Next Meeting: 7:00 p.m., Wednesday, February 18, 2015 at Shuswap Theatre.

Signed: _____
President

Signed: _____
Secretary66