

**SHUSWAP THEATRE SOCIETY
MEETING MINUTES
JANUARY 20, 2016**

Members present: Joyce Henderson, Sherry Bowlby, Kathy Moore, Marcus Smith, Kim McMillan, Althea Mongerson, John Coulson, Glenda Marchand, Bea Kirkwood-Hackett

The meeting: was called to order at 7:00 p.m.

Agenda: was amended and accepted as revised. Minutes of the December meeting were approved as circulated. Motion by Kim.

The meeting began with a discussion regarding the furnace for the scene shop and quotes from Sharabee Heating for \$3,800 and Pro Air for \$4,200. The difference in price was noted, further discussion ensued, the higher quote included electrical. The efficiency of the heater, inclusion of a blower, BTUs, what type of heater, where it will be mounted and how it will be vented were discussed. John Coulson will obtain more information. The purchase and installation of a heater tabled to the February meeting.

Gaming account bookkeeping was discussed. The decision was made to obtain more information about the prospective bookkeeper.

Policy 3.7 Payment for Functions Normally Done by Volunteers

A copy of the amended policy was circulated to all board members by the committee, Glenda, Althea and Joyce. Board members reviewed the document and discussion followed. John produced a shorter version of the policy. It was agreed that a policy should be written so that it could be understood by anyone and that the purpose of listing details and criteria is to offer guidelines to assist in making decisions. The copy was submitted and accepted as a draft, the committee will meet again and bring the policy back to the table at the February meeting. The subject of whether the theatre needs to produce T4A's for everyone who was paid for something was discussed but not resolved.

Bea gave an Ozone 2017 report. A dynamic core team is being assembled. Kim McMillan, Lisa Bennett, Joyce Henderson, Althea Mongerson and Bea are on board so far. A timeline needs to be established. Next meeting will be in April.

Treasurers Report: Bedtime Stories netted \$11,069.08, the bank balance is \$54,747.82. A brief discussion followed about the mortgage.

A big thank you to Althea for posting theatre activities on Facebook. Kim talked about Facebook views, shares and that we are reaching a wide audience.

A big thank you to Sherry for hosting the Christmas party.

Sherry said that she had submitted the GST return and when no refund arrived she contacted the GST people to find out why. No information was given to her because she is not listed as the contact person. Sherry faxed the necessary information and is awaiting a reply.

Kathy presented the Welfarewell budget, discussion followed, a couple of minor adjustments were made. Kathy moved to accept the budget. Althea 2nd. Carried.

Artistic Committee Report was circulated and read by Joyce.

Theatre 101 on March 5th has been allocated \$200 for advertising and refreshments. A stage managers workshop is being discussed by the Artistic Committee.

Improv Theatre is still active, they plan to do a June show.

Costumes: Cilla Budda and Donna Good are cleaning the costume room.

Volunteer Report: Kim has the new database up and running. Paula Shields is contacting some people who have been on the list for a while but haven't been actively volunteering.

Publicity: Althea said Drop Box is proving to be handy and proposed that she check on the costs of upgrading to a paid business subscription. All were in favour of exploring this further.

Scent Free: A discussion regarding becoming a scent free building and whether this should be noted on the rental contract ensued. The question of enforcing this idea without turning away audience members and how many other aspects of running the theatre would be affected was discussed. It was decided that a note on the rental contract would be added and Joyce will obtain the wording of the notice from the United Church for our perusal at the next meeting.

Dave Woods: suggested that the function of making deposits should be separated from bookkeeping and writing of cheques (i.e. done by different people). Discussion followed, it was decided that Shuswap Theatre has enough checks and balances so this action is not necessary.

Shuswap Theatre and Board's Human Resources policies: How can the Board work with members of theatre to influence a safe, positive, creative atmosphere? How do we manage conflict? Kathy will facilitate a special conversation on February 3rd at Joyce's home.

Ozone 2016: Shuswap Theatre will pay travel expenses to Marcus when he goes for the tech tour in Oliver. There will be an extra "Pay as You Can" performance the Thursday night at the end of the run of I Had a Job I Liked. Once.

Payment for Ticket Seller: Kim presented a draft Agreement with Intwined Fibre Arts specifying the remuneration for ticket selling services. Moved by Kim that Shuswap Theatre adopt the Agreement with Intwined Fibre Arts for .75 per ticket sale and \$3 for mailed ticket orders. Sherry 2nd. Discussion. Motion carried.

TOTE budget: an invitation will be extended to Jaci Metivier to discuss the budget at the next meeting.

Meeting adjourned: 9:18 p.m.
Respectfully submitted

Bea Kirkwood-Hackett

Joyce Henderson