

SHUSWAP THEATRE  
BOARD MEETING MINUTES  
JANUARY 18, 2017

The meeting was called to order at 7:05 pm

Present: Kathy Moore (Chair), Joyce Henderson, Sherry Bowlby, Bea Kirkwood-Hackett, Hamilton McClymont

Regrets: Marcus Smith, Glenda Marchand, Kim MacMillan

Guests: Liz Kingdon, Randy Brogden, Paula Shield, Julia Body, Cilla Budda

#### APPROVAL OF AGENDA

Agenda was approved as amended on motion of Joyce Henderson, 2<sup>nd</sup> Hamilton McClymont; Carried

#### MINUTES OF PREVIOUS MEETING

Minutes of the meeting held December 15, 2016 were approved on motion of Hamilton McClymont, 2<sup>nd</sup> Joyce Henderson; Carried

#### REPORTS

##### ***Stereotype High***

Paula Shield presented the budget recommended for Stereotype High (budget column, attached document).

The budget was approved as adjusted in discussion on motion of Hamilton McClymont, 2<sup>nd</sup> Sherry Bowlby; Carried

Julia Body gave an update on preparations for Stereotype High. Set design is on track. Julia is concerned that there is no designated point person for publicity and advertising. Joyce Henderson reported that Leah Blaine has agreed to undertake some aspects of publicity. Cilla Budda volunteered to put up poster and give out handbills. Nedine Scott is looking after the Facebook page. Julia stressed that this is not a show just for young people, but will appeal to anyone who went to high school, and should be sold accordingly. The Board agreed that additional budget could be made available for advertising and publicity if necessary.

##### ***Stage floor upgrade***

Hamilton McClymont spoke to his report on the options, timeline and costs of repairing or replacing the stage floor (attached). Kim Mac Millan and Hamilton McClymont will do a detailed examination of the condition of the stage floor early next month. The Board agreed that the spring production schedule precludes any substantial refurbishing work being done until June.

### ***Front of House Operations & Training***

The Board considered Liz Kingdon's report on Front of House (attached).

The Board agreed that an Emergency Procedures and Safety Manual must be prepared and appointed Kathy Moore, Joyce Henderson and Cilla Budda to undertake the task. The document will consider safety from the point of view of all operations; FOH, production and technical.

The Board agreed that FOH training should be upgraded and that annual training will be required for all volunteers. Susan MacMillan and Liz Kingdon were appointed to undertake development of the training program.

### ***Box Office Training & Staffing***

Althea Mongerson has prepared a workshop for Box Office training for six people which will take place February 8, 2017.

### ***Rental Agreement***

The current agreement was reviewed. Concern was expressed regarding the difficulty in contacting the Building Manager. It is important that contact by email is easily made and phone contact is acknowledged in a timely manner.

An updated inventory of technical equipment is needed for O-Zone, and when complete, will be added to the information in the rental section of the company's website.

The Board approved one change to the rates: Rental for light and sound equipment booths is increased from \$50 to \$75; approved on motion of Joyce Henderson, 2<sup>nd</sup> Sherry Bowlby; Carried

### ***Building Operations***

Cilla Budda requested that a small wall heater to be installed in the dressing room bathroom to alleviate the chance of water pipes freezing. Purchase and installation of a small water heater for the dressing room bathroom at a cost of not more than \$300 approved on motion of Joyce Henderson, 2<sup>nd</sup> Sherry Bowlby; Carried

Joyce Henderson suggested that a new spring loaded panic door be purchased for the Green Room. Cilla Budda will obtain a quote from Salmon Arm Window & Door.

Cilla Budda reported a roof leak into the costume storage area. She will obtain a quote for report from professional roofers.

### ***Unplug & Play***

Anne Skelhorne will facilitate this Shuswap Theatre event scheduled for Saturday, January 21. Nina Dickens and Bea Kirkwood-Hackett will do a puppet act. Joyce Henderson also presented a story to the children.

***Shuswap Community Foundation***

Joyce Henderson has submitted a grant request to the Foundation for City support of \$4,000 to help with the 2017 O-Zone Festival.

***Board strength***

Kathy Moore will contact Marcus Smith and Glenda Marchand and ask them to recommit to Shuswap Theatre. She will also contact Aidan Sparks and invite him to join the board.

Joyce Henderson has invited Monica Gignac to consider board membership, and Monica is thinking about it.

***Treasurer's Report***

Income statement (attached) indicates strong revenues and expenses well in control. Bank balance at December 31, 2016 was \$63,124. (Chequing account \$37,000, Savings account \$27,000). Permissive tax exemption has been obtained from the City for the next three years. Property tax assessment has gone down.

NEW BUSINESS

***Aisle lighting***

Hamilton McClymont will obtain estimates.

***Projection Screen***

Kim MacMillan's proposal to purchase a projection screen from Amazon for under \$400 was approved on motion of Hamilton McClymont, 2<sup>nd</sup> Joyce Henderson;  
Carried

The meeting adjourned at 8:30 pm and convened "in camera"

Submitted

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Hamilton McClymont

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Kathy Moore