

**Shuswap Theatre Regular Board Meeting Minutes**  
**Shuswap Theatre, 41 Hudson Ave. NW, Salmon Arm, BC**  
**Wednesday, July 15, 2015**

**Chair: Joyce Henderson**

**Recording Secretary: Bea Kirkwood-Hackett**

**Attendance:** Joyce Henderson, Sherry Bowlby, Althea Mongerson, Bea Kirkwood-Hackett, Kim MacMillan, John Coulson, Marcus Smith, Glenda Marchand, Shannon Hecker. Absent: Judith Skelhorne. Guest: Astrid Varnes

**1. Welcome and Additions to the Agenda:** The meeting was called to order at 7:00 pm in the lobby of Shuswap Theatre. Additions to the agenda: 1) Astrid Varnes' proposal for Youth Theatre and 2) the Season Brochure. Sherry Bowlby moved that the revised agenda be approved — all in favour.

**2. Minutes of the June 17, 2015 Meeting:**

- Minutes were e-mailed to board members before the meeting. No errors or omissions were noted.

**Motion:** Shannon Hecker/Kim MacMillan — That the minutes be accepted as presented. **Carried.**

**3. Business Arising from the Minutes:**

- Kim reported on the update to the Website which would range from \$800 to \$1200 to make the site more widely accessible. Discussion.

**Motion:** Sherry Bowlby/Kim MacMillan — That Shuswap Theatre spend up to \$1,200 to redesign the website. **Carried.**

**4. Astrid Varnes:**

- Astrid presented the possibility of Youth Theatre, giving her background in working with youth, how she would research and implement such a project here in Salmon Arm, assessing the needs of the community, cost to the participants, advertising and ways to approach youth. She briefly outlined the program and prospective funding. Astrid can be reached at [astridvarnes@gmail.com](mailto:astridvarnes@gmail.com)

**5. Treasurer's Report:**

- Sherry reported that Shuswap Theatre had received \$500 from the Pratt-Johnson Private Giving Foundation.
- An income statement and balance sheet for the 2014/15 fiscal year (to June 30, 2014) were given to each board member with discussion following and questions answered.

**Motion:** Sherry Bowlby/John Coulson — That the Treasurer's Report be accepted as presented. **Carried.**

## 6. President's Report:

- Erika Allwood appreciated the theatre providing food for Patrick's celebration of life.
- Althea will mail tickets and passes to patrons who choose this option beginning with the TOTE Festival. The fee will be \$3 per order and Althea will provide the envelopes and postage.
- Judith, Bea, Vera and Joyce together spent 20 hours total cleaning, sorting and organizing the prop room. It is suggested that Bea with her wide knowledge period pieces be put in charge of props.
- A phone call from a visually impaired woman who reported difficulty seeing the steps when coming from the theatre to the lobby. Also, Susan MacMillan reported on her experience doing FOH at Ozone where she learned that the most important part of her job was to get people out of the theatre in the event of a fire. John volunteered to look at establishing protocol.
- Special thanks to Mike and Christine Nash who spent a day painting the dressing room. Also to Theresa McKerral who chose the colours. A fan and water cooler have been added to the dressing room. Many thanks to Susan who has updated and organized the Stage Manager's kit in a new pink toolbox.
- Discussion about mixed response from the 79 people who came to see Fred Skeleton's "Our Country's Good".
- Jake Jacobson met with the plumber regarding water pressure in the Theatre. The plumber will come to halve the flow for each toilet flush and repair a leaky valve. A more expensive renovation may be necessary if these procedures don't work.
- Cathy Lake's piano has been moved to the theatre for use in TOTE's entertainment.
- A cleanup party called for July 18 to paint and clean the alley side of the building in preparation for TOTE.

## 7. COMMITTEE REPORTS:

- **Artistic Committee — Julia.** — No report
- **Building/Rentals/Costumes/O-Zone — Cilla.** — No report.
- **Vendini — Glenda** — Kim talked about how a Flex Pass works. Althea said that Pat Larmand is trained on Vendini and Christine Nash will be training this week.
- **Improv — Kim** — No response from the group. Discussion. No further action.
- **Sound/Light — Marcus** - Finding little things missing. grant application for more energy efficient lighting for lights has been submitted to the Shuswap Community Foundation, but no reply yet.
- **Theatre On The Edge — Joyce** — Jaci has made a brochure. Joyce has contacted a food cart so hot dogs will be available.
- **Volunteers — Kim** — Has formed a volunteer Management Team with Evelyn Cook and Paula Shields. An invitation will be extended to them to attend a board meeting.

## 8. NEW BUSINESS:

- August meeting will be held on Tuesday, August 11 at 7:00 p.m.
- Joyce presented the idea of renting a Big Steel Box for storage. Discussion.

**Motion:** Kim MacMillan/Glenda Marchand — That Shuswap Theatre rent a Big Steel Box for \$115 plus tax per month and that a running inventory be kept posted on the door. **Carried.**

- The **End of Season Party** did not happen this year but a potluck dinner will be held at 6 p.m.on September 22 at the Theatre with the AGM following at 7:30 p.m.
- **Nominating Committee** — Julia Body in charge. Nominations due September 8, 2015.
- **Committee to Plan Open House:** — September 19 celebrating 35 years in this building. Discussion. Suggestions of who to plan (Pat Larmand?).
- **Fall Fair Parade** — The theme this year is “From Pioneer Ways to Modern Days”. Will Shannon look at building a float?
- **Budget Planning** — Deadline is August 30, 2015. Budget to be passed at the September Board Meeting and presented at the Annual Meeting.
- **Committee Reports** — Deadline is August 30, 2015
- **Annual Meeting** — September 22. Planning? Questionnaire? Discussion. Kim will design three questions for the membership.
- **Season Brochure** — James Bowlby will draft this and Kim and Susan MacMillan will proof. Lisa Bennett will design and produce.

**9. Adjournment:** John called for the meeting to be adjourned. All agreed.

**Next Meeting: Tuesday, August 11, 2015 at 7 p.m. at Shuswap Theatre.**

**Signed:** \_\_\_\_\_

Chairperson

**Signed:** \_\_\_\_\_

Recording Secretary