

**Shuswap Theatre Society Regular Board Meeting Minutes**  
**Wednesday, June 18, 2014**  
**Piccadilly Place Mall Meeting Room, Salmon Arm, BC**

**Chair: Joyce Henderson      Secretary: Judith Skelhorne    Start: 7:03 p m**

**Regular Attendance:** *Joyce Henderson, Judith Skelhorne, Sherry Bowlby, John Coulson, Althea Mongerson, Marcus Smith, Kim MacMillan, Julia Body, Glenda Marchand, Aidan Sparks from the Artistic and Youth Committees. Absent: Shannon Hecker*

**I. Welcome and Opening Remarks:** Joyce welcomed everyone to the meeting voicing her hopes that this would be a productive meeting. (A short time was spent choosing colours for the paint for the outside of the building.)

**II. Approval of Agenda:** The agenda was e-mailed in advance asking that any changes to be brought to the meeting. One item was brought forth for discussion, this being: Christmas Show prices to be dealt with under Artistic Committee business. The Agenda was then accepted.

**III. Minutes of May 21 Board Meeting:** Minutes circulated June 11, 2014, via e-mail. Several small changes were noted and attended to. The minutes were then approved with changes made.

**IV. Business Arising From the Minutes:**

a) The owner of the piano stored at the theatre has been asked to move the instrument. This will be taken care of soon.

b) Cilla, Shannon and Michelle had a meeting regarding the use of the theatre for the summer Youth Programme. They concluded that volunteers would be needed to keep the bathrooms clean. Board discussion as to the price of using the theatre centred around daily rental and possible \$200 damage deposit with the following resolution:

**Motion:** *John/Althea* - That as a special concession to support the 2014 Summer Theatre for Youth, the Board agrees the theatre rental at the rate of \$50/day for up to five (5) weeks. **Carried.**

## **V. Financial Report: - Sherry Bowlby**

The Financial Statement for May, Balance, and Income Statements as well as Main Stage and Production variances to the budget were e-mailed to all by Joyce Jackson before the meeting. Treasurer, Sherry Bowlby asked where the “cash on hand” (page 1 of Financial Statement) was kept as this had not been explained. Joyce H. and Glenda were able to answer her question. Following questions regarding the Bar Income (page 2 FS) it was decided that a clearer picture of that item, Bar would be better moved to the year-end report as there are some questions to be answered.

**Motion:** *Kim/Marcus* - That the Financial Report be accepted as presented.  
**Carried.**

## **VI. Committee/Other Reports:**

### **President's Report:**

- The June 1 retreat accomplished much. Thanks to all who attended. Out of brainstorming came the proposal of forming a specific group that would work on developing performance skills - take risks- and maybe develop something for the On the Edge Festival for 2015. Thank you to Shannon for organizing the “open space” session.
- Annual Meeting Format has been discussed and it seems unhelpful to present those attending with a stapled version of reports then ask them to vote on accepting them when they have not had time to properly read them. Joyce would like to have all annual reports submitted by September 1 so they can be posted on ST's website giving most members a chance to read them before the meeting on Sept. 23.
- Broadway Review was a great success both financially and in entertainment. Many thanks to all who worked hard to make it a success. Suggestion that it should be an annual event. Should we find someone who will organize a follow-up of the Review as a fund raiser for ST? Jake plans on doing a fund-raiser for the SPCA next year with all animal songs.
- Jim Clayton and his son will power wash and paint the west and east wall before the end of June. Althea will consult with Jim re colour and design. We still need someone to paint the logo on the west wall.
- Michelle Atkins has booked the theatre for four (4) weeks and possibly five (5) in July and August for Shuswap Kids Art programme for ages five to 10. Rent is \$250/week. Thanks to Shannon for meeting with Cilla and Michelle to work out the agreement. Details for camps are on the website.

**Youth Committee: - Shannon Hecker**

- Shannon not well so no report.
- Aidan briefly outlined that plans are underway for the Youth Intensive for ages 12 - 17 to be held Oct. 2 - 5.
- Althea will check with the Middle School to see if we can use their stage.

**Artistic Committee: - Julia Body**

- No meeting this month but she has spoken to Paul Kirkwood-Hackett who has a script and is OK to do the Christmas show.
- Discussion re dates and prices: - 12, 13, 14 (matinee), 19, 20, 21. Regular show times and 1:30 p.m. matinee. Rush tickets \$5/\$10 (child 12 and under \$5; adult/student \$10). Budget possibly \$1,500 to \$2,000.
- Julia asked that we try to hold back on bookings for the theatre because she will be rehearsing.

**Publicity/Tickets - Monica Kriese (full report attached to official minutes)**

- Monica is still doing Vendini (hopefully up and running by Sept.), working the theatre bar and slowly turning over the publicity position to others. Her report offers a breakdown of the allocation of the City of Salmon Arm \$2,000 grant towards the purchase of necessary equipment/hardware for Vendini ticketing. We will need a new notepad/laptop and key board for the new system. The existing ticket counter will not be adequate for the equipment for selling tickets so we will have to have a consultation on how to renovate the ticket wicket without too much damage to the existing wood and marble.
- Discussion on how to get funding for the laptop and how to go about subsidizing Vendini tickets.
- Intwined Fibre Arts will be S.T's second ticket agent box office
- Online training is scheduled for Mon., June 24 for a small group to walk through the Vendini system.
- Althea has taken on the social media position on face book making seven posts a week. Discussion re how to smooth over the transition from Monica to Althea and whoever else is doing publicity, concern about what can be done to make it work smoothly. Joyce has talked to an interested lady in Ashton Creek who has much experience with publicity and would do the job with a local person.
- Discussion about how to resolve several issues which have arisen with the changes.

## 7. New Business:

### a) Performance of “Red”...

Discussion of date and time of performance and cost of tickets.

**Motion:** *Sherry/Marcus* - That Shuswap Theatre invite Fred Skeleton to perform “Red” on Friday, July 4. First \$550 to Fred Skeleton, next \$250 to Shuswap Theatre, with the remainder divided 50/50 between Shuswap Theatre and Fred Skeleton. **Carried.**

- Cost of tickets: \$20. Glenda will sell tickets, Sherry will do concession, Cilla will set up tech.
- Advertising: Talk to Tracy at the Art Gallery and press release for papers and other media.

### b) June Retreat: - Outcome...

- Jobs - Volunteered and Assigned...
  - Theatre 101 - Julia and James
  - Spring Cleaning (April 18) and Garage Sale (April 11) - Judith
  - Open House (Sept. 20) - Julia
  - Fall Fair Parade (Sept. 6) - Shannon
  - Director’s Workshop - Aidan Sparks and Ann Skelhorne
  - Youth Intensive (Oct. 2 - 5) - Aidan, Shannon and James
- List of Capital Items Voted On...
  1. Furnace - Unanimous #1 choice
  2. Doors in the scene room to be more energy efficient - 9
  3. Replace carpet in front of the stage with stone-like material - 3
  4. Insulated pony wall in space above green room - 2
  5. Cut off concrete in alley to allow easier access to stage door - 2
  6. More energy efficient lighting - 1
  7. Paint lobby a bright/lighter colour - 1
  8. Replace auditorium fans so they can be reversed - 0
  9. Convert outside door at top of stairs to a storage room - 0
  10. Roof over ramp to save on snow shovelling - 0
- Open Space Report - Motions are needed for:
  - i. New prices for productions - proposed: adult \$20; Senior \$18; Student \$10; Children \$5; season’s tickets will cost \$1 less than above....

**Motion:** *Marcus/Julia* - That beginning with the fall production and effective for all 2014 productions new prices be: Adult \$20.00; Senior \$18.00; Student \$10.00; Children \$5.00. Season tickets will cost \$1.00 less than above. **Carried.**

ii. Thursday night MainStage productions - proposed: pay-as-you-can...

**Motion:** *Marcus/John* - That MainStage productions 2014/2015 Thursday night performances will be pay-as-you-can, not \$10.00 as in the past. **Carried.**

iii. Subsidize Vendini Tickets:

**Motion:** *Althea/Marcus* - That Shuswap Theatre will subsidize 50% of on-line Vendini ticket sales fees, up to, and including \$1.50 per ticket. **Carried.**

iv. Concession prices:

**Motion:** *Sherry/Kim* - That effective immediately concession prices be: juice - \$1.00; bottled water - \$2.00; soft drinks - \$2.00; cookie - \$1.50; coffee/tea - \$2.00. **Carried.**

**Other Discussion - no motions made:**

1. Improv - proposed \$10.00 tickets. The board supports Improv and needs dates for 2014/15 season.
2. Publicity - discussion re the publicity position being divided to include different tasks for different people, i.e. media contact, social media, posters/programs. Question of whether posters are copyrighted.

**c) Need for tablet for Vendini system...**

Monica's report circulated June 14 stated: *"For the degree of importance of this new system, and the money already invested, it's imperative that we have a new notepad and keyboard that comes with warranty and support, as opposed to a refurbished, used product."*

This was discussed and the board recognized the pressing need to find money for a tablet to go with the new system. There followed a suggestion of setting up a fundraiser for specific items, resulting in the following motion...

**Motion:** *Kim/ Althea* - That we launch an appeal to members and friends of Shuswap Theatre to donate through Canada Helps to purchase the remaining equipment and modifications to implement the Vendini ticketing system, with a

goal of \$1,500.00 to cover a new tablet computer, modifications to the ticket booth and electronic cash drawer. **Carried.**

**d) Consideration of draft By-laws...**

John e-mailed copies of the proposed updating of the by-laws for early perusal. At the meeting he explained the changes, which were met with general approval by the board. He will continue to work on updating and bring the question to a later meeting.

**e) End of Season Party...**

It was agreed that the end of season party would be held starting at 3 p.m. on Saturday, July 19 at Julia's home. It was decided that this would be a total pot-luck event with BBQ and byob.

**f) Organization of Work Party to paint front wall of the theatre...**

Discussion about when this would happen and who would be able to help. We are not allowed to spray paint for fear of over-spray landing on vehicles at Bart's Minute Muffler next door. It was decided that the painting would take place toward the end of August - possibly August 23.

Joyce ended the meeting at 9:30 p.m. and announced that she would be away for six weeks. Kim will be in charge.

Next meeting will be July 16, 2014 at 7:00 p.m. at Shuswap Theatre.

Signed: \_\_\_\_\_  
Chairperson

Signed: \_\_\_\_\_  
Secretary