

SHUSWAP THEATRE  
BOARD MEETING MINUTES  
MARCH 15, 2017, at the THEATRE

The meeting was called to order at 7:05 pm

Present: Kathy Moore (Chair), Sherry Bowlby, Kim MacMillan, Marcus Smith, Bea Kirkwood-Hackett, Joyce Henderson, Tracy Nash, Hamilton McClymont

Regrets: Monica Gignac

Guests: Aidan Sparks, Julia Body

#### APPROVAL OF AGENDA

Agenda was amended and approved

#### MINUTES OF PREVIOUS MEETING

Moved by Kim MacMillan, seconded by Bea Kirkwood-Hackett, that the Minutes of the meeting held February 15, 2017 be adopted as circulated. Carried

- McClymont noted the appendix to the minutes includes a summary of motions made and a checklist of action items. The checklist will be reviewed every month.

Moved by Bea Kirkwood-Hackett, seconded by Joyce Henderson, that the minutes of the special meeting held jointly with the Artistic Committee on March 7, 2017 be adopted as circulated. Carried.

#### REPORTS

##### ***Artistic Committee***

Aidan Sparks outlined a concept for development that would bring together seniors and youth in a project to be presented at Festival, but not for adjudication. Peter Blacklock has indicated that he is interested “to help make it happen”.

Moved by Joyce Henderson, seconded by Marcus Smith, that an Ad Hoc Committee be appointed, comprised of Aidan Sparks, , Julia Body, Astrid Varnes and Peter Blacklock, to develop the project described as a “Collaborative Creation for Festival”.

In the discussion that followed, there was agreement on the following points:

- The Ad Hoc Committee will determine how to recruit participants for the project.
- Shuswap Theatre members will be informed of the project and the opportunity to participate through The Prompter.
- Kathy Moore offered to act as producer, which offer was happily accepted.

- This project is not a replacement for the third show of the season. We must square the cancellation with our audience, and take steps to ensure that in future, we deliver to our audience what we promise them.
- Three options will be offered to “After You” ticket holders; refund, credit towards next season, O-Zone ticket. McMillan said that all three options can be managed.

Carried.

The committee, said Aidan, is offering to review the process for vetting/selecting directors and plays, to ensure that plays can be cast and productions built. The committee will consider annual general auditions in addition to readings/auditions for each production, as a means of keeping abreast of talent and interest in the community. The Board welcomed this offer.

Moved by McClymont, seconded by Bea Kirkwood-Hackett, that the policy regarding the appointment of Producers be amended so that Producers are appointed by the Board rather than by the Artistic Committee, which may make recommendations to the Board. Carried.

Aidan asked the Board to address the question raised by Astrid Varnes in her letter of March 6 regarding clarity on whether James Bowlby can be considered as a director for the upcoming season. The Board appointed Kim McMillan, Marcus Smith and Aidan Sparks to consider this matter and report back.

Aidan asked for the Board’s input regarding the selection of plays for next season. Suggestions were as follows:

- Recognition of the 40<sup>th</sup> anniversary of the company’s founding (a reprise?)
- 3 productions plus a Christmas show
- Recognition of Canada 150
- Plays about the theatre

The Board agreed that Shuswap Theatre needs to make a public statement clarifying the cancellation, the options ticket holders have, and the steps the company is taking to prevent a future occurrence. McMillan and McClymont will draft the statement, with input from Althea Mongerson.

***O-Zone Festival – May 19-27***

Bea Kirkwood-Hackett presented a report based on the March 7<sup>th</sup> meeting of the O-Zone committee. (attached)

The Board agreed that ticket process will be \$20 for non-Theatre BC members and \$19 for Theatre BC members. A small discount will be offered on packages of three or more tickets.

It was agreed that, due to the complexity of the program offering, Vendini will not be used. Hard tickets will be sold for each show. McMillan will open a Square account to facilitate credit card and on-line sales.

### ***Building Repairs***

Sealing of the roof as not stopped the leak. The investigation continues.

The alley door has been repainted and a new deadbolt installed.

The heater in the Dressing Room bathroom has yet to be installed.

The furnace will be inspected and serviced annually.

### ***Stage Floor***

McMillan and McClymont will determine the state of the stage underflooring and report.

### ***Theatre on the Edge – July 21-23***

Tracy Nash reported that the TOTE committee met March 14. Five of the seven expected applications to participate in the festival are now in.

Accounting for the festival will be handled through Shuswap Theatre's books/bank for the sake of government reporting/accounting. Tracy Nash will handle financial administration, providing documentation and reports to Sherry Bowlby.

McMillan will open a Square account for TOTE, as Vendini will not be used for ticket sales.

Moved by McMillan, seconded by Sherry Bowlby, that McMillan open two Square accounts

- O-Zone
- Shuswap Theatre (for TOTE)

Carried.

### ***Aisle Lighting***

Marcus Smith has obtained an estimate of \$430 for non-dimmable, low power rope lighting. Construction of valences will be extra. More information is required before a commitment is made, particularly if the Board considers new seats (which could include aisle lighting).

### ***Safety Plan***

Kathy Moore's "calling for help" and "evacuation plan" draft was provided to stage management and FOH in-charge personnel for Stereotype High. Work on the full plan is ongoing.

***artsVest Program*** <http://www.artsvest.com/artsvest-bc/>

McMillan and Bea Kirkwood-Hackett attended the workshop which was informative. The program provides training in soliciting sponsorships and incentives through matching funding for new or increased sponsorships. Salmon Arm is in a region in

which support will be provided during the year beginning March 1. Bea and Jaci have agreed to take the training to qualify us for consideration.

### ***Lighting Board***

Marcus Smith investigated the reported flickering of our theatre lights. It could be the lighting board, in which case, a conversation needs to be had with the manufacturer, ETC. Marcus will ask Ann Skelhorne to call the company.

### ***Cultural Plan Task Force***

An open house regarding the City's Cultural Plan Task Force was held at City Hall today. There was a light turnout of ordinary folk. Councillors Louise Wallace Richmond and Tim Lavery attended, along with Task Force Chair Tracey Kutschker, City Corporate Officer Erin Jackson and EDO Lana Fitt were also present.

The Task Force is expected to present its report in September. It behooves us to keep in touch with this initiative.

### ***Board Retreat***

Tentatively scheduled for Saturday, April 29.

### ***Spring Cleaning***

Scheduled for Saturday, April 8 at 09:00

### ***Garage Sale***

Scheduled for Saturday, May 6 at 08:00

### ***Seat Replacement***

The Board considered Susan McMillan's letter.

McClymont reported that new seats could cost between \$200 and \$400 each, and among the parameters the Board should consider are width, pitch, materials, aisle lights on end units.

Joyce Henderson considered that new seats could be a fundraising opportunity.

The Board agreed to begin the process of obtaining replacement seats by checking the market for used seats.

### ***40<sup>th</sup> Anniversary***

The 2016/17 season will mark the 40<sup>th</sup> anniversary of the company's founding. Kathy Moore asked directors to think about how the occasion might be celebrated and bring ideas to the April 19<sup>th</sup> board meeting.

### ***Delegation to City Council***

The Board agreed that Shuswap Theatre should continue the practice of appearing before City Council every spring to keep Mayor and Council up to date on our

company's activities and plans. Kathy Moore will ask to have us appear in May prior to O-Zone.

***Shuswap Community Foundation Grant***

Joyce Henderson reported that to apply for a grant this year, we must make a statement of intent by May 15 and a final proposal by June 15.

We will complete the requirements for last year's grant of \$5,000 (which we applied to the new lighting board, \$3,600), by acquiring a dimmer pack (\$1,400).

Joyce suggests we offer to match this year's grant with funds of our own.

We need to think about what we want to apply for. Our internal deadline is our April 19<sup>th</sup> meeting.

***Treasurer's Report***

The Board agreed to upgrade our membership in the Chamber of Commerce to \$125 to include our logo and social media access on Chamber media tools.

Sherry Bowlby confirmed that provincial (society's act) and federal (charitable status) filings are up to date.

Moved by Kim McMillan, seconded by Joyce Henderson, that the meeting be adjourned. Carried at 9:10 pm

Submitted

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Hamilton McClymont

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Kathy Moore