

SHUSWAP THEATRE SOCIETY  
BOARD MEETING MINUTES  
MARCH 16, 2016

Present: Joyce Henderson, Sherry Bowlby, Bea Kirkwood-Hackett, Kathy Moore, Glenda Marchand, Althea Mongerson, Kim McMillan, John Coulson, Marcus Smith  
Guest: Monica Gignac

Meeting called to order: 7:00 p.m.

Agenda: additions were as follows: Electrical Report, Lobby, Comp Tickets. Agenda approved by Glenda, 2<sup>nd</sup> Kathy.

Monica Gignac, stage manager and Kathy Moore, producer, reported on the production of Welfarewell. There was a huge cast for this production, many new faces among them. The enthusiasm of the new cast and crew members was contagious. The stage hands were amazing. New people like Carissa and Karen Morgan stepped up and did remarkable jobs. Monica called the show from the booth, it worked well for her, except that the quality of the monitor was poor. She suggested that cordless headsets would make the job easier.

Kathy Moore reported that the food for backstage went over budget due to the number of people that needed to be fed, but the show was under budget in other areas. Obtaining pizza from Dough Boyz was handy. As with new cast and crew there were a few hic-ups. Kathy recommended that a "Feedback" form would be a way to find out what new people thought of their theatre experience.

Paying Volunteers: Kim McMillan, Glenda Marchand and Joyce Henderson further clarified and shortened this policy to make it easier to follow in future. Discussion followed. This policy just offers guidance and can be adjusted to meet the circumstances.

Motion: Althea moved that we adopt Policy 3.7 as amended. Kathy 2<sup>nd</sup>. Carried.

Joyce asked for a motion regarding ST's support of Seniors Theatre.

Motion: Bea moved that the Board of ST support Senior's Theatre by seeking a suitable grant for this endeavor. Kim 2<sup>nd</sup>. Carried. Jaci Metivier will be approached to look into this.

Astrid Varnes' final report on the Youth Theatre Research Project will be submitted soon. Tabled to April meeting.

TOTE: Joyce Henderson, Jaci Metivier, Julia Body and Kim MacMillan met regarding the structure of the financial/political relationship between TOTE and ST. TOTE will be a separate entity from ST in many ways but still has use of the venue and therefore is covered by ST insurance. ST will not subsidize TOTE, therefore, TOTE, will be financially responsible for its own activities, and will make separate banking arrangements. Further, ST will appoint a member of the Board to the TOTE steering committee. A new policy will be developed to clarify the relationship.

Motion: Moved by Kim, seconded by Althea? That Policy 6.17, Photograpaher be adopted as revised. Discussion followed regarding the use of photos taken. It was decided that since the audition form has a

consent form for actors, a consent form would be made up for the crew as well, allowing ST the use of any photos for publicity or website display and later to become part of the archives. This will become a part of the producer's job description.

Treasurer's Report: Rapunzel made a profit of \$1,185.85. GST must be filed every 6 months. The Treasurer will payout the mortgage in the amount of \$1,250.03. Glenda will prepare and submit discharge of mortgage to the Land Titles Office.

President's Report: circulated.

Tickets for Name That Tune were given to Althea to sell.

Budget: I Had a Job I Liked. Once. The budget was studied by everyone, some adjustments were made. Motion: Kathy moved we accept the budget as revised. John 2<sup>nd</sup>. Carried.

Motion: Festival Budget: Sherry made a motion that ST pay for the second night in Oliver for people involved with the show. 2<sup>nd</sup> by Kathy. Carried.

Artistic Report: see attached.

Volunteer Report: working well, there are several new members from Welfarewell.

Improv: Julia Body has resigned.

Publicity: A Dropbox account for Theatre Photos is set up now.

Auris Loop: Discussion about the installation in the theatre. Kim will get quotes. Is there a seniors access grant for such an addition to the theatre?

New face to the Lobby: Althea, Joyce Bradley, Joyce Henderson, will form a committee to meet with Doreen Rolheiser.

Comp Tickets: Questions were raised about the benefits of comp tickets and the limits of who we would donate them to for charitable purposes. Discussion followed.

Adjourned: 9:30 p.m.

Respectfully submitted

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Bea Kirkwood-Hackett

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Joyce Henderson