

**Shuswap Theatre Society Regular board Meeting Minutes  
Shuswap Theatre, 41 Hudson Ave. NW, Salmon Arm, BC  
Wednesday, March 18, 2015**

**Chair: Joyce Henderson**

**Secretary: Judith Skelhorne**

**Regular Attendance:** Joyce Henderson; Judith Skelhorne; Sherry Bowlby; Althea Mongerson; Glenda Marchand; Shannon Hecker; John Coulson; Kim MacMillan; Marcus Smith; Bea Kirkwood-Hackett.

**Guest(s):** Monica Gignac, Susan MacMillan, Kathy Moore, there too????)

**1. Welcome/Alterations to the Agenda:**

Joyce Henderson called the meeting to order at 7:05 p.m., welcomed everyone to the meeting and asked if there were any alterations to be made to the agenda which had been e-mailed to everyone prior to the meeting. The following changes were made and the agenda approved.

**Additions to the Agenda:** Under “New Business”

1. Salmon Arm CLA Categories
2. Theatre BC Memberships.

**Removal from Agenda:** Under “New Business”

Use of alcohol backstage.

**2. Minutes of February 18, 2015 Meeting:** (Sent via e-mail)

No errors or omissions were noted and the minutes were unanimously adopted as presented.

**Business Arising From the Minutes:**

- Computer for Scanning - Marcus is working on this.
- Second Scammer - This has been purchased.
- Dinner Theatre at Podollan Inn - passed on to James Bowlby

**3. Treasurer's Report:**

Treasurer Sherry Bowlby handed out copies of the Income Statement covering the period 01/07/2014 to 31/12/2014 and the Departmental Income Statement for the same period. Discussion followed regarding totals and why some of the numbers do not have an explanation about where they came from. Sherry was unable to answer all the questions at this time and feels that she has to spend more time with the bookkeeper to find out what is happening and how the figures came about. The questions arising will be looked into in more depth once Sherry has met with the bookkeeper.

Following much discussion the report was accepted as presented.

**4. President's Report:** (E-mailed prior to the meeting)

- The O-Zone meeting on Feb. 28 in Vernon was useful in connecting with theatre people throughout the Valley and gaining new information.
- The 2016 O-Zone Festival will possibly be in the new theatre in Oliver, B.C. Shuswap Theatre has volunteered to host the 2017 Festival.
- S.T. requested to have the theatre consultant hired by O-Zone to come to Salmon Arm, probably in April - this is said to be very worthwhile even though there will possibly be some financial outlay by S.T. (O-Zone pays the consultant for the first three hours as

well as a *per diem* and covers their travel - we would have to pay expenses if we wanted the consultant for longer than three hours.) Kim will write to Adele and ask formally to have the consultant come.

- Shuswap Theatre has received \$1,800 from the City via the Shuswap Community Foundation for the new door on the scene shop. Cilla has contacted Darryl Rolin to do the work. Cilla will also make arrangements to have the stucco work done.
- Kim and Joyce will make a presentation to City Council on April 13 bringing them up to date on happenings at the theatre.
- Joyce e-mailed Monica Kriese (and sent a copy to Kim) re meeting for coffee, but has had no reply.
- The floor in front of the stage has been painted a dark grey.
- Information we had re a licence to sell beer and wine was incorrect - we do need one. Denise and Fred Green will look after this.
- Additional: - Checking into a cover for the ticket booth, preferably glass with bevelled edges.

#### **Business Arising from Report:**

A letter will be written to Monica Kriese re removing herself as administrator of the Facebook page. Judith will sign.

#### **6. Report on “Two by Two”:** (Run February 20 - March 7)

- Directors Elizabeth Ann Skelhorne and Kate McKie both reported that they were very pleased with the overall production and would like to thank everyone who offered encouragement and advice along the way, as well as sending kudos to their actors and crew who worked hard to bring the plays successfully to the stage. Both would be delighted to direct again. Their comments have been passed along to the Artistic Committee.
- Stage Manager Monica Gignac says that although this was her first experience in this position she found it to be a fun time with some unusual challenges (finding milk with cream for *Jewel*) thrown in to make life interesting. She found the set was heavy and hard to turn around and that the second show (*My Narrator*) didn't have enough room for warm-up. Audiences were small possibly because the Film Festival was on at the same time and kept attendance down, however, those who came seemed to enjoy the plays.
- The Artistic Committee has sent a list of dates for next year's Film Festival so that S.T. productions and Film productions will not overlap.

#### **7. Update on “Pack of Lies”** (Run April 24 - May 8 and O-Zone Festival)

- Director Kim MacMillan reported that he has an amazing cast and crew who are working well together and that their commitment and organization is phenomenal. He is finding the experience uplifting with a new positive energy abounding. Producers for the play are Susan MacMillan and Kathy Moore.
- Susan and Kathy presented the budget for the production and explained how they came up with the figures. The budget was discussed and approved with only minimal changes being made to the original. All going well the production could have a net profit of at least \$5,174.
- Askew's will be doing food props for the play.

#### **8. COMMITTEE REPORTS:**

##### **Artistic Committee Report (Julia Body)**

- Althea Mongerson has resigned from the committee (see motion below).

- James Bowlby had a well attended reading of his play, "Mary, Mary".
- Work continues on putting together the 2015/16 Season, as follows:  
**Fall** - Paul Kirkwood-Hackett will direct a comedy - play yet to be decided  
**Christmas** - Still looking for a director and possibly a play. A Pantomime by James Bowlby has been suggested.  
**Winter** - Evelyn Birch will direct a comedy play called, "Welfarewell" written by Cat Delancey.  
**Spring** - Marcus Smith will direct a play called "The Best Brothers" by Daniel MacIvor - this will be the O-Zone festival entry.
- Committee is currently looking for producers for all four shows.
- Discussion about possible plays for the 2016/2017 season.

**Motion:** *Marcus Smith/John Coulson - That we accept Althea Mongerson's resignation from the Artistic Committee. Carried.*

#### **Building/Rentals/Costumes** (Cilla Budda)

- No formal report this month.
- There has been \$1,000 in rentals since the last report.
- Thanks to Kim MacMillan for moving rehearsals for "Pack of Lies" to the United Church while rentals were using the building.

#### **Youth Committee Report** (Shannon Hecker)

- Unplug and Play was well attended and it is hoped to make this an annual event to connect community literacy events and create space for children to explore theatre stage. The space matters.
- Shannon and Bea met and generated ideas around creating sustainable drama camps including marketing, content, registration, and more. They will continue to meet.
- There will be no Spring Break 2015 Camp. The committee will continue to build on ideas proposed for the camp.
- Discussion regarding programmes available on the web for young people.
- Discussion around what will happen to the committee when two of the members go away to school. Possibly ask Astrid Varnes if she is interested in working with children.

#### **Vendini/Photocopier** (Glenda Marchand)

- Contract for the photocopier was signed on April 1, 2012 for 63 months; cost per month is \$178. Glenda is working on doing a page count and it has been suggested that there be a workshop to outline proper use of the machine. Not all persons using the photocopier know the code to be used. Also suggested that there be one code for black and white and another for colour copies. If you want to do colour copies they must contact Althea or Glenda to get the code.
- Alice is working out well on Vendini season tickets and comps and there are more people learning to use the system.

#### **Publicity** (Althea Mongerson)

Nothing to report at this time.

#### **Laughing Gas Improv** (Julia Body)

- The last Improv show was well attended with 74 attendees - 33 tickets were pre-sales.

- Laughing Gas has made connections with Monkey With a Button, an improv group from Vernon, which got Laughing Gas information from the internet. Since then people from each group have attended each other's shows.
- The two groups will perform together on June 20, 2015 in a theatre sports format.
- The third Monday of each month remains a drop-in for new people for the first hour of practice.
- Question re whether the Laughing Gas group is part of Shuswap Theatre when they work outside the theatre. Shuswap Theatre pays the bills for purchases relating to Improv and there was discussion around creating a budget for the group. This to go to a fact-finding group.
- It would be valuable to have a meeting between Shuswap Theatre and the Improv group to clarify the relationship. Kim, Althea and Marcus voiced interest in meeting with the group.
- Of late there has been a lack of communication from Improv who need to give information to Publicity.

**Theatre on the Edge (Althea Mongerson)**

- A good meeting with 10 people in attendance. Jaci Metivier is doing a job description and this will be put on the web. To date there are four plays lined up and a request for \$2,000 has gone to SASCU.

**Sound/Lighting Booth (Marcus Smith)**

- Joyce Henderson has been exchanging e-mail with Jake Jacobson regarding recurring issues to do with lighting and sound and Jake's involvement with these issues. Discussion about what Jake's role will be in the future as he is no longer the technical director for the theatre.
- Discussion regarding what we will need for audio for Theatre on the Edge. A list is being made but is not finished yet. Approximately \$300 in updates for the next productions - a quote is coming.
- Discussion regarding procedures and what is required in the future.

**Motion:** *Kim MacMillan/Althea Mongerson - That we appoint Marcus Smith as Sound Director.*  
**Carried.**

- Positions are usually appointed at the first meeting of the new board. At this time we have yet to find someone to take on the Lighting Director position.

**9. NEW BUSINESS:**

**a) Marine Peace Park Vitalization Meeting:**

- Marcus Smith attended the meeting but reported that nothing much happened. Discussion centred around creating jobs but there is no real place for Shuswap Theatre in this, although Marcus's attendance did raise our profile.

4

**b) Scent-free Theatre:**

- Discussion: There are reports that several people have had to leave because of strong perfume smells. We cannot become entirely scent-free because of cleaning compounds, etc. We can become a scent-reduced building and make sure that this is made known in advertising and on the website.

**Motion:** *Sherry Bowlby/Bea Kirkwood-Hackett - That Shuswap Theatre be a scent-reduced venue and that signs be posted in the building, as well as notification made in advertising and posted on the website to that effect. **Carried.*** (Glenda Marchand abstaining.)

**c) Display Cabinet for Awards:**

- It has been suggested that Shuswap Theatre have a display cabinet with glass doors built to contain Awards, Plaques and Trophies won. This would ideally be situated at the end of the greenroom and help keep these memorials dust-free. Joyce to contact Jim Sipes re doing this.

**Motion:** *Bea Kirkwood-Hackett/Sherry Bowlby - That we investigate design and cost of a trophy case for awards and plaques at the end of the greenroom. **Carried.***

**d) Shuswap Theatre Team in LASS spelling bee?** We will skip this.

**e) Other New Matters:**

- Kathy Moore is interested in sitting on the board - she will be invited to the April meeting.
- Theatre BC Memberships. It will cost approximately \$635 for Cast and Crew to be members of Theatre B.C. for the O-Zone Festival. Some of these persons cannot afford the cost and it was suggested that we pay part or all of the fee.

**Motion:** *John Coulson/Kim MacMillan - That Shuswap Theatre pay the Theatre B.C. membership fees for the 2015 O-Zone Festival play. **Carried.***

- S.A. Observer Salmon Arm Community Leader Awards Nominations: These are for persons whose volunteer efforts have made Salmon Arm a better place to live, work or play. There are eleven categories to choose from and ST is open to suggestions of persons who have made a difference not only to the theatre and but to the community as a whole. Several suggestions came quickly to mind.

**10. Adjournment:** The meeting was adjourned at 9:35 p.m.

**Next Meeting: April 15, 2015**

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

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