

Shuswap Theatre Regular Board Meeting Minutes
Shuswap Theatre, 41 Hudson Ave. NW, Salmon Arm, BC
Wednesday, May 20, 2015

Chair: Joyce Henderson

Secretary: Judith Skelhorne

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

Absent: *Shannon Hecker*

Guest: *Susan MacMillan*

1. Welcome/Alterations to the Agenda:

Joyce Henderson called the meeting to order at 7:05 pm. and welcomed our guest for the evening. The agenda was presented and approved with the moving of the "Pack of Lies" report to the top position for discussion.

2. Pack of Lies Report - Susan MacMillan (Producer)

Susan reported that all went well, with a really good cast and crew enjoying the experience. Houses were good with the largest being 132 and Sundays being having the lowest house numbers. Publicity for the show was excellent and well covered by all media sources. Lisa, who designed the posters and programmes was easy to work with. There should be minimal cost in taking the show to the O- Zone Festival.

Problems with the production included the withdrawal of Cathy Moore as co-producer owing to health issues. The most serious problem was Regulation of temperature within the theatre. When Proair Heating and Cooling Ltd. looked into the problem they discovered a flipped breaker on one air conditioning unit and a misadjusted dial on the other unit (set to 102 degrees). This is now repaired and Proair will receive four tickets to the next production. There was some difficulty with Vendini ticketing and this is being looked into.

The long interval between the run of the play and the Festival show is a concern and it has been suggested that an extra performance would help keep the actors fresh and also raise some money. It was also suggested that S.T. invite the winner of the Festival to come to Salmon Arm before going on to the MainStage Festival in Kamloops.

Motion: *Kim MacMillan/John Coulson* - That Shuswap Theatre invite the winning play from the O-Zone Festival to perform here prior to the MainStage Festival in Kamloops on the basis of a 50-50 split of the box office after deducting their agreed upon expenses. **Carried.**

3. Minutes of April 15, 2015:

The minutes were e-mailed to board members before the meeting. No errors or omissions were noted and the minutes were approved as written.

4. Business Arising From Minutes:

- a) Meeting with Laughing Gas Improv Troupe - On April 27, 2015 Kim, Althea and Marcus met with members of the troupe and were given a Revenue Sharing Proposal and a "Fact Sheet" for Shuswap Theatre to consider. It is possible that not all LGIT members are aware of the content of the Fact Sheet. Kim will work on a response to the Fact Sheet and this will be sent to all members of LGIT. It is strongly felt that since there is no longer any LGIT member on the Board there is a need to work on better communication

between LGIT and ST. Much discussion around the issues raised and how they should be handled.

Motion: *Kim MacMillan/Marcus Smith* - WHEREAS the Shuswap Theatre Board strongly values the operations and contributions of Laughing Gas Improv Troupe (LGIT or the troupe) and commits to supporting it's growth and development, THEREFORE it is moved that the Board make the following counterproposal to the Laughing Gas Improv Troupe:

1. That the financial aspect of LGIT be considered the same as other productions.
2. That a budget for income and expenses be submitted either yearly or by performance.
3. That expenses include workshops and other initiatives that build the capacity of the troupe.
4. That Shuswap Theatre resources, including publicity and volunteer management, be made available to the troupe on request for in-house performances and activities.
5. If the troupe independently performs for outside groups at other venues and receives payment for those performances, then the troupe will be responsible for all financial matters.

Motion Carried.

b) Leonard Cohen Tribute Concert - A question of how much money we would be getting from the Cohen concert in support of the Shuswap Performing Arts Centre. Answer: A \$600 contract has been signed with the organizers and Cilla Budda will collect this after the shows.

5. Acknowledgement of E-Motion:

Under the guidelines of Shuswap Theatre Policy 2.1.1 the following motion was passed on-line on May 5, 2015:

Motion: *Kim MacMillan/Marcus Smith* - That Laughing Gas Improv Troupe be approved to spend \$400 on expenses for their June 20 performance to be taken from show revenues.

Carried.

6. Treasurer's Report: - Sherry Bowlby

Sherry explained what has been happening and presented an Income Statement she has been able to calculate encompassing finances from July 1, 2014 to December 31, 2014 - this attached to official minutes. Total Revenue for that time period **\$51,544.51** (Administrative \$9,525.17; Operations \$8,928.61; Production \$32,904.75; Miscellaneous \$185.98). Total Expenses for the time period came to \$27,402.05 (Direct Production Expenses \$4,235.96; Fees & Licenses \$611.33; Financing \$83.15; general Services \$1,430.50; General Supplies \$3,239.91; Insurance \$804.48; Lease/Rental \$1,036.68; Maintenance Supplies \$1,114.36; Membership & Dues \$386.50; Professional Services \$1,602.50; Promotional Expense \$3,401.22; Utilities & Tax \$3,467.15; Miscellaneous Expenses \$5,968.22 for a total of **\$27,402.05**. Net Income 1 July to 31 December 2014 **\$24,142.46**.

Sherry also presented a Balance Sheet as at 31/12/2014 showing Total Current Assets at \$50,647.78; Total Capital Assets at \$142,709.48. **Total Assets = \$193,367.28**. Total Current Liabilities were \$5,636.99 and Total Long-term Liabilities (Mortgage) \$3,666.74. **Total Liability = \$9,303.73**. **Total Equity** (Retained Earnings and Current Earnings) **\$184,053.53** to December 31, 2014.

Also presented was a rough sketch of the income and expenses relating to “Bah Humbug” which showed an income of \$10,207.00 (\$9,387.00 ticket sales and \$820.00 ads and sponsorships). Expenses were \$3,854.54. Profit = \$6,352.46.

Sherry also explained that Eva Hassbach of Benieta Bookkeeping & Accounting has had some health difficulties and has been unable to effectively keep up with S.T. finances. This problem was discussed and the following motion was made:...

Motion: *Kim MacMillan/Bea Kirkwood-Hackett* - That Shuswap Theatre end our arrangement with Benieta Bookkeeping & Accounting and that we extend our sincere appreciation for their work done over the past few months. **Carried.**

Motion: *Kim MacMillan/Bea Kirkwood-Hackett* - That Shuswap Theatre appoint Sherry Bowlby as bookkeeper as well as treasurer for the Board and that she receives an honorarium of \$100/month beginning May 1, 2015. **Carried.**

7. President’s Report: (Full report attached to official minutes)

- The clean-up day on April 18 went well with 13 ST participants and three from RBC, the highlight being the presentation of a \$1,000 cheque. The different smell (clean) of the building has been commented on by theatre goers. Thank you Susan MacMillan for a delicious lunch to top off the day.
- The garage sale on May 16 went well with lots of donations and 40 volunteer hours. A total of \$822.15 was raised (with small change still coming in). Advertising cost approximately \$100.
- The stuccoing is finished and will be painted soon.
- Jaci Metivier submitted a letter of intent to apply to the Shuswap Community Foundation for \$2,500 to upgrade the lights to LEDs.
- Jim Sipes has bought the wood for the trophy case and all the material except the glass.

8. Committee/Other Reports:

Artistic Committee - No Report this month.

Building/Rentals/Costumes/O-Zone - Cilla Budda (verbal)

- All air conditioning working now since repairs have been done.
- A reminder to all using the theatre to make sure the doors are locked when leaving.
- There are lots of rentals lined up.

Vendini/Photocopier - Glenda Marchand

- No official report. Discussion regarding purchasing of a second ticket printer for increased efficiency and training more people to use the Vendini system to run the box office.

Motion: *Bea Kirkwood-Hackett/Althea Mongerson* - That Shuswap Theatre purchase a second ticket printer using proceeds from the garage sale. **Carried.**

Publicity - Althea Mongerson (attached to official minutes)

- Publicity went well for “Pack of Lies” production with several complimentary articles in newspapers as well as paid advertisement in the weeks leading up to and during the show.

- Able to organize a radio interview with Voice of the Shuswap (VOTS) and director Kim MacMillan.
- Media complimentary seasons tickets were given at the start of the season with a follow up e-mail reminder containing show poster and press release.
- Trying several new tactics on social media including cast/crew interviews and a Help Promote Your Show cheat sheet given to cast and crew at the beginning of rehearsals (attached).
- Splitting publicity duties has been working smoothly.
- Monica Kriese remains on the Shuswap Theatre Facebook page as the sole administrator. A letter asking her to remove herself and to appoint Kim MacMillan and Althea Mongerson as administrators will be sent.

Youth Committee: - Shannon Hecker - Nothing to report.

Improv: - Kim MacMillan

This was discussed under "Business Arising From the Minutes." Please see item "a".

Theatre on the Edge - Joyce Henderson

- Four companies have paid to be involved and two have said yes but have not paid yet.
- There will be four shows each day.
- Joyce will take part in a TV interview on June 13.
- The TOE FOH committee has been working on ideas to lead people in and feed them.

Sound/Light - Marcus Smith

- Almost all the rewiring has been done and there is a "snake" in the building (a good thing).
- The last show went well with collaboration between lighting and sound which shows a movement in a positive direction.
- A cabinet is being built for the sound room.

8. New Business:

Board members and Artistic Committee members were asked to come up with ideas to be discussed at the June 14 retreat and Joyce is compiling a list of responses which so far include:

- A workshop on lighting and sound.
- A five-year plan.
- An update of Policies.
- An O-Zone Festival Committee for 2017 (Judith and Althea voiced interest).

9. Adjournment: The meeting was adjourned at approximately 9:20 p.m.

Next Meeting: June 17, 2015

Signed: _____

Signed: _____