

Shuswap Theatre Society Regular Board Meeting Minutes

Wednesday, November 20, 2013
Shuswap Theatre, Salmon Arm, BC

Chairperson: Kim MacMillan **Secretary:** Judith Skelhorne **Call to Order:** 7:05 pm

Regular Attendance: *Joyce Henderson, Julia Body, Glenda Marchand, Althea Mongerson, Marcus Smith, Judith Skelhorne, Kim MacMillan, Sherry Bowlby.* **Also Attending:** *Past Chairperson Monica Kriese. Bookkeeper Joyce Jackson; Randy Brogden from theatre shop.*
Absent: *Shannon Hecker, John Coulson*

- I. **Welcome/Approval of Agenda:** Kim called the meeting to order. Those present introduced themselves for the benefit of the new bookkeeper, Joyce Jackson. Kim then distributed the agenda and asked for any additions. Randy Brogden requested that a new compound mitre saw and drill/drivers be added to the agenda. The agenda was accepted unanimously.
- II. **Minutes of October 16 Meeting:** Minutes were distributed by e-mail prior to the meeting. Small errors were recorded onto the official minutes pages. All in favour that Minutes be accepted as circulated.
- III. **Financial Report:**
 - a. Bookkeeper Joyce Jackson was introduced to all present and gave a short resumé of her credentials and experience in keeping books. Contact Information is: ticmajackson@gmail.com and phone: 250-832-2812.
 - b. Glenda Marchand (treasurer) and Joyce are in the process of dividing up money tasks and setting up an accounting system. Bills will go first to Glenda for payment then to Joyce to post. There was no financial report for this meeting but Glenda assured all that she is working on the bills that have been piling up. Short discussion followed.
 - c. The Building Committee reported that they have been approached by a small group of business people who are interested in raising money and constructing a building which would house a live theatre and a convention centre.
 - d. **Season Subscription Report, fall 2013:** Eighty-five (85) seasons subscriptions were sold this year compared to 86 last year. Ten of the 85 purchased gift certificates. Eighteen (18) tickets were ordered online, nine (9) were paid by PayPal which is working well. Tickets should not be sent to local addresses through the mail unless dropped off at the counter in the downtown post office, otherwise they are sorted in Vancouver and can take up to 10 days to be delivered.
 - e. Received a Certificate of Appreciation from The Mara Musical and Athletic Association for a donation to the Mara Harvest Potluck & Auction in October.
 - f. A GST rebate of \$1786.18 has been received.
 - g. The CRA Charity Return should be done as soon as possible. Board names must be brought up to date.
- IV. **Acting President's Report:**
 - Kim reported that much effort has gone into “Little Shop of Horrors” which has had the strongest opening weekend of any show in recent history with excellent audience feedback.

- Shuswap Theatre has achieved compliance with the insurance carrier's regulations with the electrical room cleared out and a path of sufficient width along the hallway leading to the exterior exit from the office. Jake has removed the ducting from the unused furnace room and materials that had to be moved are stored there. Further storage is being installed on the ceiling of the costume room.
- The Salmar Association has given the theatre \$1,000 to complete the underside of the main awning in order to pigeon proof it. Cilla Budda has arranged for Brush Strokes to have the work done once the materials have arrived.
- The theatre has also received the requested \$1,800 from the Community Foundation to replace the video and audio monitoring system for the house. A doorbell will also be installed at the front door.
- The sound console needs to be replaced and Kim has found an excellent one that should fit needs both in sound and price. Discussion.
- **Motion:** That the Yamaha MG24-4C sound console be purchased for \$574.40. To be paid from the Allan Marchand Memorial Fund. **All in favour.**
- Voice mail messages have not been checked since the annual meeting, and the outgoing message must be changed. At present Kim has set up the voice mail so that his own phone number is automatically notified whenever a message is left at the theatre.
- Suggestions about how the theatre might build stronger relationships with the music community so that the building might be used more frequently for concerts. New equipment could help as well as a small task group created to develop a plan for marketing for concerts
- Cilla Budda is recovering from surgery and will be in recovery for about six weeks. Kim took a plant and card to her on behalf of the theatre. Thanks to Kalene Bourque for picking up her cleaning chores.
- It is time to make some progress on identifying the theatre's core values and operating principles. It is also time to move forward with more energy and drive and adopt a philosophy of constant improvement, building the theatre's capacity for excellence. Grants are available for tapping and should be taken advantage of. There is a renewed sense of energy and a positive spirit in the company with more younger people becoming involved.

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

- a. Signing officers have all been to SASCU to have their signatures recorded.
- b. Policy on subcommittees has been postponed to another meeting. (John).

VI. **New Business:**

- Julia Body has offered to do voice mail message checking.
- **Artistic Committee** has not met recently. However....
 - i. "Little Shop of Horrors" is going well and the question arose about what to do with the puppets after the show. Discussion whether to sell or store at Glenda's – not resolved.
 - ii. There is more to come on the January Orientation Workshop.
 - iii. "Distracted" Randy Brogden and Peter Molnar will co-produce Technical. Administrative producer is needed.
 - iv. No information yet on the Fringe Festival.
 - v. James Bowlby reports that there has been some interest for directing next season. Should focus to ensure productions will bring larger audiences. He feels that a Christmas Pantomime should be a tradition.
- **Youth Theatre:** Shannon had no report on Youth Theatre this month.
- James Bowlby reports that S.A. Actors' Studio is renting the theatre for December 8 to

perform “Charlotte’s Web”. Publicity welcome. James willing to help with a summer kiss’s theatre program.

- **Seniors' Theatre** is going well with a group of eager participants.

- **Publicity Report:**
 - “Little Shop of Horrors” had some challenges in getting publicity/marketing done properly and on time owing in part to a lack of communication between departments and job descriptions not being understood clearly. Make sure everyone knows his/her job, where to find forms, and which ones must be distributed in a timely fashion. More formal mentor-ship, time-line instruction necessary.
 - MTI Productions have very stringent rules on what must appear on the posters/programmes which make them too “busy,” costly, and not attractive.
 - Tracy Kutscher interviewed Julia for CKVS Radio re “Little Shop” and the radio play ran on Nov. 11. A copy of the play has been received and Kim is working on cleaning it up. Monica is trying to get permission to have both on the theatre's website.
 - Three artists expressed interest in doing the artwork for “Distracted”, however no artwork was submitted by deadline. Monica will go to Mareike at the Urban Think Tank for a design to take to Adele so she can start publicity as soon as possible.
 - Marketing/Publicity material and tickets for Dec. 7 Christmas Improv show will be done by Wednesday. Cost is \$12, cash bar, with appetizers from Pink Cherry and music by Keiran Rambo.
 - Monica has begun the design of the template for the MailChimp email system.

- **Grants/Planning - Monica:** Highlights: The Board needs to have a plan or vision regarding grants so that they are not random. Set priorities. Short-term vs long-term wishes. *SASCU only funds once per year, it is recommend using them as a funder for the Fringe-type Festival. *The City Grant-in-Aid application must be completed and into City by Dec. 31. *Wish List includes: 6-8 hard of hearing headsets; handicap access; laptop and printer for ticketing; follow spotlight; youth theatre program; new, insulated loading dock door; replace sound board; new tools for scene shop. *Also BC Arts Council-Performing Arts: Special Project Assistance- for the purpose of hiring a professional consultant to assess the theatre's governance and society and guide into a 5-year visioning process. *Discussion re improving energy efficiency. Monica will call BC Hydro and Fortis BC about this.
- City of Salmon Arm grant for \$2,500 for wireless microphones as well as the need for a “snake” for sound. Discussion.
- **Motion:** Moved that Shuswap Theatre apply for a \$2,500 grant from the City of Salmon Arm for use for sound equipment. **All in favour.**
- Handicap access and New Horizons grant also discussed. Grant requests to be in in Jan/Feb. Also see if we can get a grant from BC Hydro for lights.
- Randy Brogden spoke to the meeting regarding getting new drill/drivers and a new sliding compound mitre saw for the scene shop. He explained that the present saw cannot be repaired and is unsafe. He and Marcus Smith are shopping locally with a view to finding a good deal on both needs.
Motion: Moved that Marcus and Randy be empowered to find a sliding compound mitre saw with a budget of \$300. to be purchased from Allan Marchand Memorial Fund. **All in Favour.**
- Jake Jacobson submitted a list of repairs which need to be taken care of soon. Included are: fix front door; timers in alley and dressing room doors; patch holes in walls; install window;

block air flow; auto motion sensors; renew stucco on east wall; paint outside; new stage lighting instruments. These would come to about \$3000 to \$6000.

- **Building, Rentals & Costumes: (no report from Cilla)**
- Discussion on sprinkler system pressure gauge replacement which costs \$165. This has to be done soon.
- Discussion also on proposal to convert upper exit door to storage with a cost of approximately \$300. This should be taken up with the fire inspector and insurance provider. More information is required.

- **Building Committee – Jake** – Jake reported on the committee's Nov. Meeting and a group interested in raising money to build a theatre and convention centre on an undisclosed property. Once the funds are raised and the facility built the group would form the managing body and use the Building Committee as a consulting group. Shuswap Theatre would be a renter in the building which would be run as a business venture. The group is not interested in supporting a similar facility elsewhere in the community. The Building Committee will present a list of its requirements as to the physical needs of the theatre space and act as an advisory board for the group. Many questions to be answered by the theatre board regarding use of the building and stage(s).
- Margaret is working on another theatre design following interest expressed by some members of the Board in taking a closer look at other options for a smaller venue.

- **Other Items:**
 1. Discussion on marketing our building and costumes to the music community. It was felt that there should be more information made available to the public regarding rentals. Suggestions of pictures, an information catalogue and promotion. Glenda has albums of pictures of past performances to share. At this point it was unanimously agreed that the theatre take up Glenda's offer of space for storage of costumes in an unused portion of her home.
 2. Discussion re complementary tickets for the Building Committee. Kim believes there may have been a policy regarding this but it might not be a forever thing. In view of the actions of the committee to form its own society this will likely be the last year we can give them comps.
 3. Kim is working on policy for heads of departments.

Joyce Henderson has invited the board along with spouses/partners to a Board Christmas Party at her house on Wednesday, December 11 at 7 pm. Bring your favourite dessert and what you would like to drink. It was also suggested that everyone bring an inexpensive gift to be included in a game. More to come.

Next board meeting Wednesday, December 18. Remember to have your reports in the week before the meeting so a complete agenda can be made ahead of time.

Meeting adjourned at approximately 9:45 pm

Signed: _____
Chairperson

Signed: _____
Secretary

