

**Shuswap Theatre Society Regular Board Meeting Minutes
Shuswap Theatre, 41 Hudson Ave. NW, Salmon Arm, BC
Wednesday, November 19, 2014**

Chair: Joyce Henderson **Secretary:** Judith Skelhorne **Time:** 7:10 pm

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

Guests: *Nathan Zwicker (Youth), Julia Body (Improv), Kathy Moore (Odd Couple).*

Welcome/Additions to the Agenda: Joyce welcomed all to the meeting and introduced the evenings guests reporting that their reports would go first on the agenda so they would not have to sit through the meeting.

Report on “The Odd Couple” - Cathy Moore:

- This production went quite smoothly with no catastrophic problems.
- A learning curve with the Vendini system, mainly with the posters going out with misinformation from the website that tickets could be paid for with debit cards.
- Lisa Bennett did an amazing job with printing off the posters and programs locally. Only the number required were printed so waste was down.
- There were three sold-out shows and several full-ish houses and the show was well received in the community.
- A few areas were over budget including: Royalties (\$187.10 over); Set Construction (\$288.64 over); Props (\$17.35); Foyer display (\$29.59); Backstage - would like consideration of raising amount from \$125 to \$175 so that pizza or sandwiches can be brought in for the Cast and Crew on Tech Day.
- Sets will be used for the next show.
- Julia pleased with the cast and how it all came out. Suggested an extra person on Front of House to help with programmes - this to be organized.

Improv Report - Julia Body:

- Improv went well with 66 enthusiastic persons in the audience.
- Fewer audience suggestions used this time.
- The set left over from “The Odd Couple” helped with the show.
- Co-operation and communication necessary between a show’s producers and Improv group should rehearsals overlap.
- A feeling that some members are feeling unappreciated by Shuswap Theatre.
- Some concern regarding racism in the show - stereotyping is not acceptable and not OK for Shuswap Theatre.

Youth Committee - Nathan Zwicker, Shannon Hecker:

- The Youth Intensive was a great success. Want to keep momentum going and support youth-led theatre initiatives. Nathan and Joy keen to lead a five week youth theatre group focusing on improv, becoming comfortable on stage, voice projection and possibly youth created scenes. This group would run before Christmas with an eye to creating a January ongoing group.
- Nathan to get Board approval to go ahead with youth theatre group, possibly meeting at Sullivan (Shannon to check) on Tuesdays with a Toonie drop-in fee (money to be used for food, etc.). Want to start on Nov. 18.
- Nathan gave his report on the first night with “The Club” [drama games]. Five youth, ages 16 - 18 present. Suggestions for future gatherings include: audition practice and writing theatre resumes. Belonging is important.
- Julia Body has been asked to start putting together resources which can be photocopied or web-based that can direct new leaders to easy to do warm ups, energizers, and activities for group size/age, etc. A resource that would be helpful to young people who are eager to create their own initiatives as well as a resource with vast theatre experience. Asking others in the Shuswap Theatre community if they would like to mentor youth in some capacity.
- Discussion re Theatre 101 - “Young” (ages 8 - 12) to run in January or February. Ideas welcome.

Minutes of October 15, 2014:

- Errors Noted: “crumbling door foundation” NOT “foundation of building”.
- Change money request to Salmar to read “they will decide re whether to give the theatre money at their AGM in November.
- Motion by Marcus and Althea on page 5 to read: That Shuswap Theatre pay \$100 for the first programme including cover and insert, and \$75 for those inserts succeeding the first. Carried (this to clarify what is being paid for.)
- NOTE: Owing to the resignation of Joyce Jackson (bookkeeper) the following motion was passed on October 23, 2014 by a majority via e-mail:

Motion: *Sherry Bowlby/Bea Kirkwood-Hackett* - That the following have signing authority: Sherry Bowlby (treasurer), Glenda Marchand (director), Kim MacMillan (vice-president), Joyce Henderson (president). **Carried.**

Motion: *Bea Kirkwood -Hackett/John Coulson* - That the minutes of October 15, 2014 be accepted as amended. **Carried.**

Business Arising From the Minutes:

- Changes as noted above.
- Youth Committee consists of: Shannon Hecker, Nathan Zwicker, Julia Body, Norma-Jean Gomme and Joy Peters - this was not complete in October.
- Joyce and Ron Bouer spent an afternoon fixing doors so that less cold air would get in.

President's Report:

- Thanks to Kim for assuming the role of president for two weeks.
- Signing authority at SASCUC was changed to: Glenda Marchand, Sherry Bowlby, Kim MacMillan and Joyce Henderson.
- Salmar Theatre board reluctantly agreed to give ST \$1,500 towards replacement of the door off the stage, repair of the sill and frame and the stucco which was bulging and had developed a hole.
- Darrell Rolin has installed commercial insulated metal doors, replaced the sill and door frame; stuccoing to be done when temperature is above freezing. Total bill is \$3,444 (\$1,500 from the Salmar, \$1,500 from the Broadway Revue, \$200 from Shuswap Rotary and \$244 from ST funds.)

- Completed the accounting for Grant-in-aid for the \$2,000 that we received in Feb. from the City of Salmon Arm through the Shuswap Community Foundation.
- Have written a letter as drafted by John Coulson to Jake Jacobson re his request from the board re commitment of ST to the proposed Community Performing Arts Centre.
- Ineke Hughes from the Shuswap Community Foundation, placed a note in the newspapers re the establishment of Shuswap Theatre Endowment Fund - including a picture of Sherry Bowlby and myself.
- Issue with the credit card being rejected in paying our bill with Vendini. A result of our not having received the credit card bills and therefore not paying the amount owed - resulting in the card being blocked from use. The Credit Union had put the wrong address on the card application causing the bills to be returned.

Treasurer's Report:

- "The Odd Couple" brought in +/- \$20,000. No expense amount yet.
- Pay-as-you-can Thursdays went well. However, the play time was not well advertised. Discussion re this with the result asking for better publicity and advertising regarding play times and where people can buy tickets.

Other Business Arising:

- Dinner with Eva and Dettmar Hassbach of Benita Accounting and Business Consulting (new bookkeepers) was a good idea as we got to know them in a casual, more approachable, way.
- **"Bah Humbug" Update.:** All positions are now filled with lots of group bookings coming in. *Discussion regarding whether to give reduced prices for groups and offering pre-bought tickets. *Consensus was that we are committed for this year and should revisit the question later. Several suggestions for getting good attendance include offering a turkey draw and visiting the malls in advance of the show. *Discuss with the director(s). **PLEASE NOTE Clarification:** For "Bah Humbug" tickets a family consists of two (2) adults and up to four (4) children.

COMMITTEE REPORTS:

Artistic Committee:

- All is going well with the committee. Could set next season now as directors are lining up.
- A producer is needed for “Two by Two.”
- Theatre 101 is set to go, possibly on January 24, 2015.
- James Bowlby would like to do a reading of “Mary, Mary.”

Youth Committee: -

- The group is going ahead with delivering a five week “after school acting club” at Jackson campus starting on Tuesday, November 18. This will be delivered in collaboration with Gloria Cox with the idea to deliver a program that is in alignment with Jackson’s theatre program. It is drop-in and will be open to the 14 - 16 years crowd. Nathan Zwicker is the contact and he will keep a record of the youth who choose to come.
- Nathan and Shannon met with Jen Findley of the Literacy Alliance. Shuswap Theatre would like to be a part of Unplug and Play Week coming up in January. They came up with some great ideas but welcome more input.

Building/Rentals/Costumes: - Cilla Budda - No report.

Publicity:

- Michelle Weisenger (Lakeshore News) has been doing publicity and there is more work to be done to make this smoother.
- There is no template for the timeline of productions, etc. Is this a policy committee item?
- Also, procedure area to work on and talk to Michelle to see what help she needs.

Tickets/Vendini:

- **Re Vendini** - Glenda and Kim will work out administration positions and come back to the next meeting. Discussion re logistics of money movement and what record ST has of money.
- Joyce is working on a note re sponsor tickets in simple, clearer language.
- One person is needed to do comp tickets to avoid confusion.
- Discussion re reduced prices for a group - agreed that Thursday night is best.
- “**Bah Humbug**” ticket prices so low now that we all agree to no reduction for this show.
- Discussion re tickets and how well the system is working and what could change. Ongoing observation.

NEW BUSINESS:

- **Prompter:** Should it be changed to e-mail only messages? A search shows that only five (5) people do not have e-mail. Discussion. Agreed that more discussion was necessary before making a decision. It is noted that Vendini can also do a newsletter.
- **New Door Code:** This code is for the board. Cilla will be asked to change the code next week. Also, the code has been changed on the safe and bank account. The code on the safe is changed after each production.
- Non-board positions and names are being brought up to date.
- Requests for the City of Salmon Arm grant through the Shuswap Community Foundation is due the end of December. It was decided that replacing the doors in the scene shop was the highest priority. Jaci Metivier will write up the grant request.

Motion: *Sherry Bowlby/ John Coulson* - That Marcus Smith get a quote on roll-up doors to replace the scene shop doors and that quote to be used to support a grant application to the City of Salmon Arm. **Carried.**

- **By-law Update:** The report is done and has been sent to Victoria.
Thank you John.

The meeting now went into in-camera mode which will not be reported in these minutes.

The following motion was made following the in-camera meeting: -

Motion: *John Coulson/Marcus Smith* - That the board make the following appointments: Bar - Denise Green; Facebook Administrator - Althea Mongerson; Theatre Photocopier - Glenda Marchand; Website - Kim MacMillan; Vendini - Glenda Marchand. All members who are affected by this motion will be informed. **Carried.**

Please note that Shannon Hecker and Judith Skelhorne had left the meeting when the motion was made.

Adjournment: The meeting adjourned at approximately 9:30 pm.

Next Meeting: 7:00 p.m. Wednesday, December 17, 2014 at Shuswap Theatre

Signed: _____
President

Signed: _____
Secretary

These are the official minutes as amended.