



Approved

**Board of Directors of Shuswap Theatre Society
BOARD MEETING MINUTES
November 15, 2017, Shuswap Theatre**

Meeting called to order at 5:02 p.m.

Present: Kim MacMillan (Chair), Sherry, Bea Kirkwood-Hackett, Paula, Hammy McClymont, Peter, Tracy Nash, Kathy Moore, Monica Gignac, Astrid Barnes

Regrets: None

AGENDA

- **MOVED** by Paula Shields and seconded by Bea Kirkwood-Hackett that the agenda be accepted as amended. **CARRIED.**

PREVIOUS MEETING MINUTES – October 18, 2017

- Errors and Omissions - none
- **MOVED** by Sherry Bowlby and seconded by Bea Kirkwood-Hackett that the minutes be approved as presented. **CARRIED.**
- **MOVED** (electronically) by Sherry Bowlby and seconded by Hamilton McClymont that Inskip Electric be hired to install aisle lighting as soon as possible in accordance with their submitted quote of \$1,570.91. **CARRIED.**

FINANCE

- Hammy gave us a quick revision of the season's revised forecast. It was noted that the TotE revenue/expenses straddles two fiscal years. **Sherry agreed to do in future a year-end adjustment to accrue the expenses and revenues into one fiscal year.**
- The forecast ticket revenue for *Romeo and Juliet* is on target.
- It was decided that we need to have a clearly marked Capital Reserve account at SASCU and a policy to support it. **Hammy will write up a draft policy and present at next board meeting.**
- Kim asked everyone to give some thought to what our capital projects should be and that we begin to assemble a list of ideas on how that money should be spent. Ideas should be sent to the Secretary for assembling. **Kim will send out Jake's Capital Projects list that he received some time ago.** This should help us make our new list.
- **MOVED** by Sherry Bowlby and seconded by Hamilton McClymont that the new signing officers for the bank accounts and the MasterCard credit card, for the 2017/18 fiscal year, should be any two of Kim MacMillan, Hamilton McClymont, Kathy Moore and Sherry Bowlby. **CARRIED.**
- **MOVED** by Hamilton McClymont and seconded by Peter Molnar that we secure Director's and Officer's liability insurance for a premium not to exceed \$1,000. **CARRIED.**

ARTISTIC & PRODUCTION

- Romeo and Juliet – sales going well, we are within \$500 of our target. A decent *Pay What you Can* night will put us over the top in revenue.
- Artistic Committee report – they are pleased to have Frank Manning on board. Reviewed Artistic Committee job description. Went over last April's retreat notes. Liz Hobbs had instituted a list of etiquette items that each cast and crew member had to sign. **The AC should review Liz' document and our previous attempts and come up with a similar type document and bring it to the Board.** Astrid requested a time slot at TotE for new directors to produce two short plays. She also asked the Board to consider if we could do two one act plays as one of our feature presentations for new directors to be mentored. She also wants to do a post mortem after *Romeo and Juliet* is completed.
- The AC committee would like to do a mini retreat with the Board and the AC in early 2018 to discuss what we have accomplished since our last meeting. Things to discuss will be mentorship, skill building and will take approximately 3 hours.
- **MOVED by Hamilton McClymont and seconded by Bea Kirkwood-Hackett that the AC meet with the Board for a mini retreat on January 20th from 9:30 a.m. to 12:30 p.m. to pursue an agenda as outlined in the AC report and contingent on agreement with the other AC members. CARRIED.**
- Artistic Committee Job Description – Astrid questioned Item #8 which deals with content warnings and #9 regarding why the AC is responsible for buying scripts ahead of time. Discussion. **MOVED by Bea Kirkwood-Hackett and seconded by Paula Shields that Policy #5.1 be incorporated into our policy manual. CARRIED.**
- Technical Director Job Description – A discussion was held to clarify the difference between a *House* Technical Director and a *Production* Technical Director and it was decided to change the name of Policy 4.2.1 to read "*House Technical Director*". It was also decided that Jim Clayton should work with the policy and we will review it in the spring after he has had a chance to work with it. As well, he should give us an idea of what his budget should look like.
- **MOVED by Sherry Bowlby and seconded by Tracy Nash to rename Policy 4.2.1 as House Technical Director" and adopt it into our policy manual. CARRIED.**
- **MOVED by Hamilton McClymont and seconded by Bea Kirkwood-Hackett that Kim be authorized to negotiate with Jim for an honorarium not to exceed \$1,500 annually. CARRIED**
- Stage Manager Kit – The SM kit was left in a mess at the end of the summer and it is not known who left it that way. Kim will communicate to Jaci that it needs to be inventoried and restocked after TotE. This should be added to the House Technical Director job description as well.
- Unplug 'n Play – It was agreed that it would be a good thing to do it again. Kim has asked Ann and Joyce if they will be willing to do the event again.

FUNDING DEVELOPMENT

- City grant administered through Community Foundation, December 15 deadline – For what? Who writes? – **Tracy will call Jaci and ask her if she could write a grant request for the City through Community Foundation for the seat replacement project.**
- Comfy Bottoms Shed Party, January 14, 2:00 – 4:00 pm: Peter Blacklock will organize. The admission price is \$10.
- Pre-Christmas gift card social media campaign – Should be started next week after *Romeo and Juliet* is finished, should only be advertised on social media. **The cost for 250 cards is approximately \$150 and Kim will order them.**
- Co-op gas cards – handed out to board members

BUILDING

- Responsibility for recycling – This is part of the FOH job description and Hammy will speak to the head of FOH that it needs to be done after every run.
- The dimmer packs are here and are installed. There is a need for some electrical work to be done.
- The aisle lights should be installed anytime now. We are close to the top of the electrician's list. Kim will be building the valances for them. Kim and Jim will ask the electrician to do the dimmer pack work at the same time as the aisle lights are installed.

SSAC

- There was disappointment expressed in the Observer article that made it sound like we are aligned with SSAC but it was decided that no action was the best action.
- SSAC has requested a meeting and we have agreed based on having an approved agenda prior to that meeting.

OTHER BUSINESS - None

IN CAMERA - None

Secretary

President