

Shuswap Theatre Society Regular Board Meeting Minutes

Wednesday, October 16, 2013

Shuswap Theatre, Salmon Arm, BC

Chairperson: Joyce Henderson **Secretary:** Judith Skelhorne **Call to Order:** 7:05 pm

Attendance: *Joyce Henderson, Julia Body, John Coulson, Shannon Hecker, Glenda Marchand, Althea Mongerson, Marcus Smith, Judith Skelhorne, Kim MacMillan, Sherry Bowlby.*

Guest: *Former Chairperson Monica Kriese.*

I. Welcome/Approval of Agenda: New Chairperson Joyce Henderson welcomed all to the meeting and briefly outlined the agenda for the meeting. Added to the agenda was Randy Brogden's request on behalf of Rotary Shuswap. Agenda accepted with addition.

II. Minutes of September 17 Meeting: Minutes were distributed by e-mail prior to the meeting. No errors or omissions were noted. All in favour that Minutes be accepted as circulated.

Business Arising from Minutes: Budget changes for "Little Shop of Horrors" were circulated. No questions arose. Moved that the budget be accepted as presented. All in favour.

III. Minutes of October 7 Meeting: These Minutes circulated via e-mail. No errors or omissions noted. Moved that the Minutes be accepted as presented. All in favour.

Business Arising from Minutes: Signing Officers for 2013/14: Joyce Jackson has agreed to be Shuswap Theatre's bookkeeper and Glenda Marchand will be Treasurer looking after S.T. In-house matters and reporting to the Board. The other two signing officers should be the chairperson and vice-chairperson.

IV. Treasurer's Report: There was no report from the Treasurer because Sue Simmonds had to be out of town on a family matter. Joyce Henderson will be meeting with Sue on Thursday, October 17 to go over transfer of duties to the new treasurer and bookkeeper for 2013/14. No discussion.

Motion: *Kim MacMillan/Julia Body* – That the signing officers for Shuswap Theatre Society be any two of Joyce Henderson, Chairperson; Glenda Marchand, Treasurer; Kim MacMillan, Vice-Chairperson; or Joyce Jackson, Bookkeeper. To be effective immediately. **Carried.**

V. Orientation Workshop: This was a very successful undertaking last year and most felt that it should be repeated. Discussion followed. It was decided that the Artistic Committee would be the logical choice for planning the event. Rebecca Marchand can help with this as she did most of the planning last year. It was felt that January would be a good time for the Orientation when play reading is being done and Jake Jacobson will be holding his lighting workshop. This would also be a good time to recruit much needed Producers for upcoming plays.

VI. Appointment of Committees:

Moved that the following people be appointed to the following committees with the power to add further members with approval of the Board. Motion approved.

Artistic – Julia Body, James Bowlby, Aidan Sparks, Althea Mongerson....

Youth - Shannon Hecker, Aidan Sparks, Norma Jean Gomme, Julia Body.....

Building – Jake Jacobson, Cilla Budda, John Coulson, Doug Leatherdale, Margaret Holland, Jamie Wright, James Bowlby, Jim Sipes. All are members with the exception of Doug. (Building Committee minutes then circulated.)

Volunteer - Kim MacMillan, Glenda Marchand.

Costumes – Cilla Budda, Donna Good.

VII Appointment of Other Positions:

These and other non-board positions are listed on the website under Organization.

Publicity – Monica Kriese (Monica's job description coming)

Building Renovations and Electrical Maintenance – Jake Jacobson

Building Maintenance and Janitor – Cilla Budda

Ozone – Cilla Budda. (Sherry Bowlby and Aidan Sparks will go to meetings with Cilla)

Membership – Patrick Benson

Season Subscriptions – Alice Chin

Sponsorship – New position. Marcus Smith and Joyce Henderson. (Discussion whether this is a part of marketing.) Moved that Shuswap Theatre create an ongoing position for Sponsorship. All in favour.

Grant Writing – Monica Kriese, Judith Skelhorne. Joyce Henderson will help.

Motion to accept the above appointments. All in favour.

VIII Reports: - It is recommended that reports from committees and other sources be submitted by Thursday the week before the meeting to give time to make up a complete agenda. All reports attached to official minutes. Below are highlights:

- 1. Artistic Committee: Little Shop of Horrors Update – Julia** – It has not been easy but things are going well now. Sets are looking good and will be painted soon. A new sound person is needed. Much “buzz” around town in anticipation of the play. Advertising going well. Tickets will be on sale at Intwined Fibre Arts.
Producers are needed for “Distracted” and “The Compleat Wrks of Wum Shkspr.” Time to get more people interested in the position through mentoring and teamwork.
- 2. Building, Rentals, Costumes & O-zone – Cilla** - Complete report attached to official minutes.
 - Upgrading of the ladies' washroom, including painting and new toilet, completed. Waiting for all bills to come in. Water meter installed. Furnaces to be checked for winter.
 - Doors to washrooms, alley and scene shop painted and new hardware installed. Front door code has been changed.
 - Fire extinguishers serviced, emergency lighting tested. Need new pressure gauge on sprinkler system. Fire Marshall to visit soon.
 - Cleaning in progress in electrical room and hallway to costume room. Vacuum plugged with pins, now repaired. Dressing room iron broken, must be replaced.
 - Several groups wanting to rent space at the theatre when Shuswap Theatre not in performances.
 - Hats and shoes being sorted and organized. Uniforms to Piccadilly for Remembrance Day.
 - Zone Festival will be in Vernon but they are asking for help with it from other members.
- 3. Structural Assessment of Building – Kim** – A good walk through. Engineer said that as the building is old and has several obvious observable flaws, no significant renos would be realistic

without problems.

- 4. Building Committee – Jake** – Details of the constitution for the new Society are being worked on and plot plans, construction cost estimates and access are being looked at for a property on 4th St. Shuswap Theatre has allocated \$200 to cover the cost of incorporating the new Society. Jake has tendered a formal invitation to all Shuswap Theatre Board members to sit in on any committee meetings (attached).
- IX Feedback on Open House:** Discussion over what to do to make the Open House an appealing event for membership. Of most importance is to have a committee in place to start planning in the spring, possibly May.
- X Feedback on Annual Meeting:** Discussion on how best to get Michelle's report on membership concerns out to the larger body of the membership. Kim has her report and will forward it to Monica.
- XI Planning Calendar for Board – Kim** – Discussion. Calendar made into policy about two years ago, but has not been used as effectively as possible. Monica and Kim both have template and can add events and deadlines as necessary.
- XII Volunteer Opportunities Fair:** It is suggested that Shuswap Theatre have a table with volunteers and a display at this event to be held on October 21. Volunteers, possibly in costume, will be needed between 2 and 4 pm and 4 and 6 pm. Joyce, Althea, Kim and Aiden have expressed interest. Monica has a display ready to set up.
- XIII Announcements:**
1. Joyce has had a verbal favourable expression of interest from the Salmar re our request for \$1,000 for a new pigeon-proof awning – they feel their property would benefit from this, too. need one too. We are to get a second quote and get back to them.
 2. Shuswap Theatre has received a cheque for \$1,800 from the Shuswap Community Foundation.
 3. Randy Brogden has requested tickets to be sold at the Rotary Shuswap auction. This has been looked after.
 4. Reminder that Shuswap Theatre will be holding a “fringe festival” in the summer of 2014. Work has begun on a calendar and people to set it up. Discussion. More later.
 5. Cilla to have surgery in November and unavailable for six weeks. Kalene has been asked to carry on with cleaning. Jake around for technical problems.

At this point Monica left the meeting which then became “in-camera”. Notes filed separately.

Next board meeting Wednesday, November 20. Kim to prepare agenda and chair the meeting.

Meeting adjourned at approximately 9:10 pm

Signed: _____
Chairperson

Signed: _____
Secretary