

SHUSWAP THEATRE SOCIETY
MEETING MINUTES
OCTOBER 21, 2015

Member Attended: Joyce Henderson, Sherry Bowlby, Althea Mongerson, Marcus Smith, Mike Nash, John Coulson, Kathy Moore

Joyce welcomed new board members, Mike Nash and Kathy Moore

The agenda was presented and there were no additions.

Minutes of the September 16, 2015 Board Meeting were presented and accepted. Motion by Althea and seconded by Marcus.

Elections of the executive were presented. All positions were nominated and elected by acclimation.

President:	Joyce Henderson
Vice President:	Kathy Moore
Secretary:	Bea Kirkwood-Hackett
Treasurer:	Sherry Bowlby

Business arising from September 16th meeting:

John updated us on the furnace:

- No urgency. System is functioning. Upgrades can be undertaken any time without much disruption to theatre operations.
- It is important to ensure heating improvements are considered with other improvements proposed to ensure no conflict occurs.
- Other potential improvements include a new stair case in the scene shop and possible fridge replacement. Two distinct heating projects considered:
- Heat for the lobby and green room. New furnace and ductwork required. New trap door recommended to access crawl space beneath audience seating
- Heater for scene shop. A new downdraft furnace to be located where the fridge now sits.”

There were discussions regarding:

- Cleaning the area underneath the building on the way to the furnace.
- Installing a trap door to gain better access.
- Putting in a new electrical panel.
- Installing a downdraft furnace in the Scene Shop.
- The weather stripping on the outer scene room door that needs to be replaced
- Rebuilding the stairs and landing in the Scene shop; Joyce will take the staircase plan that Randy drew up to Darrell Rolin to get a quote.

Joyce suggested that if necessary, we could take \$3,000 out of income to pay for the stairs, fridges and Scene Shop furnace but it was agreed that we would try applying for a grant.

The Board decided that the priorities should be:

- Getting a quote to get the stairs rebuilt. Joyce and Mike strongly feel that this is a priority.
- Installing a trap door to the furnace and cleaning out underneath. The Scene Shop guys feel like they could do this.
- Applying for a grant from the City of Salmon Arm (due date December) for \$2,500 to help replace the furnace, buy new refrigerators and fix the staircase.

MOTION to request money from all three Rotaries to get the funding. Moved and Seconded by Marcus and Sherry. Carried.

The \$500 grant from the Royal Bank that Christine Nash has received for volunteering could be used for some of these items?

Feedback on AGM:

- 29 people attended
- Everyone enjoyed it; especially the potluck.
- Althea and Kim will collate the questionnaires
- MOTION: to accept the minutes of the AGM that have been posted on the website for two weeks. Moved and Seconded by Thea and John. Carried

Joyce brought up the fact that we need some guidelines regarding honorary members. We need to set up a committee to research and brainstorm what would be a good way to go. Joyce will ask Kim and Susan to head this committee.

MOTION: to accept the minutes of the AGM that have been posted on the website for two weeks. Moved and Seconded by Thea and John. Carried

Director's Workshop is full now for actors and directors.

MOTION: that any profit leftover from the Director's Workshop should go to the Artistic Committee to help fund Theatre 101. Moved and Seconded by Althea and Mike. Carried

"Bedtime Stories" had a good first weekend. There was a good article in the Observer about it.

John mentioned that there will be a new Society Act coming out and some changes may have to be made.

Sherry presented the Treasurer's Report.

- She has added a few category items to make things a bit clearer.
- There were good summer rentals (\$1700)
- Improv was flexible in changing dates to accommodate the ballet.
- Sherry will do a separate Theatre on the Edge statement.

MOTION: to accept the Treasurer's Report. Moved and Seconded by Althea and Marcus. Passed

New Business:

Worksafe: Joyce gave us a quick report on her meeting with Don Parman from Actsafe, a company contracted by Worksafe BC to act as a resource for theatres to improve their safety. Don suggested that we should join Actsafe and have safety brought up at each board meeting. Also the stairs from the lobby up to the theatre need to be edged with a nosing so each step is easier to see. He suggested we consider getting a defibrillator. Kathy noted that she might be able to get a good price. No decision was made re this. It was decided to go ahead immediately with making the stairs safer.

Big Steel Box: There was discussion regarding renting a big steel box. Mike feels strongly that this would be a perfect way to store panels and doors so that they don't have to be dismantled after each production. He also volunteered to help organize upstairs over the green room. There is quite a bit of ducting that can be taken out. Cilla talked to Bill Laird about renting a couple of parking spots to put the bin on. She feels that we could get the two spots for \$30 per month. Randy has agreed to be in charge of the bin. The fee for the bin is \$110 plus the parking.

MOTION: to rent big, steel box to put on Bill Laird's parking lot and see how it goes. We will revisit next year. Moved and seconded by Mike and Marcus. Carried

The code to the entrance door and to the sound booth will be changed.

“A Tangled Tale”: Joyce presented the budget for our Christmas pantomime. She also mentioned that she will be away from November 15 to December 9th.

MOTION: to make the following changes to signing authority. Kim should come off and Kathy should come on. So the signing officers will be Joyce, Sherry, Glenda and Kathy. Moved and Seconded by John and Althea. Carried

Non Board Positions: List attached. Mike will talk to Julia about joining the Artistic Committee.

MOTION: to accept the Non Board members as attached. Moved and Seconded by John and Mike. Carried

Shuswap Community Foundation Grant for \$2,500 for upgrading lighting: needs to be spent by the end of the year.

Marcus responsible for this

Meeting ended approx.. 8:30 pm

NON BOARD POSITIONS 2015/2016

Accounting.....	Sherry Bowlby
Archives.....	Susan Macmillan Lois Archer-Duell
Artistic Committee.....	Julia Body, James Bowlby, Paul Kirkwood-Hackett
Bar Manager.....	Denise Green
Building Rentals.....	Cilla Budda
Computers/Software.....	Marcus Smith, Kim MacMillan
Costume Rentals.....	Cilla Budda
Costume Room.....	Cilla Budda
Funding Committee.....	Jaci Metivier
Grant Writing.....	Jaci Metivier
Historian.....	
Laughing Gas Improv.....	Julia Body
Lighting.....	Jean Angers
Membership.....	Patrick Benson
Newsletter (The Prompter).....	Susan MacMillan
Ozone 2017.....	Bea Kirkwood-Hackett
Ozone Rep.....	Cilla Budda
Photocopier.....	Glenda Marchand
Policy Committee.....	Kim MacMillan, John Coulson, Marcus Smith
Posters/Programmes.....	Lisa Bennett
Props.....	Bea Kirkwood-Hackett
Public Relations & Marketing.....	Althea Mongerson, Karen Sansom, Michelle Weisinger
Scene Shop.....	Randy Brogden
Seasons Subscriptions, Comps & Gift Cards.....	Alice Chin
Seniors' Theatre.....	Astrid Varnes, Peter Blacklock
Sound.....	Marcus Smith
Ticket Coordinator.....	Glenda Marchand, Kim MacMillan
Ticket Outlet.....	Intwined Fibre Arts (Althea Mongerson)
Volunteer Data Base Manager.....	Kim MacMillan
Volunteer Phone Communications.....	Paula Shields
Website.....	Kim MacMillan
Youth Theatre Development.....	Shannon Hacker & Team