

Shuswap Theatre Society Regular Board Meeting Minutes

Tuesday, October 9, 2012, 7:00pm

Shuswap Theatre, Salmon Arm, B.C.

Call to Order and Roll Call:

The meeting was called to order at 7:07 p.m by acting chairperson Monica Kriese, Judith Skelhorne taking minutes for this meeting.

Attending: *Monica Kriese, Kim MacMillan, Judith Skelhorne, Julia Body, John Coulson, Joyce Henderson, Rebecca Marchand, and Susan Simmonds.* **Regrets:** *Shannon Hecker.*

Approval of Agenda:

Motion: *Julia Body/Judith Skelhorne* – That the agenda be accepted as presented. Carried

Approval of Minutes from September 11, 2012:

Minutes of the September 11 meeting were distributed and the following alteration was noted, to wit: **A motion is needed to cover Treasurer's Report item #3 re: transference of money between theatre and treasurer being handled in a consistent manner with signatures leaving a trail of whereabouts and responsibility for same....**

Motion: *Judith Skelhorne/Kim MacMillan* – That the minutes of the September 11, 2012 meeting be accepted as presented. **Carried**

Welcome to New Board Members, Election of Officers and Board Member Orientation:

1. Those attending introduced themselves and New Board Members were welcomed by returning members of last year's board. Kim MacMillan then gave out policy binders and ran through a short briefing for new board members explaining that theatre policy and minutes of past meetings could be found on the theatre's website by following the links to "Resources." Short discussion followed.

2. Election of Officers – the following persons were elected to office by acclamation:

President:	Monica Kriese
Vice-President:	Kim MacMillan
Secretary:	Judith Skelhorne with understudy by Rebecca Marchand
Treasurer:	Susan Simmonds

President's Report given by Monica Kriese:

- Annual Open House well received with a number of new faces present.
- Volunteer sign ups for upcoming productions went well and membership renewals doing well also.
- AGM had a very good turnout and Tracy Kutscher's keynote speech enlightening.
- Re lifetime memberships: CRA wants a money trail for memberships. Should we find different ways of honouring worthy theatre members? This for a future meeting subject as it needs research.
- Insurance cost for rentals has become problematic and one of the main reasons we aren't getting as many theatre rentals as we should. Co-presenting events would be one solution which would boost community relationships with the theatre. Co-presenting would allow the entertainment group to be covered under Shuswap Theatre's insurance policy. Otherwise, they need to have their own insurance, to perform in outside venues which is approx. \$600 – 800/year or we charge \$140 the entertainment group (our cost) per showing/event.

Treasurer's Report (Susan [Sue] Simmonds and Denise Green)

Sue Simmonds was welcomed as the new treasurer and assured those present that she now has all the

information relating to her position. She presented a Balance Sheet as of September 30, 2012 as well as an Income Statement for 1st July to September 30, 2012. The Balance sheet shows liabilities and equity at \$159,737.90 and the Income Statement shows total revenue at \$11,488.05 with total expense at \$21,280.11 for a net income of \$ -9,792.06 for that period. Budget to Actual for *Legend!* Shows a net income (loss) of \$ -4,734.51 [In-House audience totals were dismal at only a total of 464 individuals attending for July and August although the production was well advertised]. **Sue will be getting more information re our mortgage and loan for the books and bring to the Board to explain the details of this arrangement.**

Motion: *Sue Simmonds/Julia Body* – That the treasurer's report be accepted as presented. **Carried.**

Old Business Arising from the Minutes:

- a) AGM and recommendations for next year were briefly discussed.
- b) Artistic Committee Report; No written report but Kim and Julia briefly touched on finances, numbers and royalties for plays as well as the logistics and pricing for Danielle Dunn-Morris's upcoming acting workshop.

Motion: *Kim MacMillan/Julia Body* – That the pricing for the acting workshop with Danielle Dunn-Morris be \$45 for personal attendees and \$40 for Theatre B.C. Members. **Carried.**

The Okanagan Zone is contributing \$500 to offset the cost of this workshop. Maximum class size is 10. Danielle's fee is \$700 including travel. Kim will put together a description of the workshop for marketing and get the info to Monica. Details will be emailed to the Okanagan Zone for circulation to their membership. Julia Body will be the contact person for those wanting more information or to register.

Julia briefly explained that the AC is in the process trying to find simple plays for the next season with a minimum of actors to keep costs down.

Agreed that a thank you letter to go out to the OK Zone committee for the grant of money for the workshop.

- a) Policies & Procedures, Job Descriptions: Kim had nothing to report. **Board members must remember to bring their binder to each meeting**
- b) Cilla Budda is working on the locked drop box for Memberships/cash at the theatre.
- c) Alice Chin is the new Seasons Tickets person and is currently in training.
- d) The Woody Guthrie show was a huge success and everyone had a good time with a full house the first night. Video clips can be found on YouTube. Approximately \$1,600 was raised for the Food Bank.

New Business:

Publicity Report – Monica Kriese

1. Season brochures have been corrected and we are now able to print them in-house as needed.
2. Wearabouts has already had enquiries for tickets to *Mending Fences*. Board Members, please help market and spread the word about the play to family and friends.
3. Ted Crouch and James Murray would like to partner with Shuswap Theatre for their trademark Christmas show and fundraiser, "A Fair Exchange of Gifts" on Saturday, December 8. There is an exciting cast of performers and tickets are \$12 with 100% of ticket sales going to the Shuswap Family Resource Centre. In lieu of rent and insurance S.T. could have all concession proceeds and sell our trademark cookies or have a bake sale. **More later.**

Motion: *Kim MacMillan/Julia Body:* That Shuswap Theatre partner with 'A Fair Exchange of Gifts' and donate the theatre rental and insurance cost as part of our partnership. **Carried**

Building, Rentals & Costumes – Cilla Budda

Cilla reported that the Sprinkler heads do not need to be extended as previously reported but that **there should be guards placed over sprinklers upstairs for safety reasons. She will address that.** The fire extinguishers have been checked and the furnace is due for a servicing in November. Cilla will call a Penticton group which was enquiring about rentals to find out if they still interested. Costume donations still coming in.

Building Committee Report: (Jake Jacobson through John Coulson)

There was general discussion about the various other groups who are interested in seeing a theatre built. One concern was that the Okanagan College Community Campus plan is likely years away and that Shuswap Theatre not tie itself too closely to that project as we want a much tighter timeline. The Salmar Association is likely to be able to move more quickly.

John was asked to convey the general nature of our concern to the Building Committee._____

Improv Report – Julia Body

Julia reports that the Improv group is doing well and moving ahead with ideas for the Christmas show which will be entitled: *How the Grins Stole Christmas* and will run Nov. 30, Dec. 1 and 8. A preliminary budget shows a possible total profit of approximately \$2,300.00 all going well.

Update on Mending Fences:

Cilla Budda reports that *Mending Fences* is progressing well with most areas of the production well in hand. More props are needed but these will not be difficult to find. At this time a sound operator is needed.

Seniors Theatre – Monica

This new venture is going well with several seniors already avidly involved. Jake Jacobson is making a handrail for stair access and Monica/Peter are looking into getting a grant for improving handicap access in the building.

Ky Johnny/Gina Johnny's letter – Monica

This matter has been taken care of and all parties involved are satisfied with the outcome.

Other Business:

There was discussion regarding changing the monthly Board meeting date and it was decided that after Christmas we look at a new meeting day, tentatively the third Wednesday of the month. This will be discussed further.

Next Board Meeting: Tuesday, November 13, 7 p.m.

The meeting was adjourned by the chair at 9:25 p.m.

Signed:_____
 Monica Kriese, President

Signed:_____
 Judith Skelthorne, Secretary