

# Shuswap Theatre Society Board Meeting Minutes

Monday, October 7<sup>th</sup>, 2013

Shuswap Theatre, Salmon Arm, B.C.

Chairperson: Kim MacMillan, Minute Taker: Shannon Hecker

Attendance: Julia Body, Judith Skelhorne, Kim MacMillan, John Coulson, Shannon Hecker, Joyce Henderson, Althea Mongerson, Marcus Smith, Glenda Marchand, Guest: Aidan Sparks.

Call to Order: 7:05pm

1. Election of Officers for 2013/2014 season.

a) Joyce Henderson nominated for President by John Coulson , Seconded by Julia Body. Elected.

b) Kim MacMillan nominated for Vice President by Marcus Smith, Seconded by Julia Body. Elected.

c) Judith Skelhorne nominated for Secretary by Marcus Smith, Seconded by Althea Mongerson. Elected.

d) Glenda Marchand nominated for Treasurer, with the understanding that there will be a bookkeeper to split the role, by Joyce Henderson, Seconded by John Coulson. Elected.

**2013/2014 Executive to date:**

**President:** Joyce Henderson

**Vice President:** Kim MacMillan

**Treasurer:** Glenda Marchand

**Secretary:** Judith Skelhorne

**2. Signing Authority**

Motion: John Coulson/Joyce Henderson that the sentence reading "All signing officers should be members of the Board" be deleted from Policy 3.2 "Signing Authority." Carried.

Signing officers will be decided next Board Meeting when we hope to have a bookkeeper in place.

**3. Policy Manuals:** Three manuals needed for Sherry, Marcus and Glenda. Kim will print & collate. Glenda will bring binders.

**4. Code for photocopying:** Secretary will be given a code for use of copying machine. Judith to ask Monica for a code.

**5. Grants:**

Motion: Joyce Henderson/Althea Mongerson. That Joyce Henderson will apply for the following two grants:

- a) Salmar Association for pigeon proofing the main awning or both awnings. Urgent. Has a quote from Cilla.

- b) Rotary Clubs for updating tools for set construction. Randy Brogden is getting quotes. Less Urgent.

Carried.

**6. Fresh paint**

Motion: Marcus Smith/Judith Skelhorne. Marcus moved that Glenda Marchand and Althea Mongerson be appointed to work with Cilla Buddha and Jake Jacobsen to come to a consensus decision about the colour scheme for the theatre lobby. Carried.

**7. Orientation for new Board Members**

There was a request for minutes of recent meetings to help orient new members. Members will access them on the website. New members were also urged to familiarize themselves with the Policy Manual and read in detail the policies regarding the functioning of the Board itself (Sections 2).

**8. Giving thanks to Monica Kriese.**

It was decided that a card would be purchased and a season's subscription would be gifted to Monica in recognition of her service to the theatre as President. Further, a newspaper press release will be written soon including recognition of her contributions. There is a get together at Kim MacMillan's on October 19<sup>th</sup> at 7:00 PM to give thanks to outgoing members.

**Meeting adjourned: 8:01pm**



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Secretary

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Chair