

Shuswap Theatre Society Regular Board Meeting Minutes

Wednesday, September 18, 2013
Shuswap Theatre, Salmon Arm, BC

I. Chairperson: Monica Kriese **Secretary:** Judith Skelhorne **Call To Order:** 7: 05 pm

Attendance: *Monica Kriese, Julia Body, Judith Skelhorne, Kim MacMillan, John Coulson, Shannon Hecker, Joyce Henderson, Sue Simmonds. Rebecca Marchand via Skype*
Guest: *Althea Mongerson and Building Committee Chairperson: Jake Jacobson*

II. Approval of Agenda: Add to agenda: “Little Shop of Horrors Report – Julia Body”.

Motion: *John Coulson/Julia Body:* That the Agenda be accepted as amended. **Carried**

III. Approval of Minutes from August 21, 2013:

Note: Ticket sales outlet should be: “Intwined Fibre Arts”, not “Intertwined Fibre Arts”.

Motion: *Shannon Hecker/John Coulson:* That the Minutes be accepted as amended. **Carried**

IV. E-Vote August 27, 2013 – Letter to Building Committee:

Motion: *Joyce Henderson/Judith Skelhorne:* Moved that the August 23 draft of letter be sent to the Building Committee. **Carried.**

V. E-Vote September 16, 2013 – Resolution to Theatre Membership:

Motion: *Kim MacMillan/ Rebecca Marchand:* That the attached resolution be forwarded to the theatre membership as a notice of motion to be on the agenda of the 2013 Annual General meeting.

WHEREAS the ongoing life of theatre and arts groups is growing more complex, and

WHEREAS the complexity of Board work is increasing, and

WHEREAS our board members (directors) are expected to take on additional responsibilities apart from simply attending meetings,

THEREFORE BE IT RESOLVED THAT the Shuswap Theatre Society increase the maximum number of director positions (i.e. Board members) from nine to ten, effective at the 2013 Annual General Meeting. **Carried.**

VI. President's Report: Written report submitted - Monica Kriese

- Monica thanked everyone for their contribution to the 2012/2013 Board and Committees.
 - Seats are available for a one-day interactive workshop on “Meetings, Rules & Effective Decision-Making”.

Motion: *Kim MacMillan/Julia Body:* That Shuswap Theatre reimburse \$30 of the \$60 registration fee for any Board member who would like to attend the seminar. **Carried.**

VII. Treasurer's Report: Sue Simmonds

- The Balance Sheet to August 31, 2013 showed Total Assets at \$169,988.42 with Total Liabilities at \$12,464.29 and Total Equity at \$157,524.13. Total Revenue for August 2013 came in at \$145.21 and Total Expense for the same period was \$743.31 leaving a Net Income of \$ -598.10.
- A working copy of the Proposed 2013/14 Budget was presented for discussion and Sue will

have the final budget along with her report ready for the AGM.

Thanks were once again extended to Sue for all the good work she has done as treasurer for the Society throughout 2012/2013.

VIII. Business Arising from Minutes:

- a) Follow up re: Communication to Adele Kuyek. Kim presented a letter to Adele thanking her for agreeing to direct “Distracted” by Lisa Loomer for a run opening Feb. 21, 2014. In the letter he briefly outlines the terms of her agreement, acceptance of \$500 for travel expenses and Shuswap Theatre to make sure all parties are in accord. Letter attached to these minutes. The Artistic Committee will decide about ‘Distracted’ play reading and the publicity needed in the near future.
- b) Follow up on policies 5.1, 6.15, 6.20 as well as Board Member Orientation Update, Treasurer, Bookkeeper and Administrative office duties Kim e-mailed to Board members for inclusion in the Policy Handbook. **More to follow.**
- c) State of the Theatre before/after a production. **Kim noted that a check list is not ready yet but should be sometime soon.** Discussion.
- d) Insurance adjuster's complaint regarding several concerns which must be taken care of within the theatre. The hydro room must be emptied of stored items immediately as well as boxes blocking the entrance/exit upstairs by costume room. Discussion followed regarding options to make room for costumes; renting a container to store props (\$100/month); Selling off old items to clean out space and using boxes to store some of the more used items. Suggestion that hats and shoes could be stored above the mirror in the dressing room. **Committee of John, Joyce and Althea formed to work with Cilla re costumes and making more space.**
- e) Relations with Building Committee and f) November 2009 motion re: line of credit for drawings. **In Camera**
- g) Dressing Room Bathroom Renos total \$5,955.59 so far handicap accessible. Monica to meet with Cilla and Darrel Rolin to to use the remaining \$1,844 to widen the door to the ladies washroom for wheelchair access.
- h) Tax deductible receipt in exchange for services: Sue explained that this depends on the person's income and taxable income and is not the best option. Discussion.
- i) Allan Marchand Memorial donations have amounted to about \$800 so far. Earmark and let Rebecca and Glenda know. **Judith to write thank you notes and tax deductible receipts to those who donated.**
- j) Annual Open House, Sat., Sept 21, 2013 7:30 pm. Tid-bits from upcoming shows, Seniors' Theatre, Improv entertaining. Barley Station beer, wine and cookies will be available. Discussion re; advertising – ads running in 3 papers, press releases sent out, Kim MacMillan emceeding
- k) AGM will be held in the auditorium. Monica outlined what is planned. She also asked that nominee bios and committee reports be in as soon as possible so as **to be emailed out to membership before AGM.** Michelle Ambrose will be the feature presentation. Discussion. **Motion: Kim MacMillan/Rebecca Marchand: Moved That Michelle Ambrose be given two (2) season subscriptions in gratitude for her work with the board and members. Carried.**
- l) Membership Renewals are going well with several new people signing up and using paypal. A number of ‘new’ members are registering online, including 2 new businesses

VII. New Business:

- a) Peter Blacklock has offered to do a Script Writing seminar on behalf of Shuswap Theatre

on Sat., Oct 19 and Sunday, Oct. 20; cost is \$20/person. Payments will be accepted online and Nedine Scott is helping to take registrations. **Motion:** *Joyce Henderson/ Kim MacMillan:* That we support the workshop. **Carried.**

b) Little Shop of Horrors: Julia stated that there have been budget changes and the new budget will be circulated when ready. There are several new people in the play and everyone is excited about the production. She would like to be present when James Bowlby and Judith Skelhorne meet to discuss the division of producer jobs. A final list of cast and crew is forthcoming.

c) Publicity – Monica Kriese

- Season Brochure is printed with a very hectic push to get finished on time. Recommend that the Artistic committee present the season to the Board for approval no later than May.
- Display at Piccadilly's Fall Signup – not busy on Friday but Saturday had several people stop with questions and to pick up the season brochure.
- Season Subscriptions can now be ordered and paid online with down loadable order form.
- Website has been updated to include current show sponsorship information. Cilla has information to start selling ads in the programme.
- Seniors' theatre begins at Shuswap Theatre on Tuesday, Oct. 1 from 9 am. To 11 am. Anyone welcome.
- Season advertising with Open House, AGM and Season Subscription run this week.
- Interest in “Little Shop of Horrors” good. Two organizations called in re reserving blocks of tickets for their staff.

d) Building, Rentals & Costumes, Zone News: Cilla Budda

- Dressing room bathroom in finishing stages with fixtures and painting being done. Mouse traps in kitchen. Need more letters for marquee sign. New totes purchased to house new blacks. New comfort height toilet ordered for ladies washroom.
- First is co-rental with Ted Crouch. Request from Ballet Kelowna for next March. Other requests pending.
- Costumes room being cleaned out. New items donated including sz. 13 dress shoes.
- O-Zone first meeting is in Kelowna. Info coming regarding how Vernon did with the past festival – known as Shuswap Theatre's Festival because we took most awards. Main-stage in Kamloops one of the best in 34 years of attendance. Hamber Award went to Debby Helf of Theatre Kelowna.

e) Updating Society Bylaws – Monica suggested this be looked at by new board.

f) Building Committee: Jake Jacobson

Jake feels that communication with the Building Committee is not good. Wants membership to get a report from the Building Committee so they (membership) can state what they want in terms of a new theatre. Jake is not happy with the board's response regarding said report. Quite heated discussion followed. The Board is in favour of a letter going out on Shuswap Theatre letterhead with an introduction stating that the contents are from Shuswap Theatre's Building Committee. The Building Committee would like to hold a special meeting with the membership in the near future.

Motion: *Joyce Henderson/Judith Skelhorne*: That the letter from the Building Committee be sent out with an introduction from the Shuswap Theatre board stating support for the building committee. Also that there be a revision to the letter stating clearly the purpose of the special meeting and the motion for the meeting. **Carried.**

Next meeting, Wednesday, October 16 7 pm.

VIII. The meeting adjourned at approximately 9:20 pm.

Signed: _____
Chairperson

Signed: _____
Secretary