

**Shuswap Theatre Society Regular Board Meeting Minutes  
Wednesday, September 17, 2014  
Shuswap Theatre, 41 Hudson Ave. NW, Salmon Arm, BC**

**Chair:** Joyce Henderson      **Secretary:** Judith Skelhorne      **Time:** 7:03 pm

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

**Welcome and Approval of Agenda:**

Joyce welcomed everyone to the meeting and asked if there were any additional items to be added to the agenda. None forthcoming. Agenda approved.

Randy Brogden was at the meeting as a representative of Rotary and to let us know that we could expect their donation soon.

**Approval of August 20, 2014 Minutes:**

The minutes were distributed via e-mail prior to the meeting. No errors or omissions were noted. Minutes approved as presented.

**Business Arising From the Minutes:**

1. Job description of treasurer/bookkeeper - Put over to October.
2. Sponsorship sales policy - Put over to October.
3. Annual Planning Calendar - Approved and accepted as presented.

**Record in minutes e-vote motion:**

**Motion:** *Althea Mongerson/Shannon Hecker* - That Shuswap Theatre host a director's workshop to be given by Michael Armstrong on September 26, 27, 28 for 12 people wanting to increase their skills in being directors and 12 auditing actors. Shuswap Theatre will look after the required details, including finance. **Motion Carried.**

In an update to the above Althea related that not enough people had signed up yet, three more directors are needed and Shuswap Theatre has to cover \$1100 to make it work. Following discussion it was decided that we go ahead with the workshop and get the word out that it is being offered.

### **Old Business:**

1. Open House September 20 - Julia reported that planning is well in hand for the event. Door prizes will include season;s tickets (two for each play). Members are encouraged to wear costumes.

2. Annual General Meeting - Joyce invited discussion as to how to present the old bylaws and the new rendering as they are five pages long. John will make the presentation and field questions from the floor.

Reminder to be prepared for some controversy.

3. Fall Fair Parade - A vote of congratulations to Shannon for making the event happen. Noted that we need two banners for visibility next year.

4. Review of motion from June 18, 2014 meeting. That Shuswap Theatre will subsidize 50% of on-line Vendini ticket sales, up to, and including \$1.50 per ticket. On information from Monica Kriese regarding the Vendini system and ticket prices Kim has put forth the following motion:

**Motion:** *Kim MacMillan/Sherry Bowlby* - 1. That the motion of June 18, 2014 regarding the subsidization of Vendini fees be rescinded. 2. That for the 2014/15 season, Shuswap Theatre subsidize the Vendini ticketing fee at the rate of 50% for purchases made directly online, and 100% for purchases made from out local ticket vendor or from the box office. Shuswap Theatre will pay all other fees including those for Credit and Debit Card processing. **Motion Carried.**

5. Ticket prices for Improv - motion needed.

**Motion:** *Julia Body/Glenda Marchand* - That tickets for Improv for the 2014/15 season will be \$9. **Carried.**

### **Financial Report:** Sherry

Budget - No official report. Discussion re same, Sherry will get updated budget from Joyce Jackson with more information. Has deposit ready to SASCU. Not enough information re tickets yet. There will be regular seating for the Christmas show, not through Vendini.

Investing money at SASC at a better interest rate - Options include 12 month locked in at 2% interest or an 18 month cashable after 30 days at full interest at 1.55%. These rates hold until September 18. Current interest rate is 0.90%. Discussion as to which account would be most feasible at this time.

**Motion:** *Sherry Bowlby/John Coulson* - That Shuswap Theatre Society deposit \$20,000 into an Investor Savings account 1.5% interest. **Carried.**

### **Committee Reports:**

#### **President's Report - Joyce**

- Big thanks to Jim Clayton and son who donated their time and expertise to put two coats of paint on the outside walls of the theatre. Volunteers have finished painting the front wall and L & A. Signs will be painting our logo on the west wall next week - \$500.
- Thanks to James Bowlby and his crew who completed the season's brochure and printed it on the theatre's photocopiers
- Shuswap Rotary has given the theatre \$1,500 to cover renovation of the ticket area, a PC laptop, a credit card swiper and a cash drawer. Monica will purchase needed equipment and organize the renovations.
- The Shuswap Community Foundation has given the theatre \$2,500 for sound equipment which will be useful in theatre productions and to musical renters. Kim will look after purchasing the mikes, etc.
- A Shuswap Theatre banner was purchased from High Impact Signs for \$200.
- So far we have spent \$1500 for painting and can now consider what to do with the residue. Suggestion to get quotes on how much the stage door would cost to fix.

#### **Artistic Committee: - Julia**

- No official report but Julia presented the Budget for "The Odd Couple" and this was discussed with only small changes being noted. Question of how many complementary tickets would be passed out and how a record is kept by Vendini. Discussion. For the moment leave the budget as it was passed in August.
- Will be looking at Policy Number 5.1 (Season Planning) at their meeting on September 18 and will bring suggested amendments back to the board if necessary.

- Discussion re payment of royalties with Pay As You Can Thursdays.
- “The Odd Couple” is well underway with an almost total crew although at this time a photographer is needed as is Front of House.

### **Youth Committee - Shannon**

- A reminder that the Youth Intensive workshop is coming up soon.
- Will be meeting soon.

### **Building, Rentals, Costumes: - Cilla Budda - No Report**

#### **Publicity - Althea (?)**

- Lisa Bennet is doing the poster for “The Odd Couple”.
- More information on Facebook than before - too much. Althea frustrated with the slow handover of duties from Monica.
- Michelle Weisinger is doing publicity for “The Odd Couple”.

#### **Tickets - Vendini - Monica Kriese - e-mailed**

- Delay in getting credit card ran into bad timing for both Monica and Joyce Jackson - Joyce working on board year-end and the next year’s budget but is working to get everything done despite poor customer service at the Paypal end. All has to be done before Monica can get into building descriptions and details for the shows.
- Seating plan is done and will be ready for use once ready to go.
- Can use wording from Season brochure to finish the season subscription letter for Alice - she has the envelopes ready. Season subscribers will get a few choices - go online and print their tickets; or order tickets and pick them up at the door; or we print them off and mail them.
- Making sure Vendini is ready to take online sales. Training Althea and her mother as “ticket outlet”. Need Kim to help recruit volunteers to learn how to use the Vendini system to help with ticket sales at the shows.
- IMPORTANT each Producer from each show, must recruit two people for tickets - one to shadow Monica and learn how to do box office ticket sales and one to use the scanner and scan the tickets as they go into the house.
- There was not enough money to order a credit card swiper (approx. \$75 US). Monica volunteered to purchase and donate the \$75 for the swiper to ST if needed.

- Waiting for Bob Scales to let her know whether or not he can build the ticket podium.

### **New Business**

1. Request from James Bowlby that SSACC do an update presentation at ST annual meeting on Sept. 23. Discussion. Consensus was “not at this time.”
2. \$3,200 profit from Broadway Review - \$ 1,500 spent on painting building. What to do with the remaining money? Question of repairing the door on the east wall. Discussion.
3. Discussion re question from Monica re membership minimum of three months before running for the ST board. The motion set for the AGM regarding membership will likely generate discussion and is open to amendment both of which will happen at the meeting.
4. Question from the Sherry (treasurer) regarding storage of financial records, where are they kept. Should be kept at ST in a locked filing cabinet. Also, where is the ST seal, and if we do have one where is it kept?
5. Kim will be away until October 19 but will check his e-mail.
6. Note from James Bowlby re charitable status for SSACC.
7. Still to be looked at: Treasurer’s Responsibilities - Detailed and Bookkeeper Responsibilities - Detailed, as well as the draft of Policy #4.17 (Sponsorship Sales).

### **Adjournment**

The meeting was adjourned at 9:03 pm

**Next meeting, Wednesday, October 15, 2014 at Shuswap Theatre.**

Signed: \_\_\_\_\_  
President

Signed: \_\_\_\_\_  
Secretary

