

Shuswap Theatre Society Regular Board Meeting Minutes
Shuswap Theatre, 41 Hudson Ave. NW, Salmon Arm, BC
Wednesday, September 16, 2015

Chair: Joyce Henderson

Secretary: Judith Skelhorne

Attendance: *Joyce Henderson, Sherry Bowlby, Althea Mongerson, Bea Kirkwood-Hackett, Marcus Smith, Glenda Marchand, Shannon Hecker, Judith Skelhorne.* **Guest:** *Jaci Metivier.*

1. Welcome and Approval of the Agenda:

Joyce welcomed all to the meeting and the meeting was called to order at 7:05 p.m. The agenda was unanimously approved with the addition of **Director's Workshop** to the items to be discussed under **New Business**.

2. Approval of Minutes of the August 11, 2015 Meeting:

- The minutes were e-mailed to board members prior to the meeting. **Of Note:** Meeting day should have read Wednesday, September 16 rather than Tuesday, September 16. This was corrected immediately. No other errors were noted.

Motion: *Althea Mongerson/Glenda Marchand* — That the minutes of the August 11, 2015 meeting be accepted as amended. **Carried.**

3. Business Arising From the Minutes:

- Jaci Metivier gave her report on TOTE (Theatre on the Edge), including a Summary Calculations of Box Office Receipts and the final accounting of Revenue over Expenses for the project. Jaci thanked the board for allowing her to steer the "little festival that could!" and outlined which areas were well done and where improvements could be made next year. She stated that the artists felt that their needs were well met and praised the technical crew which reported only a few areas of concern needing fine tuning for the next festival. The Edge Club turned out to be a really essential part of the event and was much enjoyed by all — live music was much appreciated. Bar and concession income was not great but with comments and suggestions from those involved along with FOH hints this should improve. Box Office was good with 800 tickets sold over the weekend (an average of 55 seats sold per performance) but it is

suggested that the ticket masters devise a better system of selling tickets next time. Publicity was good however more marketing can be done to outlying areas and receiving earlier information regarding shows from the artists will help too. A profit of \$1,028.00 was realized out of a budget of \$12,000.00 with only a few areas such as Publicity overspending their portion. Honoraria will be looked at again next season. Jaci offered warm thanks to members of the community, the musicians and volunteers, especially Joyce Henderson, who worked tirelessly to bring the festival to fruition. Planning for next year (July 22 - 24) will begin near the end of October. ****[\(Full report attached to official minutes.\)](#)****

- There has been some concern regarding turning off the photocopier between uses as this one does not seem to have a “sleep” mode. This was a problem because an “off” switch was not readily seen — it has been discovered that the switch is at knee level on the machine.
- Marcus gave a short report on the presentation he and John will bring to the AGM regarding the purchase of a furnace. He brought to the board an outline of a three-phase proposal regarding replacement and upgrading of Shuswap Theatre’s heating and cooling system. He further outlined how we can save money, when the furnace can go in, explained non-damaging duct work and the estimated cost. Discussion about where to find funds for the project.

Motion: *Marcus Smith/Bea Kirkwood-Hackett* — That we (the Board) accept the three-phase proposal regarding replacement and upgrade of Shuswap Theatre’s heating and cooling system. **Carried.**

4. Treasurer’s Report:

- Sherry Bowlby presented a Comparative Income Statement and a draft outline of the budget for 2015/2016. She went over details and answered questions for clarity on several points. Sherry also presented an outline of Income/Expenses by Production which included the three MainStage shows, the Christmas show and three Improv shows — all of these showing a profit.

Motion: *Sherry Bowlby/Glenda Marchand* — That we accept the 2015/2016 budget as presented. **Carried.**

5. **President's Report:** (Circulated by e-mail prior to the meeting.)

- Congratulations to Mike Nash and his crew who created a prize-winning float in the fall fair parade. Great publicity for the theatre.
- Next O-Zone meeting in Salmon Arm Saturday, September 26 at 11:30. Anyone welcome to attend. We organize lunch.
- Thanks to Judith and Shannon who are leaving the board this year.
- Good wishes to Kim MacMillan on his five week walk on the Camino.
- T-shirts have arrived and will be available at the Open House. Teresa will be selling cups too.
- Discussion regarding liquor license and cost. Will be looking into year-long permit. Open House is a private party and will require a \$25 certificate.

6. **Committee Reports:** (No reports this month — AGM year-end reports)

- Artistic Committee — A letter from Ellen Gonella explaining that she will not be continuing on the AC because of family commitments.

7. **New Business:**

1. Approval of the budget for “Bedtime Stories” which was circulated via e-mail. Discussion and minor adjustments made to the expenses column.

Motion: *Bea Kirkwood-Hackett/Althea Mongerson* — That we accept the amended budget for “Bedtime Stories”. **Carried.**

2. Annual Meeting:

- Pot-luck. An organizer for set-up is needed — Marcus, Joyce and Judith will do this.
- The agenda is being revised and reports can now be read online on the theatre's website
- Questionnaire to members — A presenter is needed who will read aloud the questions and pass out copies before the meeting begins.
- Honorary Members — An e-mailed nomination by a member to award another an honorary life membership was discussed and it was decided to take a closer look at Policy 4.12.1 and awards at a later date.
- Director's Workshop, November 6 and 7 at Shuswap Theatre with Vancouver director, Kevin Bennett. The event is open to directors and

actors and anyone who would like to audit. James Bowlby forwarded a proposed budget of \$1,267.79 for approval. This was discussed and an alteration made under Revenue - Auditors which should read "2 at \$10 or \$20".

Motion: *Marcus Smith/Althea Mongerson* — That Shuswap Theatre accept the proposed budget for the Director's Workshop as amended. **Carried.**

3. A post card was received ssfrom former board member Rebecca Marchand from New York.

8. Adjournment by the Chair: 8:40 p.m.

Next Regular Meeting: Wednesday, October 21, 2015 at 7 pm at Shuswap Theatre.

Signed: _____
Chairperson

Signed: _____
Recording Secretary