

# **Shuswap Theatre Society Board Meeting Minutes**

Tuesday, Feb. 14, 2011

Shuswap Theatre, Salmon Arm, BC

- I. Call to order & Roll call - Chairperson: Monica Kriese called the meeting to order at 7:14pm. **In Attendance:** *Pamela Dettwiler, Sheila Dunbar, Denise Green, Monica Kriese, Kim Macmillan, Judith Skelhorne.* **Absent:** *Julia Body, Russell Nakonesby.* **Guest:** *James Bowlby*
- II. Approval of Agenda - **Motion:** *S. Dunbar / K. Macmillan* - That the agenda be accepted. **Carried.**
- III. Approval of minutes from last meeting - **Motion:** *P. Dettwiler / S. Dunbar* - That the minutes of the Jan. 10, 2012 meeting be accepted. **Carried.**
- IV. Presidents Report: read by Monica Kriese
- V. Treasurer's Report – January 2012 Income Statement and Fiscal year end to January 31, 2012: Presented by Denise Green. **Motion:** *D.Green / K. Macmillan* - that the treasurer's report be accepted as presented. **Carried.**
- VI. James Bowlby presented a proposal for a Summer Theatre program which included two productions. The budget was not accepted as presented and suggestions were made for a more realistic budget. **Motion:** *S. Dunbar / J. Skelhorne* - The board authorize James to apply for student employment grants for the summer theater program presented. Denise/Judith will look over the grant proposal before it is approved for submitting. **Carried** James was thanked and left the meeting.
- VII. Old Business arising from Minutes
- Proposed Clown Workshop – unable to proceed as the Okanagan Zone cannot help with funding. However, suggestion was made that Shuswap Theatre/Lana Caputi put together a proposal for a Workshop at Mainstage in Kamloops.
  - Spring Youth Theatre Program/Salmon Arm Actor's Studio: Shuswap Theatre is not an affiliate. James stated that the letter sent to he and Lana was fair.
  - Atrium gate update - Cilla is continuing to work on this – has 4 quotes and construction to begin before Leading Ladies
  - Donations in memory of John MacVicar – were used to purchase a new table saw and disposal of 2 old ones. Jake Jacobson oversaw this and **Monica will arrange for a plaque for the saw.**
  - Mac computer has been replaced
  - Paypal on website Kim and Monica are moving forward with this.
  - Stressmas – accounting is completed – Denise presented the Budget to Actuals. The production had a net revenue of \$1212.08.
- VIII. New business
- Building Committee Report– Jake After some discussion it was agreed that more detail is required on the business plan before a special meeting can be arranged to discuss the business plan. The Board would like to see some consultation with Business Plan professionals.
  - Building, Rentals & Costumes – no rentals of the building or costumes in January
  - Publicity and Marketing - Monica is working on a marketing strategy for next year – which will do more to engage our audience. She also pointed out that the earlier she can get information from Directors and Producers, the better. Publicity is very important for building our audiences.
  - Policies & Procedures, Job Descriptions – plan for upcoming meetings/sub-committee for shop head job description. The board authorizes Jake Jacobson to prepare a job description for the shop head.  
**Motion:** *K. Macmillan / D. Green* – **the board will meet for a retreat on April 14, 9:30 until 4:00.**

Followed by dinner. **Carried. Details and an agenda for the retreat will be discussed at March meeting**

- e) Leading Ladies update – everything is on track. Ticket sales are already going well.
- f) Improv update email will go out looking for a small crew to work on Saturday, March 17 for Blarney Time Improv night
- g) Artistic Committee: 2012/13 Season – Kim **Motion:** *S. Dunbar / J. Skelhorne* The board requests the artistic committee to set tentative dates for next year's season within the next three weeks. Carried.  
**Proposed schedule to be emailed to Board prior to next meeting.**
- h) Herbal Bed play reading – March 10 and 11 – Kim MacMillan is directing and in charge of this play reading. The Board will assist in planning and getting crew together as needed. **Motion:** *S. Dunbar / D. Green* to authorize Kim to spend up to \$150 for publicity, posters etc for 'The Herbal Bed'. **Carried.**
- i) Photocopier proposal; to change to a commercial machine which will be more dependable, less breakdowns and service calls and has more options such as larger paper size, colour, scanning, memory for letterhead and also codes for accounts, users and productions. The lease amount would increase from \$50 to \$140 but the individual copy cost would be lower by a minimum of \$30 to \$40 a month. **Motion:** *S. Dunbar / D. Green* – That Shuswap Theatre upgrade to the higher end copier as proposed. **Carried.**
- j) Sponsorships – **Monica will put together a job description for a person responsible for selling sponsorships for all productions.** Judith will ask Haney for information on their similar position.
- k) Summer Theatre: Discussion continued around a number of concerns. **Motion:** *S. Dunbar / J. Skelhorne* - That the Summer Theatre Proposal be referred back to the Artistic Committee with a view to having only one production, *Legend*, rather than two; and also that the committee have direct communication with Ken Thomas as soon as possible. **Carried.**

Next Board Meeting: Tuesday, March 13, 2012 7pm

VIII. Meeting adjourned at 9:20pm