

Shuswap Theatre Society Board Meeting Minutes

Tuesday, June 12, 2012

Shuswap Theatre, Salmon Arm, BC

I. Call to Order & Roll Call – Chairperson Monica Kriese called the meeting to order at 7:10 pm, Judith Skelhorne taking minutes for this meeting. **Attendance:** *Kim MacMillan, Russell Nakonesby, Monica Kriese, Julia Body, Judith Skelhorne, Pamela Dettwiler, Denise Green*
Visitors: *Sherri Lytwyn and Peter Blacklock*

II. Approval of Agenda

Motion: *Pamela Dettwiler/Kim MacMillan* – That the agenda be accepted with minor adjustments.
Carried

III. Approval of Minutes from April 12, 2012

Motion: *Kim MacMillan/Pamela Dettwiler* – That the minutes of the May, 2012 meeting be accepted.
Carried

IV. Senior's Theatre Proposal

Peter Blacklock (also representing Adria Interactive Multimedia) presented the following proposal:

1. To develop a drama/theatre curriculum built around the needs of seniors.
2. To deliver a Seniors' Theatre Programme as an outreach of Shuswap Theatre in Salmon Arm and Sorrento and Blind Bay on the following time-lines:

Session One – 10 weeks (October 1, 2012 to December 3, 2012)

Session Two – 14 weeks (January 14, 2013 to April 15, 2013)

3. To build an on-line interactive tool which can be used to assist other groups interested in creating similar programs.

4. To fund the development and delivery of the program and the initial work in developing the on-line interactive component through the New Horizons for Seniors Program (*It is estimated that the completion of the interactive component will take three to five years.*)

Discussion and questions followed his presentation.

Motion: *Pamela Dettwiler/ Kim MacMillan* - That Shuswap Theatre Society support in principle the proposal put forth by Peter Blacklock for a Seniors' Theatre program. **Monica Kriese will work with Peter to prepare the grant proposal which needs to be submitted by month end. Carried**

V. President's Report – *Monica Kriese gave her report and read a resignation letter to the Board from Sheila Dunbar. *Monica also thanked present board members for their efforts over the past year, those not running again could assist by looking for replacement board members. *We will possibly have to fill the Treasurer's position and need to recruit someone for the Season's Subscriptions, Sponsorship Sales, Volunteer Co-coordinator and to appoint someone to assist with the nomination/election process.

Publicity Director's Report – *Monica reported that Canadian Photoscene has been sold to

Hucal Printing and in view of problems we had with them in the past we will be looking elsewhere for quotes on the printing of Season tickets, programmes and brochures.

***Monica will be meeting with Mareike of The Urban Think Tank to discuss ideas to change the style of our Season brochure and programmes for shows. Samples and pricing available for the next meeting.**

*Challenges between some theatre members and the media so it is imperative that dealings with media go through the Publicity Director to keep relations compatible.

*Editorial and ad in Shuswap Visitor's Guide bringing positive feedback.

VI. Treasurer's Report – Denise Green presented the May 2012 Income Statement and Fiscal year end statement to May 31, 2012 as well as the wrap up of financials for *If I Were You*.

- Denise reported that we were spending more money this year - expenses are higher.
- More money is being spent on the building.
- There is a small cushion of money in the chequing account.
- Kim MacMillan suggested that the Theatre have a budget to actuals spread sheet for comparison of income and costs over time. Denise is unable to do this and it will be looked into - tabled
- Ticket sales were down for *If I Were You*.
- It was agreed that Front of House needs to have an experienced person on each night of a run to keep things running smoothly and mentor new volunteers

Motion: *Denise Green/Julia Body* – That the Treasurer's report be accepted as presented. **Carried**

VII. Old Business Arising From Minutes:

a) A “Thank You” email has been sent to James Bowlby and Teresa McKerral (and the cast and crew) for their efforts in making *If I Were You* a successful run.

b) 1. Kim MacMillan gave an update on behalf of the Artistic Committee on Summer Theatre happenings including an updated and revised budget for 2012.

2. Discussion arose regarding *Legend!* The Student employment grant and the contract pending with Kenthen Thomas. Kim explained that Kenthen will be returning to university and will need a paying job this summer. Kenthen has agreed to the following: Kenthen will be paid \$7000 as a contractor and any profit earned after all expenses are paid will be split 1/3 for the theatre and 2/3 (to a maximum of \$3,000) for him This could be seen as a director's fee or as royalties or a combination and is the equivalent of the amount paid our full time student. In the original budget the Board approved of wages for two students but we received a grant for only one. Kenthen's Director's Honorarium is being redirected from the original amount as one of the student wages as he is a student and will be acting in the play.

Motion: *Kim MacMillan/Russell Nakonesby* – That Kenthen Thomas' contract for *Legend!* be paid out on the following schedule: \$1,000 June 15, July 15 and August 15, 2012 and the remainder when final figures for the run are in. **Carried.**

Motion: *Kim MacMillan/Pamela Dettwiler* – That the Shuswap Summer Theatre Budget for 2012 be accepted as presented. **Carried.**

c) Artistic Committee Report:

- Kim MacMillan reported that job descriptions and responsibilities for various committees are posted on the Theatre website.
 - The Christmas show (Snow White?) has 3 scripts to choose from. The Artistic Committee will continue to look into these scripts with the hope that there will be no rewriting.
 - We have all rights to Main Season productions. Julia and Kim will make sure Monica has the information she needs for marketing
 - Have two producers already for next season.
- d) Ticket sales venue: Some are not open all the time, some are out of the main stream. Need to talk with the present seller re attitude and stick with until the problem is resolved. Discussion re looking at call forwarding and smart ring or check daily for call-ins for tickets. Also tickets at the door or by phone for reservations and someone to check daily. Problem is ongoing. The Summer Theatre production will offer the opportunity for people to call the theatre and reserve their seats in advance. The Summer Theatre student will have to check for messages on a daily basis and be sure to call everyone back to confirm message was received and ensure accuracy of ticket reservation.
- e) Monica reported than no-one has applied for the sponsorship sales position.
- f) Policies & Procedures, Job descriptions tabled until July.
- g) Children's Festival is being organized, Pamela is arrange some dates and times for tryons, email going out to members. There will be a trailer on site for changing and rest breaks. *Legend!* Handout will be given out by those in costume.
- h) Fall Fair booth tabled to July meeting – more information to come
- i) Shuswap Community Foundation Grant will be applied for, for new blacks which are very expensive. We are unable to replace all of them, per quote provided by Cilla Budda, however, we will apply for what we can get.

VIII. New Business:

a) Building Committee Report and Business Plan:

- 1. Proposal reviewed with only a few minor changes and augmented with site plan maps and building floor plan. Presentation to be made as a power point and keeping to one hour with little discussion of details. Bound copies and copies of business plan will be available for those attending. (May 14, 2012 meeting)
- SCT Group Meeting brought together all key players of the project. General feeling very positive with willingness of all attending to work towards a common goal. In contact again in late June. Press release pending. (May 16, 2012 meeting)

b) Building, Rentals & Costumes Report – Cilla Budda

- May very busy month with production and costume rentals. Hot water tank and toilet rust problem in dressing room have been attended to.
- Electrician has finally installed new green room lights and moved the old chandelier to above front of doors in lobby, suggests old lights can be sold on kiji
- Front doors not always locked and some lights left on. Be aware!
- Re Blacks and brochure for same.
- Costumes on display for the Relay for Life team from the Credit Union. New hats. Trying to make more storage room for vintage and pantomime costumes.
- Congratulations to Randy and James for their awards at the Festival in Armstrong.

- c) Sound System Update – the sound system is working now, was possibly shorted out, not sure. However it has been repaired under warranty.
- d) Needs a few more volunteers. Looks good.
- e) Summer Potluck – Sunday July 15, 3pm at Julia’s – email to go out to members
 - f) Board Member Recruitment/Orientation package – Start recruiting now and be prepared to do physical orientation of theatre and prepare a package with policy and minutes from last meetings to give new board members as they come on.
 - g) Need to find someone to be recruiting officer.
 - h) Monica will look for somewhere else to sell season's tickets. Keep media relations good.

Next board Meeting on Tuesday, July 10 at 7 pm.

IX Meeting adjourned at 9:25 pm.

Signed: _____

Signed: _____