

Shuswap Theatre Society Board Meeting Minutes

Tuesday, March 14, 2012

Shuswap Theatre, Salmon Arm, B.C.

- I **Call to order & Roll Call** – Chairperson: Monica Kriese called the meeting to order at 7:08 p.m. Judith Skelhorne taking minutes.
Attendance: *Sheila Dunbar, Monica Kriese, Kim MacMillan, Judith Skelhorne, Denise Green, Russel Nakonesby.* **Absent:** *Pamela Dettwiler.* **Guest:** *James Bowlby.*
- II **Approval of Agenda: Motion:** *Sheila Dunbar/Denise Green* – That the agenda be accepted with minor amendments to accommodate Mr. Bowlby. **Carried.**
- III **Approval of Minutes: Motion:** *Sheila Dunbar/Denise Green* – That the minutes of the February 14, 2012 meeting be accepted as presented. **Carried.**
- IV a) **Spring Production Report:** James Bowlby gave an update on the status of “If I Were You” and presented the budget for same. Following perusal and discussion regarding the budget it was noted that Ticket Sales should be \$8,000 and that Season Tickets should be changed to \$1,300. Costumes \$500 was added to the expenses column. **Motion:** *Denise Green/ Russell Nakonesby* - That the budget for “If I Were You” be accepted as amended. **Carried.**
- b) **Summer Theatre Update:** James Bowlby gave an update on happenings regarding the Summer theatre programme which arose out of a special meeting held on February 25, 2012. Following discussion it was agreed that the budget for the production entitled “Legend” was realistic with minor changes.
Motion: *Kim MacMillan/Sheila Dunbar* – That the budget for Summer Theatre be accepted. **Carried.**
Discussion followed as to the crew for the production, student grants and who would be doing what. Several suggestions were made which Mr. Bowlby will look into. After input from Denise Green, it was agreed that it is too difficult to maintain a separate set of books for Summer theatre. However, Sherry Bowlby will look after the payroll needs of the Summer Theatre students in consultation with the Treasurer.
In answer to a question from Mr. Bowlby regarding ageing sound equipment and the \$1,000 grant from the City for same, **Kim MacMillan said that he was re-pricing new equipment and multichannel amp or stereo sound equipment, possibly for less money – as we did not receive the full amount requested. Kim and Monica will review.**
At this point Mr. Bowlby was thanked for his efforts and input and he departed.
- V. **President's Report:** Monica Kriese read her report which contained several areas of concern which will be looked into. She also noted that the new table saw has arrived but needs a blade which Jake will look into getting.
- VI. **Treasurer's Report:** February 2012 Income Statement and Fiscal Year-end to February 29, 2012 reports were presented by Denise Green. It is her recommendation for the new fiscal year budget that Concession should be kept separate from Productions to more truly reflect income and costs. Discussion followed regarding non-profits and HST/GST thresholds, due to concerns about how the Student Employment grants might impact us and Denise will look up the amount allowed.
Motion: *Denise Green/Russell Nakonesby* – That the Treasurer's Report be accepted as presented.

Carried.

VII. Old Business Arising From Minutes:

a) Board Retreat: Questions arose as to why the board was undertaking this retreat on April 14, here it would be held, who could attend and what areas of concern should be covered. Questions to who would be best to facilitate the event and if we would be inviting others to partake; Discussion regarding skills and abilities, goal planning, envisioning, team building, roles played by management and artistic committee, policy, purpose/planning and other areas of concern. It was agreed that April 14 was best date due to how busy new season is for the Board, concerns around the new Building, timing is right to develop better relationship with Artistic Committee and setting new season – **Monica will invite James Bowlby to attend so that we have full representation of the Artistic Committee. Kim will contact Nancy Pryor to see if she is available,** Other name suggested: Dorothy Argent

b) “Leading Ladies” Report: Julia Body, Susan MacMillan and Judith Skelhorne report that the production was very successful both theatrically and financially. The cast and crew worked well together and were committed, dedicated and very professional in their undertakings. One area of concern was in the ticket selling process and it was recommend that this be looked into for future productions. **Monica will talk to Wearabouts about a new plan for cast/crew comp tickets, in the form of a coupon where they can go in and choose either Opening Night or the next night and also purchase tickets for friends and family at the same time**

c) Improv Night Update: There have been calls regarding where tickets can be purchased. It's looking to be a very popular, well attended show. Forty Askew's employees coming as well as a photographer so the group can develop a portfolio.

d) Artistic Committee: No dates for new season as yet. Discussion. **Motion:** That starting in our new season, our Mainstage shows will move from 8pm show time to 7:30pm. **Carried.**

e) Herbal Bed Report: Good comments although not many people in the audience. Kim MacMillan suggested that in future staged readings be by donation. The question of royalties for these productions to be looked into.

f) Sponsorships: Tabled to next meeting. **Judith Skelhorne to talk to Haney Museum to find out their job description for sponsorships sales position.** This might be one of the duties of the Summer Students

g) Policies and Procedures: Russell Nakonesby does not have a copy of the manual. Suggestion that board circulate job descriptions and policy binders early to new board members. **Kim will get Russell a binder.**

VIII New Business:

a) Building Committee: Jake Jacobson submitted a report that the Building Committee had a good first meeting with the Salmar Building Committee. He is concerned about how the two committees can work together to get everyone on the “same page” and working toward the same goal. More later. The Board's evaluation of their Business Plan remains on hold until such time as there is a professional assessment of the content of the Business Plan for the Board to refer to, and in light of these recent developments with the Salmar Association, it would be better to wait and see what develops. It was agreed that representation from the Board is a good idea when the Building Committee meets with the Board of the Salmar Community Assoc and the City.

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b) Building, Rentals & Costumes - Cilla Budda :

i) The gate at the back is now complete and cleanup of the area is awaiting warmer weather. Fire Marshall is concerned about the sprinklers in the loft and in the Scene Shop which should be lowered for optimum function. Cilla is attending to it. Front door lock malfunction has been addressed. Would like to have house carpets cleaned. **Cilla to get a quote so they can be done before opening of 'If I Were You'**

ii) Several costume rental enquiries, but no actual. Long rental end of May with Christian School. Jake Jacobson hopes to host Woody Guthrie concert in September in the theatre. Credit Union costume rental coming up. Costume pieces donations coming in.

iii) **O-Zone.** Request from Festival Chair about S.T. sponsoring Best Actor Award. Cost is \$50.

Motion: *Kim MacMillan/Sheila Dunbar* - That Shuswap Theatre sponsor the Best Actor Award for O-Zone 2012. **Carried.**

c) Publicity and Marketing – Monica Kriese:

i) Some concerns from patrons that “Leading Ladies” was not family content also concerns with language and sexual innuendo – and that this was not clear on our poster or with FOH staff How to advertise in future? Recommend that Aritstic Committee put in recommendation for ratings, age limits or warnings along with proposal for the season. Director and Producer analyze further before marketing. Online good.

ii) Registered S.T. As stakeholder in Thompson-Okanagan Tourism Virtual Arts & Culture Guide. \$252 for virtual guide. **Motion:** Sheila Dunbar/Denise Green – That Shuswap Theatre run ¼ page ad in Tompson-Okanagan Tourism Virtual Arts & Culture Guide. **Carried.**

iii) Recommend 1/6 or ½ page in Visitor's Guide for “Legend.” Part of James' production. **Motion:** Monica Kriese/ Kim MacMillan – That the Publicity Director's Report be accepted as presented. **Carried.**

Other:

i) World Theatre Day – March 27. Something for next year?

ii) Discussion re whether members should receive notice of non-Shuswap Theatre events in our member emails or are we spamming our list? It was agreed that we would not email our membership about upcoming singing workshop being put on by SAAS, but would put a link to it on our website.

iii) Discussion re posters and programmes. What do we want in the future? What sizes? What paper? To think about.

IX Adjournment: The meeting adjourned at 9:15 p.m.

Next Board Meeting: Tuesday, April 10, 2012 at 7 p.m.

Signed: _____
President

Signed: _____
Recording Secretary

