

Shuswap Theatre Society
Minutes of Monthly Board Meeting, Shuswap Theatre
Tuesday, May 17, 2011

Monica Kriese, in the chair, called meeting to order at 6:35pm

Attendance:

Board Members: *Julia Body, James Bowlby, Pamela Dettwiler, Sheila Dunbar, Denise Green, Monica Kriese, Kim MacMillan, Judith Skelhorne arrived at 6:45 (James Bowlby had to leave at 6:56).*

Guest: Patrick Benson

Agenda:

Motion: *S. Dunbar/ D. Green* - That the agenda be accepted as amended. **Carried.**

Minutes:

Motion: *J. Skelhorne / D. Green* - That the minutes of the April 12, 2011 meeting be accepted. **Carried.**

James Bowlby reported on Heartbreak House and summer theatre

-The board accepted the proposed budget for taking Heartbreak House to the O-Zone festival in Kelowna, Thurs. May 26, 2011.

-Summer Theatre production: 'Sweet Suzie of the Shuswap' – written by James Bowlby – royalty fees will be lower as James has written the play. For this summer production tickets will be sold at the door at the following prices: Adult \$12.00, Student \$10.00, new Family rate \$30.00 (2 adults with 2 or more children). **-Denise will check numbers from previous summer productions to decide if it worthwhile doing a Sunday matinee versus a Sunday evening show.**

-Motion: *J. Bowlby/J.Body* - to accept plan and proposed budget for summer theatre. **Carried.**

-We have federal funding for a summer theatre student. One of her jobs will be organizing the library. We will need to make sure she has enough work to fulfill our obligation.

Treasurer's Report:

Denise Green noted that the April theatre rental was not recorded (an oversight) it will appear in next month's statement. **Motion:** *D. Green/S.Dunbar* - That the Treasurer's Report be accepted as presented. **Carried.**

President's Report:

Read by Monica Kriese. Included a thank you to the cast and crew of Heartbreak House. James and Cathy worked very hard to mount such a challenging work. Good luck at the O-zone Festival. President's report accepted as read.

Old Business arising from minutes:

- Theatre Budget to Actuals to April 30, 2011 were presented by Monica Kriese – we are on track, as long as nothing unforeseen arises before year end.
- the Go-To list has been completed. Copies will be posted at various locations in the theatre as a guide to people who would like to be helpful – so they know who is in charge of that area.
- **Culling and organizing of the Prop Room will go ahead after *Heartbreak House* closes and returns from Ozone.**
- The website is almost finished – and final report of the grant usage can now be submitted to the Shuswap Community Foundation as part of the reporting requirements.

- Motion: J. Skelhorne/D. Green that the next grant (closing June 15, 2011) be applied to the purchase of a new Sound Computer (Imac ~\$1300) for the theatre, with a sound mixer package and the necessary accessories, and also to pay for internet service at the theatre for one year. **Monica and Kim will complete the grant application in time for the June 15, 2011 deadline.**

New Business:

Patrick Benson was present to discuss memberships

Motion: S.Dunbar/J. Body - That Shuswap Theatre's Individual Life Memberships of \$100.00 is per person. **Carried.**

Discussion tabled to June meeting as to whether to have a yearly membership date for everyone that starts in September. **Monica will do some research on this.** This will be presented to the AGM if we do go ahead with the change. Recommended that we make arrangements to allow people to pay by *Paypal* as well as by cash or cheque. Also recommended also that a membership application with information be included in the programs of all productions.

Kim McMillian provided a copy of the new Policy Manual to each board member containing some of the current policies and procedures of Shuswap theatre, as well as older documents that need revisiting. Board members are to bring these binders to each board meeting as we will be working on 2 – 3 policies per meeting.

Motion: K.McMillian/J. Body – That **the artistic committee be directed to review sections 6 and 7 (pertaining to Season Planning and Production Job Descriptions) in the policy manual, consulting as needed. This review is to be completed by the first board meeting in September. Carried.**

The following policies will be addressed at the June meeting

- 4.2.1 Technical Director
- 2.6 Orientation of New Board Members (**this needs to be drafted – Judith will address this**)
- 4.11 Volunteer Coordination and Incorporation of New Members

Report from the Building Committee

-Copies of letters to Mayor Bootsma and The Shuswap Association for Community Living (SACL) and the minutes of April 27 meeting were presented.

Publicity

-Monica Kriese gave the Publicity report; which included EZRock has a min. buy of 10 spots to get our buy one, get one free offer and they will only give away tickets on air if we buy air time. They continue to give us good publicity.

-Recommended that the producer put one person in charge of selling sponsorships for their production. This person will need to have the time to approach potential sponsors during working hours. There should be a sponsor in place for each night of the run.

-The Brochure for the next season needs copy now to get into the layout stage. **The Artistic Committee is to confirm the dates and the plays and rights as soon as possible.**

- The Acoustic Avenue concert series will not be doing a show in the summer or fall but would like to do a Christmas production – possibly with Greg Sczebel

Cilla Budda's report was circulated on the state of the building, costumes, and Ozone Festival

- Volunteers are needed to check the building and clean cleanliness each night around 9:30pm after the rental by the Christian school Tue, May 24 through Sun, May 29

Improv

Our Improv group 'Laughing Gas Improv' will be hosting another improv night on Saturday, June 11 doors open at 7:00 Performance begins at 8:00.

Meeting adjourned at 9:00 The next board meeting will be Tue, June 14, 7pm at Shuswap Theatre.

Signed: _____
President

Signed: _____
Recording Secretary

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Tues. May 17, 2011