

Shuswap Theatre Society
Minutes of Monthly Board Meeting, Shuswap Theatre
Tuesday, April 12, 2011

Monica Kriese, in the chair, called meeting to order at 7:10pm

Attendance:

Board Members: *Julia Body, James Bowlby, Pamela Dettwiler, Denise Green, Monica Kriese, Kim MacMillan, Judith Skelhorne*, **Absent:** *Sheila Dunbar* **Guest:** *Cathy Lake*

Agenda:

Motion: J. Bowlby/J. Body - That the agenda be accepted as amended. **Carried.**

Minutes:

Motion: K. Macmillan/J. Bowlby - That the minutes of the March 8, 2011 meeting be accepted. **Carried.**

President's Report: Read by Monica Kriese.

Motion: K. MacMillan/J. Body – Motion of thanks from the board to James and Sherry for all the work that they have done for youth theatre – presented with a thank you gift. **Carried.** President's report accepted as read.

Treasurer's Report:

Motion: D. Green/J. Skelhorne – That the number of categories on the photocopy record be reduced to just the production for next season – per Denise Green's direction.. **Carried.**

Motion: D. Green/J. Skelhorne - That the Treasurer's Report be accepted as presented. **Carried.**

Old Business arising from minutes:

- a) Theatre Budget to Actuals (Monica) – tabled to next meeting
- b) **Motion:** K. Macmillan/J. Bowlby - That the Nomination Policy be adopted as presented. **Carried.**
- c) Culling and organizing of the Prop Room will go ahead after *Heartbreak House* closes.
- d) **Kim Macmillan is continuing to work on writing, standardizing and numbering the Theatre Society Policies and procedures, including a policy for regularly reviewing and updating theatre policy.** The plan is to look at and approve 2-3 each meeting.

New Business:

- j) *Heartbreak House* budget and report – James Bowlby
Motion: J. Bowlby/D. Green - That the board approve the spending of up to \$90 to allow two members of the crew, without the financial means to attend the O-Zone Festival. **Carried.**
Motion: J. Bowlby/D. Green - That the budget for *Heartbreak House* be accepted as presented. **Carried.**
- a) Report of the building committee meeting of Mar. 16, 2011 and a copy of a letter to the School district distributed
- b) Jake Jacobson wrote a letter to the board suggesting a flow chart showing member areas of special responsibility. The board had concerns about the formal and hierarchical nature of such a chart. Instead **Monica Kriese will prepare a list of the Department heads and go-to people. The next Prompter will contain a notice reminding people to check with the go-to person responsible before undertaking any work at the theatre, with that list.**
- c) Kim Macmillan, in consultation with Jake Jacobson, has downloaded new software on the computer in the sound booth, updating it as much as possible. He also purchased a new headset for \$110 so that both the sound and the lighting technician will be in contact with the stage manager back stage. This expense will come out of the Building Maintenance budget. Kim also suggested that if we got some grant money it could be spent on a new laptop computer for the sound booth. Kim is using his own laptop on the current production.
- e) No publicity report.
- f) The website committee is working on the update of the website and revamp/digitizing of the Theatre logo. It will go out to the board for approval, but the timeline for comments will be very tight.
- e) Susan MacMillan; Wrong for Each Other Producer dealt with a letter from Dr. McCallum, regarding *Wrong for Each Other*. He missed the Mature content warning on the poster and the front of house volunteers were unfamiliar with the play and informed him it was just 'a bit of kissing' and would be appropriate for his 9 and 10 year old children – which wasn't the case. **Reminder in future (Directors, Producers & Publicity) to make sure that any warning labels on posters and ads are large enough to read and that the front of house volunteers are aware of any ratings/content.**

- f) James Bowlby presented the youth theatre report. Youth theatre has wrapped up for the year. There is some interest already for Youth Theatre in the fall.
- g) Cilla Budda's report on the *Ozone Festival* was read by Monica Kriese.
- h) Cilla Budda's report on the *theatre building, costumes rentals, and the Ozone Festival* was read by Monica Kriese. There are signs that someone may have been sleeping in the loft of the scene shop. Reminder to all theatre users to be sure to lock the doors especially during rehearsals. Some discussion about whether a door buzzer would be helpful.
- i) Julia Body gave a report on, '*Laughing Gas Improv*' the new name of Shuswap Theatre's Improv group. There will be a *workshop* on May 7 and an *Improv Night*, June 11.
- k) Kim Macmillan presented a written policy on The Responsibilities of the Board of Directors. Motion: J, Bowlby/ K. Macmillan - That the policy be accepted as written. **Carried.**
- l) **Motion:** J, Bowlby/J. Skelhorne - That Kim MacMillan be the third member of the artistic committee to replace Virginia Verma now that she has moved to Alberta. **Carried.** *Note:* It is not necessary to replace Virginia on the board as we only have two more meetings and there should be no difficulty with getting a quorum.
- m) Monica Kriese read an email from Cathy Lake that she is too busy to do any more grant writing (May 31 deadline for Shuswap Community Foundation Grant. And we missed the City of Salmon Arm deadline. Cathy feels that we need more of a plan prior to applying for grants). Discussion about the fact that the theatre should have a volunteer in charge of writing grant proposals and keeping track of deadlines. It would be valuable if the person was also a member of the board.

Meeting adjourned at 8:50. The next board meeting will be Tue, May 17 (rather than May 10) due to the run of Heartbreak House and will start at 6:30pm

Signed: _____
President

Signed: _____
Recording Secretary