

Present: Julia, Patrick Allwood, Denise, Monica, Ellen

Motion to accept mins from the Aug 3 meeting
MSC:Ellen, Denise

Motion to accept agenda as presented
MSC: Ellen, Monica

Note: it was agreed that we should continue with the current season line-up. Peter has a work in progress he proposed to finish and replace "Chimera" with, but we felt it was too late for this year and are excited to see it as a possible for next year.

Executive Producer Committee: Ellen

The Committee feels that this position is too important to rush in to and that we need more time and research in order to put together a really great strategy and job description for this position.

Patrick and Denise both expressed their desire for clear, concise, and updated job descriptions for all aspects of the Theatre, but especially the roles of Producer and Publicity, as they are most likely to have overlaps with the Ex. Producer role. It was felt that it is very important to clearly define the roles, duties, and boundaries of all positions. Too often there are people doubling up on some duties and contradicting each other while other jobs go undone due to lack of clarity of the roles and who is the head of the that department. The Committee plans to have a draft for the Board's October meeting so that the hiring can take place in time for the Ex Producer to take on the 2011/12 Season at the end of the upcoming one (hopefully in March 2011 or so)

Motion to table the hiring of the Executive Producer until the Board has approved a clear strategy to do so that includes a very precise job description and payment structure.
MSC: Ellen, Monica

Fall Fair: Monica via written report from Cathy

Peter will organize and conduct a Kazoo marching band in conjunction (we hope) with a group doing skits on the back of a truck (still being pinned down).

A "band" practice and costume organizing meeting will be held Thurs Sept 9th at 6:30 at the Theatre. Costumes and kazoos will be supplied.

Theme this year is "Locally Produced, Locally Enjoyed", which we think fits perfectly!!
Contact Cathy for more information.

Backstage Pass: Monica and Julia

Monica is organizing. Julia will assist her.

Directors to do small schpeil and possibly reading? Kim will not be here so he needs to organize his representative, etc...

Monica will ask Ron to host as per usual.

“Tours” of the theatre set up - guides needed for the different areas.
Membership table
Sign up sheets
Bar and appies

Membership Policy: Monica

Tabled policy presented by the Membership Committee reopened and read.
Due to a sometime lack of producer in the early days of production the amended policy will read:

Those involved in Shuswap Theatre activities are to be members of the Society.
Work on a production does not substitute for membership fees.

Membership fees are:

Individual 1 year membership \$10

Family 1 year membership \$25

Youth 1 year membership \$7

Life Membership (not Honorary Life Membership) \$100

Every audition form will include the sentence:

“Shuswap Theatre is a non-profit society and requires those involved to be members. If you become part of this production we request that you fill out a membership form and select an appropriate type of membership.”

The producer (or director in lieu of absent producer) is to explain the membership expectations to those working on the production and then supply and collect completed membership forms and fees from those who are not current members. The Membership Secretary is to be contacted to ensure all are members.

The role of the Membership Secretary is as following:

Keep accurate records of the membership of Shuswap Theatre.

Remind members when the time has come to renew.

Inform members that their membership has lapsed.

Contact the Producer (or director in lieu of absent Producer) to remind them of the membership requirements of those involved in Shuswap Theatre activities.

Motion to accept said recommendations as policy

MSC: Monica, Patrick

Julia and Susan will update the audition form and make it part of the new Producer package.

Membership Cards: Monica

Monica has a “sell sheet” entailing the benefits and requirements to and of businesses interested in being part of the Membership Card package. She will forward it to all the Board so that they can get businesses on board with the correct information.

Note: The Board should revisit the payment options available for membership fees (ie paypal) at a future meeting.

Salmar Advertising Opportunities: Monica

Due to our non-profit status we are eligible for a great package deal. For \$250 we get a still ad created to run from Oct 1 - Nov 30 as part of the pre-preview ads. The consensus was to have the ad reflect the Theatre as a vital, energetic, all-ages, fun and community based non-profit organization “right across the street”, that would have contact info for the website directing people to the Season info, but not Season specific. The hope is that this will be more flexible, and enticing than a list of plays. We can asses after the winter show the feedback we get before re-running in the new year if it proves effective.

Motion to go with the still ad creation to run Oct 1 - Nov 30 for \$250.

MSC: Monica, Ellen

Recruiting new board members: Julia

The “think tank” participants will be contacted. Monica will ensure that John has the list.

Youth Theatre: James via letter

“Sherry, Karen Abel and I (James) are willing to do Youth Theatre on Wednesdays. The Down Town Activity Centre wants to co-sponsor this project. They will look after publicity, sign-up. They will also have a youth worker involved because there may be 2 - 4 at risk kids in the program. Shuswap Theatre would be recognized on all printed and other media as a co-sponsor.

I (James) am asking Shuswap Theatre to pay \$18 for the hour and a half session to the DAC for the use of the room. We would always meet there except for the final presentation of some scenes early in April. This solves the problems that come from changing back and forth when the stage is not available. It also means no cost for extra heat and light during theatre use.

The cost will be a total of \$256, payable in two installments, pre Christmas and post Christmas (\$128 each).

I hope this meets with your approval.”

Motion to accept proposal with the amendment that those involved be asked to become members (as per new policy) and that those memberships that are unpaid (due to program restraints) are to come out of the proceeds from the final performance donations.

MSC: Monica, Denise

Motion: to approve comps for the staff of Wearabouts for opening night in order to get them excited about the shows and to accustom them to the theatre layout to assist in ticket sales.

MSC: Monica, Ellen

Meeting adjourned: 9:30pm