

## Shuswap Theatre Society Board Meeting Minutes

**Tuesday, Dec. 14, 2010, Shuswap Theatre**

*Monica Kriese, in the chair, called meeting to order at 7:21*

**Present:** *Board Members*-Julia Body, James Bowlby, Pamela Dettwiler, Sheila Dunbar, Denise Green, Monica Kriese, Kim MacMillan, Judith Skelhorne, Virginia Verma  
*Guest*-Susan MacMillan

This meeting followed a Meet & Greet with the Building committee from 5 – 6pm led by Jake Jacobson and then an information session with Norbert Frese of BDO Canada, Salmon Arm office 6 – 7pm.

**Approval of minutes of the Nov. 9, 2010 board meeting** moved by J. Bowlby, seconded by V. Verma, PASSED

**Approval of agenda** moved by J. Bowlby, seconded by J. Skelhorne, PASSED

**President's Report** was accepted as presented

**Treasurer's Report** Motion to accept the treasurer's report by D. Green, seconded by S. Dunbar, PASSED

### **Business arising from the minutes of the Nov. 14 meeting:**

Binder of past minutes will be kept in a locking file cabinet, which will be installed in the upstairs office area of the theatre. M. Kriese is making arrangements with J. Jacobson for a filing cabinet.

M. Kriese read an email sent by Peter Blacklock regarding his thoughts of the challenges facing the artistic committee.

Motion to direct the Artistic Committee to choose a season, for 2010/11, with popular titles; with the goal of bringing in larger audiences and more income to the theatre moved by S. Dunbar, seconded by D. Green, PASSED.

Motion: The Board appoint Julia Body, James Bowlby and Virginia Verma as the artistic committee for the coming. Moved by K. MacMillian, seconded by S. Dunbar, PASSED. **Julia Body will arrange a time for the Artistic Committee to meet.**

**Nomination Policy – discussion tabled until January** moved by J. Bowlby, seconded K. MacMillian, PASSED

**Susan MacMillan was directed by the board to create a section for thank you's to donors and benefactors on the website of the theatre – to include logos where possible.**

The Scotia Bank donation of \$1000 has been designated for two use;s \$500 towards operating costs and \$500 towards education plan to be co-ordinated by Artistic Committee.

**Kim MacMillan will draft a policy on Board elections (returning officers and Board Member job descriptions) and email to Board for e-vote in interest of time.**

Denise Green reported that the photocopier/printer will be installed on Dec. 17. Users will be given a code for various productions and job functions and must record all copies that are made as well as what the copies were for and whether colour or black and white. **A code list and copy form will be posted at the machine, in the upper level (by sound/lighting booth).**

Jake Jacobsen and John McVicar will be reorganizing the scene shop in January.

Moved that: Jake Jacobson spend no more than \$150. (including taxes) on this project moved by P. Dettwiler, seconded J. Skelhorn, PASSED

### **New Business**

Motion to direct M. Kriese, as President of the Society, to draft a letter from the Shuswap Theatre Society to Okanagan University College in Salmon Arm as an “expression of interest” regarding cooperation in the use and development of the proposed new theatre for their College Town Plans, with an introduction to our Building Committee and Jake Jacobson as contact person. Moved by J. Bowlby, seconded by V. Verma, PASSED. Monica will also tweak the letter for School District 83 and get a copy to Jake Jacobson.

Monica Kriese reported that Entertaining evening did make money, Suggestion that if we do it next year there be some provision for driving people home so they can enjoy more wine. Suggestion too, that perhaps the date of the event should be changed to January or February. To be discussed at end of year when planning for new year.

Kim MacMillan will give board members a tutorial on using the Google Group, archives and other features

Motion to accept Ted Crouch (Acoustic Avenue) proposal to rent the theatre three to four times a year for a concert series, and for Shuswap Theatre to develop a sponsorship of these concerts. Dates to be decided with Directors to avoid conflicts with productions. Moved by J. Bowlby, seconded by V. Verma, PASSED. James Bowlby, Director of ‘Heartbreak House’ confirmed that the dates of March 26 and 27, 2011 were okay for the theatre to be rented for the first concert series featuring Bill Bourne.

Susan MacMillan, Producer for ‘Wrong for Each Other’ submitted a tentative budget. A more complete budget will be available for next Board meeting

Monica Kriese presented a draft of a Show Sponsorship package for the Board to discuss. She will put together a more complete package/sell sheet for the next meeting. These would be used when selling sponsorships to local businesses. It will clarify what a sponsor will receive in exchange for different levels of support for a production at Shuswap Theatre.

Cilla Budda has the codes for calling long distance using the theater telephone and the door codes – we need to get those from her.

Motion to Adjourn by M. Kriese.

Meeting adjourned at 9:00 pm

E-VOTE December 14, 2010 – via email to Shuswap Theatre Board Members (on the Google Group)

Motion that the attached policy on the keeping of Minutes of Board Meetings be adopted as circulated. Moved K. MacMillan, Second V. Verma PASSED