

## Shuswap Theatre Society Board Meeting

Feb 17, 2009

**Present:** Julia, Ellen, Cathy, Marion, Patrick, Susan, John MacVicar, Monica Kriese

Approval of Agenda

MSC: Ellen Marion

Minutes from previous meeting with the amendment to the notes re: membership through “working off” the membership fee. It was discussed and concluded that the producer of a show can recommend to the Board that the fee be waived in lieu of a particular participant’s “working off” the fee during a show. With the Board’s approval that person would be added to the Membership list at the time of approval and would be contacted a year after re: renewal. This way people are encouraged to be members and support the Theatre one way or another.

MSC: Ellen, Cathy

**Publicity:** Monica prepared an updated publicity contact list for future reference.

She outlined the various job duties associated with job titles that had been suggested as possibilities for her and her recommendation of job title is “Public Relations Director”, which is the most encompassing and looks like a good match for the needs we’ve outlined to her: advising, fundraising, advertising, etc... To help her get a good handle on where we are and what we do she’s made a survey to collect the info and will have the results for the next meeting.

To help keep us all organized she’s going to set up an electronic calendar and hopes to get it online ASAP.

**AC:** Ellen

Gayle resigned from the AC since the last meeting. Ellen will be taking her place. There was a bit of a communication breakdown in the way that this came about and we need to be clear that in the future the AC Liaison (Evelyn for now) needs to be informed and will act as the go between for the Board and AC as the Board appoints a new member of the AC. The AC members can, of course, make recommendations, but it is up to the Board to do the actual appointing.

The AC is hoping to have member (and non-member) input for show and director suggestions for the upcoming seasons. There are some good options on the table, but, as it is up to the AC to get the directors in place, there is a need for plays that people are going to be excited to direct.

While the AC isn’t responsible for finding the producers for the shows on their own, it was noted and duly discussed, that there is a real problem with finding producers way too late in the game.

Motion that producers for all the shows must be selected by the board (in collusion with the directors) at the beginning of the Season.

MSC: Patrick, Ellen.

There was a discussion about the scarcity of producers and some of the hurdles we face in finding people willing to produce. We are hoping that Monica can include this role as one to highlight in upcoming media blitzes. The Producer's Bible that is being assembled should also lighten the load as it clearly outlines the duties and "how tos" of the job.

**Emily:** John

The motion above came about partially in response to the concerns of the Board that Emily is going into production and there is no clear producer attached to the show at this time. (Or if there is we aren't aware of who it is) There is no proposed budget and so, though we agreed that due to time restrictions, John should go ahead and order the special construction items required, we need to have a preliminary budget from Marcus ASAP and we need to get a producer even sooner!

**Building/Costumes:** Cilla

The requests from Cilla for a budget of up to \$150 for the installation of a ceiling fan in the scene shop for air flow, and \$200 for more manageable, lighter resin tables were both approved.

MSC: Marion, Cathy

**Grants:** Cathy

According to the City they can't give grants for mortgage covering (our request based on previous monies received), but can give us a \$1000 grant for general building maintenance and repair with an altered grant application. Cathy is on it.

We have also applied for \$500 for special supplies for Emily through the Arts Council grant, but won't hear from that til March.

Cathy will look into the Foundation Grant and we are to consider and bring recommendations for that to the next meeting. She will also contact Shirley about previous grant info.

**Signage:** Tracy

Tabled

**Marion Bridge:** Susan

Budget updated to include expenses for the tickets reprint/ mailing and higher poster printing costs as the artwork required more layout work by the printer.

Susan was approached by the College Campus requesting a special student rate for the Wed night performance for 20 students. She wanted to have the Board's input as to the rate and concern over precedence setting. The Board felt that it encourages a new audience to attend and to have the exposure and goodwill. It was felt that it didn't have to be an ongoing thing, but as an outreach that can be extended at the producer's discretion.

**Building Committee:** James

The BC requested a budget to pay for an architectural rendering of a basic new theatre as a base for applying for funding/grants/basic budgeting and as a start to the process. The tweaking of the details for a specific site and tailoring to our needs is a longer term project, but this will allow us to get the ball rolling. The architect they've approached has theatre design experience and is working with the preliminary outline Jake has given him re: seating capacity, etc... The BC will be looking into grants available, timelines, etc...

Motion for \$600 budget for the rendering and incidentals surrounding it (copying, etc...) for the BC.

MSC: Patrick, Marion

**Treasurer's Report** – Marion

Still looking for a replacement.

Nothing strange or new in the reports.

**The producers of each show must make all necessary heads of departments aware of the accounts we have with various suppliers!**

**Mother Goose final budget:** Marion

MSC: Marion, Ellen

**Visioning Subcommittee report** – Tabled

**Scene Shop** - John MacVicar

All is well.

Meeting adjourned 9:45.