

**Shuswap Theatre Society**  
**Minutes of Monthly Board Meeting, Shuswap Theatre**  
**Tuesday, March 8, 2011**

Monica Kriese, in the chair, called meeting to order at 7:07pm

**Attendance:**

**Board Members:** *Julia Body, James Bowlby, Pamela Dettwiler, Sheila Dunbar, Monica Kriese, Kim Macmillan, Virginia Verma*

**Absent:** *Denise Green, Judith Skelhorne,*

**Guests:** *Susan Macmillan*

**Agenda:**

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

**Minutes:**

**Motion:** J, Bowlby/V. Verma - That the minutes of the Feb. 8/11 meeting be accepted. **Carried.**

**President's Report:**

**Motion:** - M. Kriese/K. MacMillan – That the Board when making decisions ask ‘ourselves’; who needs to know and who needs to be consulted regarding this decision. **Carried.**  
Accepted as read.

**Treasurer's Report:**

Presented by Monica Kriese (Denise Green absent)

**Monica will update budget to actuals.**

**Denise will look get quotes on insurance including Director's Liability insurance, before it is time to renew in September with the goal of getting a better rate for next year.**

**Motion:** S. Dunbar/J. Bowlby - That the Treasurer's Report be accepted as presented - **Carried.**

**Old Business arising from minutes:**

- a) A router has been purchased for \$55
- b) A contract has been signed for the printer/copier, unfortunately at a higher rate than was first quoted. The rate for copies will be .18 for colour, .035 for black and white – still much lower than we can get elsewhere.
- c) **Kim will have a draft of the new Nomination Policy to the board in sufficient time for members to read and consider prior to a vote at the next board meeting in order to save time.**
- d) Due to concerns about a possible fire hazard as well as problems with visibility and accessibility in the props room a discussion ensued; **Motion:** J Bowlby/ V. Verma – That a committee be struck to firmly cull and then to organize our stored goods. This committee will commence with the things stored in the props room before the next meeting of the board. The committee will consist of James Bowlby, Donna, Sheila Dunbar, Cilla Budda, and John McVicker. **Carried. James will convene the committee and begin by letting Cilla know what is required and why. Virginia offered to draft a recommendation on culling policy.**
- e) The updated sponsorship program is working well. Some minor changes being made for Heartbreak House.
- f) The new Volunteer badges have been well received, in that the public knows who can assist them. The clip on style doesn't work for everyone though. **Monica will bring in some additional Badge holders on neck cords so that volunteers can choose the style that will work best with their outfits.**
- g) The Job Descriptions for *front of house volunteers* are complete. **Kim and Sheila will work on a draft of the job description for the job of Volunteer-Coordinator.** Other Department Job Descriptions are being worked on; including those in the area that Jake Jacobson and John MacVicar oversee. Each month we will attempt to address more on this extensive list. Kim has an incomplete list of jobs and positions in the theatre. **Kim will circulate the list so that it can be added to.** The goal is to update 1-2 policies and 1 job description each meeting until all of the theatre policies and job descriptions are updated and complete.
- h) Artistic committee report given by James Bowlby.

**New Business:**

- a) Report of the building committee meeting of Feb. 16, 2011 circulated
- b) Jake Jacobson wrote a letter to the board confirming he owns the two computers in the Theatre and they are 'on loan'. **Kim will label the two computers that Jake Jacobson owns.** Jake has asked that anyone having difficulties with either computer or its peripherals or any changes we want to make to the computers that he be consulted first.
- c) Publicity report read by Monica Kriese.  
**Motion:** M. Kriese/V. Verma - That the publicity report be accepted as amended. **Carried.**
- d) Wrap up report for the play, *Wrong for Each Other*, was presented by the producer Susan MacMillan. **Motion:** S. Dunbar/ P. Dettwiler - That the director and the production team be commended for their fine work.  
**Carried.**
- e) James Bowlby presented the Youth Theatre report as well as the Artistic Committee report
- f) Patrick Benson, the Membership Coordinator has emailed the current membership lists to the board members. Clyde and Shirley Tucker are now life members. Some long term members have apparently forgotten to renew their memberships and he will be following up with them.
- g) Cilla Budda's report on the *theatre building, costumes rentals, and the Ozone Festival* was read by Monica Kriese.
- i) Julia Body gave a brief report on the Improv group and the upcoming *Blarney Time Improv Night, Sat. March 12, 2011.*
- j) James Bowlby gave a report on the upcoming production *Heartbreak House*. The producer is Cathy Lake. **James is having an order of custom shirts made at a cost of approximately \$13 each – more details to come next meeting.**
- k) Board member Virginia Verma announced that she would be leaving Shuswap Theatre and Salmon Arm to move to Alberta. She submitted a letter of resignation. This was her last meeting and the Board thanked her for her service to the Board and membership and wish her well in her future endeavours.

Meeting adjourned at 8:50pm Next meeting April 13, 2011, Shuswap Theatre

Signed: \_\_\_\_\_  
President

Signed: \_\_\_\_\_  
Recording Secretary