

**Shuswap Theatre Society Board Meeting minutes**

**Thursday, Oct. 14, 2010 5:30pm, Shuswap Theatre**

*Julia Body, in the Chair, called meeting to order at 5:45pm.*

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

**Election of officers for the 2010 /2011 year:**

Monica Kriese and James Bowlby ran for position of President. Using silent ballots, Monica Kriese was elected President.

Kim MacMillan agreed to continue as Vice President. No contest

Pamela Dettwiler agreed to stand as secretary. No contest

Denise Green agreed to continue as treasurer. No contest. She plans to train and mentor someone this year.

Discussion of who would be on Artistic committee tabled until next meeting

Signors on Bank Account at Salmon Arm Savings & Credit Union will be Denise Green, Monica Kriese and Kim MacMillan. Moved by D. Green, seconded by M. Kriese. PASSED

**Approval of agenda as amended** - moved by P. Dettwiler, seconded by J. Bowlby, PASSED

**Approval of minutes of the August 31, 2010 board meeting** - moved by M. Kriese, seconded by J. Skelhorne. PASSED

Discussion that the Board should maintain an official minute book of all Board meeting minutes at the theatre. **Pamela and Monica will organize this. Monica will supply binders**

**Business arising from the minutes of the last meeting, August 31, 2010**

Discussion on how best to use the \$1000.00 generously donated by Scotia Bank – **TABLED to next meeting.**

**New Business**

Youth Theatre – James Bowlby gave a brief verbal report: Memberships for students in youth theatre at the *Mandella Project the Downtown Activity Centre* - This is a free program subsidized by the federal government and there is no cost to any youth that want to participate in any of their programs, asking the youth to pay a membership fee is not feasible.

After discussion, it was decided to continue with the current practice of inviting participants to join (either as youth members or with a family membership) but not requiring it. Participants who are not members would be registered as friends of Shuswap Theater and would receive *The Prompter* by email only. After 3 weeks numbers are increasing with 11 in attendance that week and things are going well.

*Chimera – first Mainstage Production of the new Season* – presented by Julia Body

Motion that the budget be accepted as amended. Moved J. Body, Second K. MacMillan, PASSED

*Backstage Pass, Saturday, Sept. 25 2010* – Report by Monica Kriese (see attached)

*Entertaining Evening* – Saturday, Nov. 20, 2010 – Report by Monica Kriese (see attached)

*The Golden Bird* – verbal Report by James Bowlby and submission of Budget. Motion that we accept the proposed budget as amended (deduct \$120 from projected profit to allow for rental of dance studio for auditions). Moved by J. Bowlby, Seconded by V. Verma PASSED  
Discussion arose around the fact that the show still needs a producer and this is Virginia's first time directing. A discussion on how to get more people to volunteer to produce shows was TABLED to next meeting.

*Process for Nominating and Electing Board Members*

Discussion around the need to define and clarify procedures for the Returning Officer, as well as Board job descriptions for those entertaining the thought of becoming a Board Member. Kim, Susan and Judith formed a committee to come up with a protocol for discussion at next Board meeting.

*The position of Executive Producer (EP):*

The Committee of Ellen Gonella, Monica Kriese and James Bowlby developed a job description which James took to the Economic Development Corporation (EDC) two weeks ago to look at ways to subsidize the wages of this position. James will email the Board the job description so they can give it further thought for discussion at next meeting.

The EDC has a program in which they can fund 50% of the wages for an Executive Producer provided that the theatre fund the other half and the position is at least 30 hours per week for 52 weeks (potentially starting April 2011). Based on a wage of \$15 per hour, this would cost Shuswap Theatre an average of \$960 per month. James is suggesting that much of this could come from grants, show and evening sponsorships that the EP would be responsible for attaining. More investigation and discussion is needed as the theatre itself needs extra revenue from these sources for expenses that might arise. The money would need to be in place by January in order for the approval and hiring to take place before April. Discussion tabled until next meeting.

*New Copier/Printer-* verbal report from Monica and Denise

The old copier is broken beyond repair – it must be replaced. Denise looked into options – including a suggestion from Cilla Budda which was to lease a Ricoh colour laser printer. Ink, toner and maintenance are included in the lease cost of \$69 per month and there is a copy fee of .02 for black and white and .11 for colour copies. Those authorized to use the copier would have to record their copies on a ledge which Denise will develop (so she can invoice to particular events and productions)

Motion to sign a lease for the copier. Moved by M. Kriese, seconded by J. Bowlby. PASSED

*Julia, Virginia, James and Judith had to leave 6:45*

*Other Business:* We still have Mice – though decreasing in numbers

*Chamber of Commerce Membership* – see attached Report from Monica Kriese

There was some discussion, including the need to have a Society Budget to show where these types of expenses can come from. Monica and Denise will work on that before next meeting. Moved by P. Dettwiler, seconded by S. Dunbar PASSED

*Treasurer's report* – Denise – (see attached)

Discussion about the \$1000 item for Salmon Arm Observer in September – it was clarified that 1/3 was publicity for backstage pass, 1/3 for the Season and 1/3 for Season ticket subscriptions. Denise and Monica will look at an overall budget for Publicity – outside of that for each Production.

There is now improved tracking of ticket sales and comps to find out which evenings are more popular and how many students we get out.

Denise's Reports included the Budget to Actuals and Income Statement for Shipwrecked – our Summer Theatre production which netted 3145.46, while it was less than what was projected, Shuswap Theatre is very appreciative of this extra income. Thank you to James Bowlby, cast & crew

Motion to accept the Treasurer's Report as presented. Moved by D. Green, seconded by M. Kriese  
PASSED

### **Last Minute Bits**

Susan will schedule volunteers to do housekeeping during the run of Chimera. Cilla has been doing that job but she is still recovering from her surgery.

Ted Crouch wants to rent the theatre for a CD launch party after Chimera. Monica has been in touch with Virginia and is awaiting her response as to when they can come in. It was agreed that the CD launch party will be good exposure to a younger age group coming into Shuswap Theatre.

Next meeting Nov. 9. Some discussion as to whether or not the 2<sup>nd</sup> Tuesday of the month works for all the Board members. Email to follow to confirm date and time.

Balance of Monica's report to be emailed to everyone, so they have copies – a couple of items did not get addressed.

Denise had to leave - No longer a quorum.

Move to Adjourn by Pamela.

*Meeting adjourned 7:00*