

Shuswap Theatre Society Board Meeting Minutes

Tuesday, November 15, 2011, 7:00pm

Shuswap Theatre, Salmon Arm, BC

- I. Call to order & Roll call - Chairperson: Monica Kriese called the meeting to order at 7:06pm
· **Attendance: Board Members:** *Julia Body, Pamela Dettwiler, Sheila Dunbar, Monica Kriese, Kim Macmillan, Russell Nakonesby, Judith Skelhorne.* **Absent:** *Denise Green*
Guests: *Karen Sansom, James Bowlby, Patrick Benson*
- II. Approval of Agenda - **Motion:** *S. Dunbar/J. Body* - That the agenda be accepted. **Carried.**
- III. Approval of minutes from last meeting - **Motion:** *S. Dunbar /K. Macmillan* - That the minutes of the Oct. 11, 2011 meeting be accepted. **Carried.**
- IV. Presidents Report: read by Monica Kriese. Included a farewell to John MacVicar who passed away unexpectedly Nov. 1, 2011
- V. Treasurer's Report - October 2011 Income Statement and Fiscal year end to Sept 30, 2011: Presented by Monica Kriese. The board requests that Denise clarify the posting of the Community Foundation grant (where is the expense side of the donation?). **Motion:** *K. MacMillian/J. Skelhorne* - that the treasurer's report be accepted as presented. **Carried**
- VI. Old Business arising from Minutes
- a) Update on Insurance policy (including Director's insurance) – tabled as Denise is away
- b) Fall Youth Theatre Program Update (letter of Oct. 23, 2011 and response) **Motion:** *K. MacMillian/ R. Nakonesby* - **That a thank you card be sent to the downtown activity center** for being so accommodating in adjusting the cost of the room rental for youth theatre. **Carried.**
Motion: *K. Macmillian /R. Nakonesby*, - that the board empower Monica and Judith to negotiate an agreement about course fees with James and Lana, for youth theatre for the spring 2012 term in order to come up with a sellable price. **Carried.**
Motion: *K. Macmillian/ J. Skelhorne* – **re: Budget submitted** that the theatre advance the amount of the rental fees and the marketing costs as given in the budget for youth theatre. The instructors will be responsible for the cost of the equipment and supplies. Payment of instructor fees will be contingent on revenue exceeding expenses and will be paid up to the amount specified in the budget. **Carried.** James Lana and Skylar must have criminal records checks done in order to work with children under the age of 16. Shuswap theatre will cover the cost of the criminal record check.
- c) Renovation update – Julia and FOH - Cilla – a big thank you to Peter, Julia and Rebecca for their hard work in producing such a successful show.
- VII. New business
- a) Season's Subscriptions – Karen Sansom - Season ticket sales are down again this year. This is not problem as long as we have the numbers in the house. Seniors pricing did not seem to have a significant effect on subscription rates. This is Karen's last year doing season ticket sales. We should find the replacement in time to allow Karen to mentor them for the last show. The season ticket sale will expire at the end of this calendar year, should someone have a ticket stub they would like to use for the offer.

- b) Memberships – Patrick Benson – Patrick is generally away in September which can be a challenge. The procedure is that Denise gets the membership money and the membership forms (They do not go directly to Patrick – do not put them into Patrick’s box at the theatre. It is not secure) Denise then forwards the information to Patrick. Shuswap Theatre should be giving receipts for membership fees, especially when they are paid in cash. Also, members should be completing a membership form every year. **Motion: S. Dunbar/K. MacMillian – That the theatre initiate the use of Pay-Pal as a payment option for memberships- Kim will attend to this with Denise. Carried.**
Kim, Patrick and Monica will get together at a future date to discuss transferring membership data, and the best program to use when Patrick buys himself a new computer.
- c) Building, Rentals & Costumes – written report by Cilla
- d) Stressmas – James (see approved budget – there will be 8 shows in the run, not 9 as calculated in the budget)
- e) In-camera portion of meeting – Board only –
- f) John MacVicar – scene shop and donations: money has been donated to the theatre in John’s name. some has been earmarked by the givers for the new building, Other donations are more general. Those donations will be used to buy a piece of workshop equipment in John’s name. **Jake and Thom will give us an idea of what can be purchased when we know how much \$\$ has come in.**
- g) Security – break-in and replacement of Jake’s iMac, **Motion: S. Dunbar/R. Nakonesby, - that the theatre reimburse Jake’s girlfriend, Shan, for the current value of the stolen computer. Kim will do the research and come to an agreement with Jake. Carried. Motion: S. Dunbar/J.Body – The board gives permission to Jake and Cilla to spend up to \$500.00 to secure the back porch off the dressing room as soon as possible – this will come out of the Building/Maintenance Budget. Carried**
- h) Souper Bowl fundraiser for Youth Theatre – discussion tabled til January meeting as everyone is too busy until after Christmas and Stressmas. Our focus is on Stressmas
- i) Building Committee Report– Jake Jacobson – letter to candidates and response
- j) Publicity and Marketing & Website - Monica
- k) Grants – City of Salmon Arm – Monica – **Motion: S. Dunbar/R. Nakonesby, that the grant application be written to apply for money to complete the sound system with two speakers and appropriate software. Monica will get the details from Kim and write the application. Carried**
- l) Policies & Procedures, Job Descriptions – Kim
- A policy will be written regarding changes or alterations to the stage. The policy will take into account Fire Marshall regulations, wheelchair accessibility, retaining seats in the house, etc. All Directors and Producers must be aware of this policy.
 - Policy for FOH Ticket office – that they must follow the guidelines and use the paperwork that is set out by the Treasurer; any changes or improvements must be pre-approved by Treasurer
 - Suggestion that the board convene a special meeting just to work on policy since there never seems to be enough time to work on policies and procedures during regular monthly board meetings

Next Board Meeting: Tuesday, December 8, 2011 7pm, at Julia’s house. Potluck appetizers and fingerfood

VIII. Adjournment 9:20