

Shuswap Theatre Society
Minutes of Board Meeting, Shuswap Theatre
Tuesday, October 11, 2011

Monica Kriese, in the chair, called meeting to order at 7:15pm at the home of Kim MacMillan

I. **Attendance:**

Board Members: *Julia Body, Pamela Dettwiler, Sheila Dunbar, Denise Green, Monica Kriese, Kim MacMillan, Russell Nakonesby.* **Absent:** *Judith Skelthorne*

II. **Agenda:**

Motion: - *Kim MacMillan/ Sheila Dunbar* -That the agenda be accepted. **Carried.**

III. **Minutes of last meeting:**

Motion: *Sheila Dunbar/ Julia Body* - That the minutes of the Sept. 13, 2011 meeting be accepted. **Carried.**

Motion: *S. Dunbar/ D. Green* – That retiring members return their copy of the policy manual to the board to be passed on to board members. **Carried. (Kim will follow up with James on this)**

IV. **Presidents Report** – read by Monica Kriese

Also a big thank you to all of those who hosted workshops and helped with new-members night and the Weekend of Workshops.

V. **Treasurer's Report** – September 2011 Income Statement and Fiscal year end to Sept. 30, 2011

Motion: *D. Green/ S. Dunbar* - That the treasurer's report be accepted as presented. **Carried.**

VI. **Old Business arising from Minutes**

a) Date for Improv Evening: Sat. Nov. 26

b) Update on Insurance policy re: insurance for renters, Director's liability etc Denise is looking into directors insurance. Hub has given us insurance for the youth Theatre group, further discussion tabled until December meeting – insurance is up for renewal in February 2012

c) Update on Summer Theatre financials – ended up in the black, but with very little profit made.

d) Youth Theatre Fall program – **Motion:** *S. Dunbar/D. Green* - That a letter be sent to James and Lana stating that we cannot sign the lease presented due to financial considerations, and inviting them to meet with the board. **Carried.**

Lana is directing the Christmas production, *Stressmas*, We do need to see a budget for this production. It is a Shuswap Theatre production and therefore Shuswap theatre will pay for the ad for auditions, not out of Lana's pocket, as she offered. It will come out of the *Stressmas* publicity budget. The board needs to know the cost of the royalties for *Stressmas* and see a budget for this production. As well, there is no agreement to pay the director, Lana – this was not the understanding when the Artistic Committee met and discussed the Fall Youth Theatre program and the rollover into 'Stressmas'. There is a need to clarify boundaries between the youth theatre program, and Shuswap. Future agreements of this sort need to be in writing and be very detailed and specific before they are accepted by the board so that everyone concerned understands exactly what to expect.

e) '*Renovation*' budget and update

VII. New business

- a) Building Committee Report Sept 21, 2011 – Jake Jacobson
- b) Publicity and Marketing & Website - Monica encourage people to use the website and the Google Calendar. Please contact Monica if there are any omissions or additions to website. Kim or Monica can also update the calendar if anyone needs something added.
Motion: *R. Nakonesby /S. Dunbar* - That we spend up to \$250 (and comp. tickets) to place an ad in the Columbia/Shuswap summer tourist information brochure. **Carried.**
- c) **Motion:** *K. MacMillan/D.Green* - to sell seasons tickets (for the next two Mainstage shows) during the first production, rebating the cost of the first show, “*your ticket stub for tonight’s show will be deducted from the total cost of the Season Subscription for the 3 shows*”.
Carried. Monica and Susan will make arrangements for this to happen.
Motion: *K. Macmillan/D. Green* - to print another 100 brochures of the 2011/2012 season.
Carried
- d) Weekend of Workshops Report – **Julia will scan in the useful forms she found and arrange to have them put them on the website and in the policy manual.** Sheila is working on a way of bringing new volunteers into productions. Recommend that we do this same round of workshops again in the spring: artistic committee to recommend a date. It will need to be well publicized
- e) New Sound system –Kim Macmillan. Software upgrades can be bought for \$300 or rented for \$3.00/day. We would also like to buy speakers. We could apply for a grant for these things.
- f) Building, Rentals, Costumes & Ozone Report – Cilla Budda
- g) Grants: Shuswap Community Foundation & City of Salmon Arm - Monica
- h) Artistic Committee: Two ideas for summer theatre are being explored: having two local shows instead of one, and a having a weekend mini-festival (inviting other groups to do a show in our theatre one weekend) It would probably require some grant money to hire summer students. The applications would have to be ready by January. The Board felt this was too much of an undertaking at this time and wanted the AC to discuss one show for the coming season and implement the weekend mini-festival in the 2012/13 season, so there is more time to plan. Suggested 2012/2013 season: Fall play, a mystery thriller; Winter play, a comedy; Spring play and Ozone festival piece “*The Herbal Bed*”
- i) Building Management: **Motion:** *D. Green/R. Nakonesby* - **To pay Cilla an honorarium of \$75 per month, retroactive to Sept. 1, 2011 for the cleaning and building management that she does for the theatre.** This will be reviewed in June 2012. It will be partly funded by increasing rental fee by \$25 – as a cleaning and maintenance line item. **Carried.**

VIII. Adjournment

Next Board Meeting: Tuesday, November 8, 2011 7pm
Meeting adjourned 9:44

Signed: _____
President

Signed: _____
Recording Secretary