

**Shuswap Theatre Society**  
**Minutes of Monthly Board Meeting, Shuswap Theatre**  
**Tuesday, Sept.13, 2011**

Monica Kriese, in the chair, called meeting to order at 7:14pm

**Attendance:**

**Board Members:** *Julia Body, James Bowlby, Pamela Dettwiler, Monica Kriese, Judith Skelhorne.* **Absent:** *Kim Macmillan, Sheila Dunbar, Denise Green,*

**Agenda:**

**Motion:** *J. Bowlby/ P.Dettwiler* – That the agenda be accepted. **Carried.**

**Minutes:**

**Motion:** *J. Bowlby/J. Skelhorne* - That the minutes of the June 11, 2011 meeting be accepted with the following three amendments: The revenue from *Heartbreak House* was \$6325.24. The Volunteer Database will be worked on by Sheila Dunbar and Kim MacMillan. No date is suggested for the Improv night at this time. **Carried.**

**Motion:** *J. Body/J. Skelhorne* - That the minutes of the Sept. 3, 2011 meeting be accepted. **Carried.**

**President's Report:** There was no president's report

**Treasurer's Report:** Monica passed on Denise's concerns, that we are spending money on productions based on projected income but are not meeting those income projections and that productions must be very careful with their budgets. **Motion:** *J. Body/J. Skelhorne* - That the year end and income statements be accepted as presented. **Carried.**

There was a page missing from the proposed 2011/12 Budget that Denise had prepared. **These will be emailed to board members prior to the AGM.** Tabled for an online discussion and vote.

Denise is looking into getting an extended insurance policy that would eliminate the need for each production that rents the theatre to have their own costly insurance policy. The increased cost of this extended policy would be billed to groups that rent the theatre on a prorated basis.

**Old Business Arising from the Minutes**

-Summer Theatre: Note that the breakdown of costs between set construction and set design is not exact. The total is accurate but in fact the amounts should be more evenly distributed (Set construction \$407.65 and set design \$488.05). **Motion:** *J. Bowlby/J. Body* - That the financial report from *Sweet Susie of the Shuswap* be accepted. **Carried.**

**Motion:** *J. Skelhorne /J. Bowlby* - That the wrap up report from *Sweet Susie of the Shuswap* be accepted. **Carried.** Thank you to James Bowlby, Lana Caputti, cast and crew for this fine production.

-Artistic Committee: **Motion:** *P.Dettwiler /J. Bowlby* - That the season suggested by the artistic committee be accepted with the following dates:

2011-12 SEASON

Renovation: Nov. 4 – 12, 2011

Stressmas: Dec 11- 18 (no show Wed)

Leading Ladies Feb 24-Mar 3, 2012

If I Were You Director Apr 27 – May 5, 2012 **Carried.**

## New Business

- Youth Theatre – James Bowlby: James and Lana are staffing an information table at Piccadilly Mall for Afterschool signups and programs. **Motion: J. Bowlby/J. Skelhorne** - That a kiddies acting class for children aged 6-8 be added to the youth theatre program. This will cost \$75 per child and would run on Fridays from 3:00-4:00 from Sep 23 - Dec 2 at the DEC. **Carried. James will rewrite the budget to include the additional rental costs and send to the Board asap**
- Renovation: The Musical! – Julia Body: Julia and Rebecca are the co-producers. No budget yet. **Julia will email it to board members**. Denise would like producers to increase the budget for publicity to \$1200 for all mainstage productions and Monica agreed this is necessary.
- Improv Workshop – Julia Body: 13 participants paid \$10 each. Feedback has been very positive. Johnathan did a good job and the performing group is getting a lot out of it.
- Publicity and Marketing – Monica Kriese: There are a couple more changes to the brochure, cue to last minute changes, dates etc. A proof will come out this week. There will be a change to the tickets this year. They will be perforated so that we have a stub for better accountability and all information about seat number, date and type of ticket will be on the tear off part that is collected by the ushers. This will make it easier to do the nightly reconciliation.  
Please note that it is important to make sure that sponsorships are in place for one production before trying to sell the next production, out of fairness to the current production. Denise has expressed an interest in doing the program sales with Cilla, if we need the help. It will not be necessary this year to pay anyone to do this. At a future time we may look in to paying a small honorarium to someone with experience who is willing to take charge of grant applications, sponsorships and advertising.
- Building, Rentals, Costumes and Ozone Report – Cilla Budda:  
Open house: Directors and Improv will be participating.  
Fall Fair Parade: A small and enthusiastic group of people participated. The information packages ran out before the end of the parade route. Next year the fliers will be handed out separately from the candy.  
Christmas Production: Discussion on whether future Christmas productions should be treated as mainstage productions. Discussion tabled until spring when the artistic committee brings out the 2012/2013 season.

Meeting adjourned 8:30pm. Next Meeting Tuesday, October 11, 2011 7pm, Shuswap Theatre lobby

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

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