



Table of Contents

Minutes of 2016 AGM	2
President's Report.....	4
Treasurer's Report and Financial Statements	5
Secretary's Report	13
Artistic Committee Report	14
Membership Report	15
Publicity Report	17
Scene Shop Report	19
Seniors Theatre Report	20
Sponsors and Patrons.....	21
Theatre on the Edge	22
Volunteer Coordinators Report.....	24
Building Report.....	25
Rentals Report.....	25
OZone Report	26
Candidates for Election to the Board	27

SHUSWAP THEATRE

Minutes for the ANNUAL GENERAL MEETING

September 27, 2016

The meeting was called to order at 7:00 p.m. by President Joyce Henderson.

The meeting started in the Green Room where Lois Higgins gave a brief history of Shuswap Theatre. Shuswap Theatre originally used a vacant hall in Tappen, which they were outgrowing when they heard about the old auto body shop coming on sale. The people, the City and the businesses of Salmon Arm came together to purchase and renovate the building Shuswap Theatre calls home today. She mentioned how hard everyone worked, that Newnes Machine donated the new steel beam for the load bearing wall and installed it and that the Salmar Theatre twice donated its used seats. Lois emphasized that without volunteers and the generosity of the City and its merchants none of it could have happened. Part of the funding was in the form of an interest free mortgage provided by the city and which was paid this past year. Everyone was called outside to watch Jean Angers explode the mortgage papers! Thanks Jean!

Joyce invited everyone to reconvene in the theatre to continue the meeting.

Patrick Benson reported there were 25 members in good standing present.

It was noted by Joyce Henderson that the agenda had been amended.

The President's Annual Report was presented. The members were advised that all the reports presented during the meeting were available on the website.

Kim MacMillan presented a special report from the board, in point form and projected onto a screen. Board members were invited to the stage in order to answer questions from the members.

Randy Brogden reported on the use of the budget allocated to the scene shop saying that a circular saw, a jig saw and some small tools had been purchased and that he is using the funds judiciously. He mentioned that with the capacity to store set pieces in the Big Steel Box it is easier for him to reuse flats and save money.

Joyce Henderson gave a summary of *Sansei: The Storyteller*, a show that will be presented by Mark Ikeda on September 30th.

Sherry Bowlby commented on the "Pay What You Can" nights, saying that the amount received per person has been greater than it would have been under the old half price night, and it offers an opportunity to people who have never attended live theatre before.

Marcus Smith reported on the improvements to sound equipment making our theatre more attractive to renters. He also spoke about the need for more sound technicians.

Lois Archer-Duell asked what we were doing to attract new directors. Julia Body replied saying that there had been a directors workshop but that the job of the Artistic Committee was onerous

and the committee was needing a couple more people to share the duties. The practice of having new directors present One Act plays has not resulted in more directors of full length plays.

Aidan Sparks questioned the Artistic Committee's workload and suggested a division of duties.

Cilla Budda asked if there were plans of installing a new stage floor. It is under consideration.

Sherry Bowlby presented a brief financial report and proposed budget.

Motion: That the financial report and proposed budget be accepted. Randy/Cilla. Carried.

Patrick Benson reported that membership has increased in all age categories.

Kim MacMillan reported on volunteer development saying there is an increase in people resources.

Nedine Scott reported on Laughing Gas, the Improv group saying there is a workshop with Mark Akeda on Saturday, October 1 at the theatre.

There was no verbal publicity report.

Motion to accept the 2015/2016 reports made by Judith Skelthorne/Patrick Benson Carried.

Julia Body conducted the election of the Board for 2016/2017. Hamilton McClymont was nominated before the nomination deadline on September 20, 2016. Our bylaws do not permit nominations from the floor. Althea Mongerson and John Coulson did not stand for re-election.

Motion: that the following members be declared elected to the Board by acclamation. John Henderson/Julia Body Carried. Joyce Henderson, Kathy Moore, Bea Kirkwood-Hackett, Sherry Bowlby, Glenda Marchand, Kim MacMillan, Hamilton McClymont, Marcus Smith make up the 2016/2017 Board of Directors, they will be elected to their positions at the October 12th board meeting.

Joyce Henderson thanked Christine Nash for the tremendous job she did raising \$5,500 through RBC work parties and grants. Two season passes will be given to Christine in gratitude.

Motion: A vote of appreciation to Althea Mongerson and John Coulson for their service over the past few years. Kim MacMillan/Aiden Sparks. Carried

The meeting was adjourned by Cilla Budda at 8:20 p.m.

Respectfully submitted

Bea Kirkwood-Hackett

Joyce Henderson

2016-17 PRESIDENT'S REPORT

We had a very successful year at Shuswap Theatre. Membership is way up and we accomplished many things.

- We started last fall by redecorating the lobby, bathrooms and green room.
- Bought and installed an Auris Loop hearing assist system
- Bought a new lighting board
- Had wonderful success with Mary Poppins, which sold out so fast we didn't need to advertise.
- Explored the idea of having a Technical Director and we are hoping to finalize this idea soon.
- Applied for and received several grants.
- Increased our sponsorship income significantly through our participation in the artsVest program which will provide matching grants for the increase
- Explored getting a new stage floor but instead repaired the one we have.
- Purchased a new projection screen.
- We were unable to produce the third play of the season but managed to re-mount "Jewel" in a limited run.
- Hosted a very successful OZone Festival which made a significant amount of money both for Theatre BC and for us.
- Had another very successful Theatre on the Edge festival.
- Established a committee to research new theatre seats and received a grant to begin buying them. Lots more info will be coming out about them.

A big thank you to all our wonderful sponsors and volunteers. Nothing could get done without you!

Looking forward to next year!

Kathy Moore

Treasurer's Report 2016-17

It has been a busy year for Shuswap Theatre! I think this is the first year we have had more than \$100,000.00 flow through our bank account. A large part of that was from the funds that came through Shuswap Theatre to present the OZone Festival here. Those funds are reflected in the Miscellaneous Income and Miscellaneous Expenses as OZone 2017. In the following year they cancel each other out, so that it is not actually money we got to keep.

Also in the following year, we have received a profit share from the Festival of \$6,720.00, which we do get to keep, so even though it doesn't show in the statements for this year end, we did make money, as well as having a chance to bring great theatre to our community.

With having to replace the final show for last season, we did lose income for that show, but the income from the wildly popular presentation of *Mary Poppins* more than made up for the lost revenue.

Our three Main Shows provide sufficient operating revenue, and we are, as always, grateful for the support we receive from the community in the form of grants for improvements to our space. This year we have installed the Auris Loop system as well as upgrading our lighting system and controls.

Respectfully Submitted,

Sherry Bowlby

Treasurer

Shuswap Theatre Society

Income Statement

July 1, 2016 to June 30, 2017

REVENUE

Notes

Administrative Revenue

Charitable Donations	1,490.00	
General Donations	2,404.00	
Total Donation Revenue		3,894.00
Community Grants	6,000.00	
Government Grants	5,105.00	
Total Grant Revenue		11,105.00
Interest Revenue		132.89
SCF Distribution		750.00
Memberships	2,910.07	
Total Membership Revenue		2,910.07
Total Administrative Revenue		18,791.96

Operations Revenue

Costume/Prop Rentals	345.00	
Facility Rentals	1,040.00	
Stage Production Rentals	3,165.00	
Total Rental Revenue		4,550.00
Bar Sales	1,977.90	
Concession Sales	2,913.35	
Event Sales	3,546.86	
Event Income Share	768.12	
Fundraising Revenue	1,010.75	
Total Sales Revenue		10,216.98
Total Operations Revenue		14,766.98

Production Revenue

Production Ticket Sales	51,619.28	
Season Ticket Sales	5,397.85	
Total Ticket Sales		57,017.13
Programme Advertising Sales	1,780.00	
Sponsorship Advertising Sales	3,350.00	
Total Advertising Sales		5,130.00
Total Production Revenue		62,147.13

Miscellaneous Revenue

Misc. Admin Revenue	0.00	
Misc. Operations Revenue	35.00	
Misc. Production Revenue	0.00	
OZone Festival	21,329.13	Transfer to OZone next fiscal yr
Total Misc. Revenue	21,364.13	

TOTAL REVENUE

117,070.20

Text

EXPENSE**Financial Statement Expenses**

Depreciation Expense	12,660.05
Total Financial Statement Expenses	12,660.05

Direct Production Expenses

Backstage Refreshments	942.78
Costumes	596.12
Rental Expense	0.00
Hair/Makeup	307.32
Lighting/Sound	1,941.66
Royalty / Rights	8,367.21
Props	326.61
Scripts	176.17
Set Construction	2,015.24
Set Decor	646.60
Revenue Share	6,355.65
Special Effects	661.85
2017 OZone Festival	346.00
Total Direct Production Expenses	22,683.21

Fees & Licenses

Gov't Fees & Licences	593.99
Ticket Agent Fees Expense	1,719.20
Vendini fees	3,869.00
Website Fees	189.00
Paypal Payflow	352.50
Credit Card Processing Fees	758.91
Total Fees & Licenses Expense	7,482.60

Financing Expenses

Bank Charges	0.00
Transaction Service Fees	0.00
Total Financing Expenses	0.00

Cast and Crew Development

Workshops	90.00
Total Cast and Crew Development	90.00

General Service Expenses

Security Services	307.50
Cleaning Services	2,672.20
Contractor Services	3,956.21
Courier/Freight	9.10
Garbage Service	653.81
Photocopying Service	48.78
Stationery Services	75.12

Repair Services	251.13
Inspection Services	218.50
Snow Removal Service	330.00
Total General Services	<u>8,522.35</u>

General Supplies Expense

In-House Photocopies	598.59
Cleaning Supplies	402.74
Costume/Prop Room Supplies	0.00
Food/Beverage Serving Supplies	138.32
Food/Beverage Stock	1,735.37
Bar Liquor Stock	1,121.58
Theatre/Office Equipment	219.15
Postage	91.68
Safety/First Aid Supplies	15.14
Stationery Supplies	459.70
Storage Supplies	55.55
Furniture & Fixtures	3,576.58
Ticket Stock	344.70
Kitchen/Washroom Sundry Supplies	213.92
Fundraising Expense	339.77
Total General Supplies Expense	<u>9,312.79</u>

Insurance Expense

Commercial Insurance	3,708.00
Other Insurance	0.00
Total Insurance Expense	<u>3,708.00</u>

Lease/Rental Expense

Equipment/Tool Rentals	70.00
Facility Rental	0.00
Equipment Leases	0.00
Photocopier Lease	2,136.96
Total Lease/Rental Expense	<u>2,206.96</u>

Maintenance Supplies Expense

Electrical Supplies	944.09
General Repair Supplies	536.71
Paint Supplies	467.43
Plumbing Supplies	269.28
Small Maintenance Tools/ Equipment	0.00
Total Maintenance Supplies	<u>2,217.51</u>

Membership & Dues Expenses

Business Dues	0.00
Community Memberships	163.12
Industry Dues	336.00
Total Membership & Dues Expense	<u>499.12</u>

Professional Service Expenses

Accounting & Legal	1,247.92
Consulting Services	0.00
Personal Service Contracts	7,385.00
Printing & Design Services	342.86
Website Services	0.00
Total Professional Services	8,975.78

Promotional Expenses

Season Brochures (allocation)	0.00
Catering	458.06
Donations	0.00
Foyer Display	147.51
Meals/Entertainment Expense	392.37
Media Advertising	1,702.16
Misc. Promotional Expense	1,124.20
Novelties/Decorations Expense	0.00
Photography	0.00
Posters (season allocation)	654.27
Programmes (allocation)	1,802.38
Travel Expense	100.00
Total Promotions Expense	6,380.95

Utilities & Tax Expenses

Heat - Gas	1,648.37
Hydro	5,593.20
Telephone/Internet	1,880.21
Water/Sewer	366.21
Frontage Tax	203.00
Total Utilities and Tax Expense	9,690.99

Miscellaneous Expenses

Misc. Admin Expenses	0.00
Misc. Operations Expense	150.00
Misc. Production Expense	0.00
2017 OZone Festival	16,409.47
Total Miscellaneous Expenses	16,559.47

TOTAL EXPENSE

110,989.78

NET INCOME

6,080.42

Shuswap Theatre Society

Balance Sheet As at June 30, 2017

ASSETS

Current Assets

			<u>Notes</u>
SASCU - Chequing	12,542.35		
SASCU-Gaming	0.55		
SASCU - Savings	50,817.19		capital expense reserve
SASCU - Patronage	64.84		
SASCU - Shares	174.86		
Total Bank		63,599.79	
Petty Cash Funds	100.00		
Cash Floats	700.00		
Total Cash on Hand		800.00	
GST Receivable	-142.10		
Total Receivables		-142.10	
Total Current Assets		64,257.69	

Capital Assets

Land		50,000.00	
Building	97,663.76		
Building Depreciation	-68,864.96		
Net Building		28,798.80	
Electrical - Wiring & Lighting	33,017.58		
Electrical Depreciation	-23,917.20		
Net Electrical Hardwiring		9,100.38	
Sound System	12,427.66		
Sound System Depreciation	-9,181.63		
Net Sound System		3,246.03	
Renovations	114,514.57		
Renovations Depreciation	-79,615.39		
Net Renovations		34,899.18	
Equipment	43,037.87		
Equipment Depreciation	-39,781.03		
Net Equipment		3,256.84	
Furniture & Fixtures	59,806.74		
Furniture & Fixtures Depreciation	-57,317.64		
Net Furniture & Fixtures		2,489.10	
Costumes & Props	9,092.57		
Costume & Props Depreciation	-8,323.68		
Net Costumes & Props		768.89	
Computer Hardware	2,656.76		
Computer Hardware Depreciation	-2,229.30		

Net Computer Hardware		427.46
Computer Software	1,232.41	
Computer Software Depreciation	<u>-1,232.41</u>	
Net Computer Software		0.00
Big Steel Box	4,380.00	
Big Steel Box Depreciation	<u>-1,773.90</u>	
Net Big Steel Box		<u>2,606.10</u>
Total Capital Assets		<u>135,592.78</u>
TOTAL ASSETS		<u>199,850.47</u>

LIABILITIES**Current Liabilities**

Accounts Payable	<u>0.00</u>
Total Current Liabilities	<u>0.00</u>

Long Tem Liabilities

Mortgage Payable	<u>0.00</u>
Total Long Term Liabilities	<u>0.00</u>

TOTAL LIABILITIES	<u>0.00</u>
--------------------------	-------------

EQUITY**Retained Earnings**

Retained Earning - Previous Year	193,770.05
Current Earnings	<u>6,080.42</u>
Total Retained Earnings	<u>199,850.47</u>

TOTAL EQUITY	<u>199,850.47</u>
---------------------	-------------------

LIABILITIES AND EQUITY	<u>199,850.47</u>
-------------------------------	--------------------------

Generated On: 14/09/2017

Financial Report for 2016-17 Productions

Shuswap Theatre

Income	Mary Poppins Fall 2016	Stereotype High Winter 2017	Jewel Spring 2017	
Donations				
Grants				
Ticket Sales	26,424.00	9,986.98	657.50	
Season ticket share	525.00	525.00	524.00	adjustment for 2017
Programme Ads	593.00	593.00	594.00	OZone exchange to come
Sponsorships	2,000.00	1,350.00		
Misc Income				
Total Income	29,542.00	12,454.98	1,775.50	
Expenses				
Backstage Refreshments	194.86	302.15	221.90	
Costumes	719.88	352.57	9.40	
Hair/Makeup	290.32			
Lighting/Sound	104.69			
Royalties/Rights	7,232.58	856.75	277.88	
Props	230.08	397.62		
Scripts	13.40		162.77	
Set Construction	1,107.53	448.05		
Set Décor	487.10	81.58	30.00	
Special Effects	731.85			
Photography				
Ticket Agent Fees	935.86	361.83	37.80	
Ticket fees-Vendini				
Ticket fees other				
Photocopy	19.91	23.89	9.00	
Stationery supplies	25.00			
Equip/ Tool rental				
Space rental				
Catering	98.08	202.35		
Foyer display	4.44	143.07		
Media Advertising	125.46	1,371.70		
Misc Promo expense	62.79			
Posters	298.34	19.21		
Programmes	1,326.13	77.25	219.00	
Travel	100.00			
Misc Expense		5.00		
Expense Total	14,108.30	4,643.02	967.75	
Profit(Loss)	15,433.70	7,811.96	807.75	

Secretary's Report – 2016-17 Season

12 September, 2017

Following the 2016 Annual General Meeting, the Board appointed Glenda Marchand as Secretary. Ms Marchand resigned and on February 15, 2017, the board appointed Hamilton McClymont as Secretary.

The Board met monthly through the year, usually on the third Wednesday of each month. One special board meeting was held jointly with the Artistic Committee on March 7, 2017. Minutes of all meetings were posted to the Shuswap Theatre website.

<http://shuswaptheatre.com/resources/minutes/> Copies are retained in the Minute Book by the Secretary.

A new BC Societies Act came into force November 28, 2016. Pre-existing societies were given a two year period to come into compliance with the new act. At its meeting May 16, 2017, the Shuswap Theatre board determined, that as the Society's bylaws had been extensively revised in 2014, no changes would be made at this time, other than those required by the new Act. The Secretary presented a report on the transition to the meeting of the Board on June 21, 2017, noting that if no changes were being made to the bylaws, the Society need merely file its transition documents, which the Board authorized him to do. The transition documents were filed September 9, 2017, and accepted by the provincial registry. Shuswap Theatre Society is now in compliance with the new BC Societies Act.

All filings required by the provincial registry of societies and Canada Revenue Agency are complete and up to date.

Submitted by Hamilton McClymont

2016-17 Artistic Committee Report

We had a very successful 2016/2017 season, although it was also one of our most challenging ones.

The season kicked off with *Mary Poppins* directed by Kim MacMillan. Musicals are always a big undertaking, and this show had one of the biggest casts and crew ever involved in a Shuswap Theatre production. Although we had sell-out audiences almost every night (which demonstrates how popular musicals are with our audiences), the demands on the cast, crew, and designers were significant. That said, this was a very successful show and had many people talking.

The second show of the season was *Stereotype High* directed by Julia Body. The Committee had made a conscious choice to offer more opportunities for young people to be involved in our productions, and we were very pleased to have more than 20 teens come out to audition. There were also many youth on the crew. There was agreement among the Committee to continue to focus on opportunities for youth in the subsequent seasons.

Unfortunately, after our best intentions and efforts to do so, we were unable to cast our third show, *After You*. After much deliberation, the Committee recommended that no third show be offered during the spring time slot, and instead, the company focus its efforts on the hosting the upcoming Zone festival. Many hours of discussion went into this difficult decision. Time constraints, the demands of the Zone Festival, and company resources (human and other) were all factors in this decision. The Committee learned from this experience, and these lessons will guide us as we continue.

The Committee went through some changes over the summer. After many years of dedicated service, James Bowlby retired from the Committee. We had several brainstorming sessions in which we outlined short and long term goals. These include continuing to involve more youth, offering opportunities for mentorship in production and technical areas, offering more skill-building opportunities for actors and directors, and offering opportunities for more members to become involved through small-scale projects, such as workshops, radio plays, or staged readings.

Finally, the Committee spent a great deal of time considering what kinds of plays would both please our audiences, as well as permit our company to grow. As always, this requires taking into consideration audience taste, company capabilities in terms of talent and skills, financial requirements, available time, and artistic merit. It is a complex task, which requires careful planning and close consultation with the Board and our membership. As always, the Committee welcomes suggestion, feedback, and input from the public. The more ideas, the merrier.

The Committee thanks the Board and the membership for their continued support.

Astrid Varnes, Aidan Sparks, Julia Body

Membership Report September 15, 2017

The following are some comparisons with the membership on August 15, 2016 and August 15, 2015. This is not a very fair comparison as this year the figures are for a month later than in the two previous years and more people have renewed their membership for the 2017 – 2018 year. However the trend is in an upward direction. Great stuff!

Number of Members by Category

Category	2017	2016	2015
Individual	151	138	96
Family	(8) ²	(6) ²	28 ¹
Youth	17	5	7
Life	19	14	12
Business or Non-profit	5	9	8
Associates (other organizations)	7	7	7
Honorary Life Members	11	11	12
GRAND TOTAL	210	184	170

¹ In 2015 the figure given under the 'Family Category' was the actual number of people in those families

² In 2017 and 2016 the number of families in the 'Family Category' is shown in brackets but all actual members in the family have been added into the 'Individual Category'.

Number of Individual Members by Age

Age	2017	2016	2015
0 - 17	27	14	20
18 - 29	10	10	9
30 - 39	14	7	6
40 - 49	15	23	21
50 - 59	35	27	21
60 +	91	73	67
Not Provided	6	13	10
GRAND TOTAL	198	167	154

This Grand Total does not include Business, Non-profit or Associate members.

Business or Non-profit Members September 15, 2017

- Fin de Fiesta (Lia Granger)
- Shuswap Kids Arts (Michelle Atkins)
- Shuswap Society for the Arts and Culture (Jake Jacobson)
- Voice of the Shuswap (Jeanette Clement)
- Jazz Salmon Arm (Dick Jordan)

Associate Members

Asparagus Theatre

- Kamloops Players
- OZone, Theatre BC
- Powerhouse Theatre
- Revelstoke Theatre
- Shuswap Arts Council
- Theatre Kelowna

Honorary Life Members

- Phil and Lesley Gibbs
- Sandra Heal
- Jake Jacobson
- Glory Kinoshta
- Anne Marsh
- Ralph Owens
- Lyle and Jane Petch
- James Bowlby
- Cilla Budda

Submitted by *Patrick Benson*
 Membership Secretary
 September 15, 2017

Publicity Report – 2016-17 Season

8 September, 2017

After some years of dedicated service, last September Althea Mongerson retired both as a member of the board and as Shuswap Theatre's publicity head. Althea has our enduring thanks for having established a publicity operation that has stood the theatre in very good stead.

Mary Poppins

"Mary Poppins", the first production of the season, sold out two weeks before opening (a rare and invigorating experience), and so the lack of a publicity leader was scarcely noticed. Shuswap Theatre's website, Facebook and newsletter, "The Prompter", were all that were needed to promote the show. Media people called asking for interviews, in an interesting reversal of the norm.

Stereotype High

It was with "Stereotype High" that the publicity leader was missed. Julia Body, director of the production asked the board to find a publicity person; Hamilton McClymont offered to develop a plan and help implement it. The plan set the goal of selling 600 tickets worth \$9,000, and spending \$1,800 to achieve this.

Two media releases were issued for "Stereotype High", a general one and another featuring the youthful members of the cast. Posters were distributed, rack cards placed at Askews and Dough Boyz Pizza. Print ads were designed and displayed in The Salmon Arm Observer, Friday AM, and Enderby Rivertalk. Interviews were arranged on Voice of the Shuswap.

In addition to our own social media efforts (website, Facebook and The Prompter), Shuswap Event was contracted to expand our social media reach. Shuswap Event produced two video ads as well as an opening night video collage and posted them, along with about twenty other posts on their social media platforms, as well as ours.

As is turned out, ticket sales of 658 (plus Thursday "Pay What You Can" attendance of a couple of hundred more) exceeded forecast, producing revenue of nearly \$10,000, more than enough to offset increased publicity spending of about \$300.

After You/Jewel

In March, Shuswap Theatre's Artistic Committee recommended that the planned production of "After You" be cancelled due to difficulty in casting. "Jewel", a remount from two seasons earlier, replaced "After You" for a limited number of performances, and became Shuswap Theatre's entry in the 2017 OZone Festival. Media releases covering the cancellation of "After You" and the revival of "Jewel" were distributed through local print, electronic and social media.

2017 OZone Festival

Shuswap Theatre hosted the 2017 Theatre BC Okanagan Zone Festival. Participants in the Festival were Asparagus Theatre (Armstrong), Powerhouse Theatre (Vernon), Fred Skeleton Theatre (Kelowna), Theatre Kelowna, South Okanagan Amateur Players (Oliver), Crimson Tine Theatre (Princeton) and Shuswap Theatre. Joyce Henderson and Bea Kirkwood-Hackett, co chairs of the Festival Committee, were responsible for all aspects of festival organization, including publicity, and recruited McClymont to

develop a plan and coordinate its implementation. Attendance was forecast at 600 and revenue at just under \$10,000 based on a publicity budget of \$5,500.

The plan relied on media releases distributed not only to local media, but to media in the towns and cities of the participating companies as well. The companies encouraged their local media to promote the Festival, with some success. Five releases in all were published, focusing in turn on Shuswap Theatre's entry, on the Festival overall, on the Canadian playwrights whose work was presented, on the participating companies, and on the award winners. Larger than usual ads were placed in the local print media. Festival posters were produced and distributed, and a Festival brochure was developed which became a handy ticket ordering tool. Radio interviews were featured on Voice of the Shuswap and CBC One.

Again, Shuswap Event supported and enhanced our social media efforts producing a video ad for "Jewel", video slideshows, a video interview and publishing individual posts about each of the festival productions on its social media platforms. Social media reach doubled over that achieved by "Stereotype High".

Ticket sales, at 81%, were better than forecast, and produced revenue of over \$10,000. Participants were pleased with the publicity support and the good houses.

Contributing to the success of the publicity effort this past season were

- Lisa Bennett – designer; brochures, posters, programs
- Paula Shields – Producer, "Stereotype High"
- Joyce Henderson & Bea Kirkwood Hackett, Co-chairs, 2017 OZone Festival
- Kim MacMillan – website, Facebook
- Susan MacMillan – The Prompter
- Cilla Budda – poster distribution
- Roxy Roth – Shuswap Event

and Althea Mongerson, who willingly provided information and advice along the way. We thank you all.

2017-18 Season

For the coming season ("Romeo and Juliet", "Opening Night" and "Perfect Pie"), the publicity effort will be led by McClymont and Paula Shields. Returning with their special expertise will be Lisa Bennett, Kim and Susan MacMillan, and Roxy Roth. So far, we've produced a rack card (which first appeared at Roots & Blues) and a season brochure (debuted at Fall Fair). We look forward to working together to generate an enthusiastic response (and strong ticket sales!) to what will be an excellent season.

Submitted by Hamilton McClymont

Scene Shop Report

The 2016 – 17 theatre season did not disappoint theatregoers for variety and talent. “Mary Poppins” and “Stereotype High” brought in new and quite experienced people to help give the shows life in terms of set design and set construction. “Jewel” was excellent on its own with a minimum set and no construction at all.

Several small projects were completed in the theatre, using materials bought by the individual parties. I built the pieces at Shuswap Theatre for the workspace (off the edge of the stage) and the saws in the scene shop. The drama class at the Jackson campus had a door set built for continued future use. Two set pieces were built and taken apart for one of the “Theatre on the Edge” productions. An outdoor stage was also constructed for the entertainment during that weekend. I also built a bar for the RJ Haney dinner theatre production of “The Royal Tynemouth Operatic Society”.

The Big Steel Box has continued to prove its worth, storing a number of risers, many doors, and quite the selection of steps/stairs from previous productions. Future set designers, directors and builders need to remember to see what is in there that may be useful for their upcoming productions.

The equipment has been holding out well over the last year. The table saw is functioning well, but the mitre saw needs some tinkering with it before a busy season begins. The Makita drill/driver set has done well, but more good quality bits/screw heads need to be purchased. The scene shop is almost exclusively Robertson headed screw country.

I am still recycling and re-using the screws for the sets, as well as whatever lumber, plywood, skins, and other items that survive the play and the frustrations of teardown after a run. I have stopped (as much as I can) from putting wooden set pieces (lumber) in the dumpster after their lives are finished. I haul the pieces to the landfill so they can be put in the proper bins for recycling or whatever they do with it. These charges will be part of the production costs of the show.

There seem to be a number of persons interested in helping with set construction and possibly set design. I hope you will come out to help, and will not be disappointed with your theatre experience.

If you have questions, please ask me at the meeting or email me at randy07b@shaw.ca.

Randy Brogden

Ida and Old Baldy's Seniors' Theatre

Peter Blacklock started Seniors' Theatre in 2012 with two groups in Blind Bay and Salmon Arm. Then in 2013 Shuswap Theatre received a grant from the federal New Horizon programme. This grant was used to make the dressing room bathroom wheelchair accessible and to hire Peter to develop a model for a Seniors' Theatre programme that would be self-sustaining and to develop a handbook, available on line, that could be used by any community to start their own Seniors' Theatre group. The handbook and other resources are available at <http://seniorstheatre.ca>.

Peter led the Shuswap Theatre group, SPLATT (Seniors Playing AT Theatre), for the first 2 years. Astrid Varnes led the group the next year, then this past year various members took turns leading each session.

Every Tuesday morning from 9.00 to 11.00 from October to April approximately 20 people (some are seniors) come together to laugh, stretch their creativity and comfort zone, challenge their brains and make friends. Sessions include theatre warm-ups and games, the telling or writing of stories, preparing and sharing scripted or original scenes. The goal of each session is not performance but the process of creating, laughing and reminiscing together. Some of the participants joined with the Blind Bay Seniors theatre group to perform a play for Theatre on the Edge in July.

Submitted by Joyce Henderson

Sponsors and Patrons

Shuswap Theatre Society is very fortunate to be supported by a number of community minded businesses and individuals. Their support is very important to us. Please make use of their goods and services when you can as an expression of thanks for their support of the arts. These are the local businesses and individuals who have sponsored a festival or show during the 2016-17 season.

OZone Drama Festival

Festival Sponsors

- Askew's Foods
- Salmon Arm Savings and Credit Union
- City of Salmon Arm
- Prestige Harbourfront Resort
- Shuswap Park Mall (W. H. Laird Holdings)
- Shuswap Community Foundation
- Canada 150

Individual Performance Sponsors

- Copper Island Fine Homes
- Shuswap Tourism (Columbia Shuswap Regional District)
- Ian Gray's Salmon Arm GM

Programme Advertisers

- Canadian Tire
- Hanna and Hanna Orchards
- Shuswap Society for Arts and Culture
- Dinoflex Manufacturing
- CIBC
- Salmon Arm Stationery

Season Sponsors

Gold

- ARRO Woodheat Services

Silver

- Salmon Arm Savings and Credit Union
- Fabricland
- Drew Lee-Hai and Associates
- ShuswapEvents.com
- Wynne and Company
- Shuswap Family Resource Centre
- Proair Heating and Cooling
- Salmon Arm Savings and Credit Union
- Fabricland
- Drew Lee-Hai and Associates
- ShuswapEvents.com

Bronze

- Evan Buhler Photography
- Linda Rohlf's – Remax Shuswap
- Dr. Elizabeth Kovalcik
- Huyter House of Costumes
- Flowers by Fimmy
- Wildwood Flower Emporium
- Destination 246 Hair and Spa
- Direct Drive Training (Lisa Bennett)
- Wickett Business Services
- Hilltop Toyota

Patrons (non-business contributors)

- Al Neale and Beryl Heidan
- Nina Dickins
- Thomas Preston

Theatre on the Edge 2016

Final Report

The second year of any event, especially when the first year was as successful as Theatre on the Edge, is haunted by the question - Can we do it again? The answer was clearly a resounding 'yes!' Not only did we pull it off again, but the audience grew by about 30% and the feedback from attendees was positive, almost rapturous. We have clearly discovered a need just waiting to be filled.

Mamahood - Saturday, July 16

This year, through a grant from Playwright's Guild of Canada and the Canada Council, we were able to hold a kick-off event the weekend before the festival. The idea was to present a free theatre event, publicize the festival, and sell tickets and passes. *Mamahood: Turn and Face the Strange* was a one-woman play reading presented by Nicolle Nattrass and her friend/technician Florence Ballard.

Technical

Stage/Venue Manager - Mike Nash, Sound Operator - Marcus Smith, Lighting Operator - Ann Skelhorne, Technical Assistants - Monica Gignac, Joy Peters, Festival Lighting Design - Jean Angers

Once again, the technical side of the festival ran exceptionally smoothly. Mike gave groups 90 minutes for tech instead of the 60 provided last year, and most groups found that to be completely adequate. All shows but one ran on time. Kudos to Marcus, Mike and Ann for their diligence and attention to detail.

Edge Club/Concession/FOH/Entertainment/Decorating

Music Booking - Joyce Henderson, Concession - Judith Skelhorne, Bar - Teresa McKerral, Décor - Lois Archer-Duell, Front of House - Pat Larmand

The Edge Club was once again a key part of the festival. From the first show at 3 pm on Friday, people inhabited the relaxed and animated space between and during shows, and met and visited with friends and performers. The live music was a huge part of creating that 'buzz' that we have always envisioned for the festival. More than one person told me that alternating the plays with live music was a really important part of creating that atmosphere.

This year Lois Archer-Duell volunteered to decorate the front of house area. Outside and inside looked much more pulled together and inviting.

Once again this year the food truck/vendor organization was challenging, as the food truck that Joyce had booked earlier in the year dropped out unexpectedly in June. Our food concession was much more streamlined this year. Wine from Marionette sold very well and people appreciated having the choices of beer on tap or bottled as well as cider.

Box Office

Vendini Master - Kim MacMillan, Ticket Sales - Glenda Marchand

This year we sold a total of 1011 tickets, a 32% increase over 2015. The actual average of seats sold per performance was 72, higher than the budgeted number of 60, meaning that box office revenues were higher than projected. Shuswap Theatre's share of the box office increased by 28% over last year.

There was a slight increase in ticket fees which added up to 16% of the total gross box office. I would like to see if we can reduce that percentage for next year. 50% of our sales were at the door, meaning that we have the opportunity to bypass Vendini and its charges for simply printing tickets, as long as payment is by cash. The Vendini package system worked much more smoothly this year, reducing wait times (and frustration!) for patrons at the door.

Publicity/Promotion

Website - Kim MacMillan , Email/Prompter - Susan MacMillan , Publicity - Jaci Metivier

Publicity is always a very large component on the immediate pre-festival organization. This year we paid for 2 advertisements; one in the Shuswap Tourism yearly brochure, and one in the Ozone Festival programme.

This year the first promotional item to be released were attractive rack cards on glossy card stock. I got a good price for a large number, and was able to spread them far and wide. With information about each show as well as performance times and ticket info, they were very effective and easy to use.

We were very happy to have support from ShuswapEvent.com immediately before and during the festival. They are quickly becoming an important place for people in the Shuswap to get information about what's on in real time through a variety of social media platforms. Our Facebook page was a key way to get out our information, and in combination with traditional media releases, posters and other printed materials we were able to get good local coverage.

Financial

We were fortunate to receive sponsorships from SASCU, and from the City of the Salmon Arm (through the Community Foundation). It was wonderful to have the enthusiastic support of Marionette Winery this year. They provided their wines to us at a discount in exchange for a small display beside the bar and promotion through signage and social media. They were very happy with how it went and have already asked to be a sponsor next year.

We managed to just break even this year. Ticket revenues were of course higher than budgeted this year and were matched by a small increase in the payments to artists. Much of the increase in gross ticket revenue was absorbed by convenience fees.

For next year, I will be looking into ways to increase revenue such as other grants and sponsorships, increasing ticket prices, changing our percentage of ticket sales etc.. to give us a little more financial 'wiggle room'.

Jaci Metivier
totefestival@gmail.com
250-833-6676

Volunteer Coordinator Report

The volunteer database continues to be a significant asset to Shuswap Theatre. Paula Shields and I continue to manage it, with me keeping the database and Paula following up submitted forms by phone. Sixteen people completed the questionnaire during the 2016-17 fiscal year.

There are challenges to the system. We don't have a really good way of deleting older submissions when, as far as we know, the people have not become involved. When people who have been on the list for some time have been contacted they have not replied, which can be for a variety of reasons, so it is difficult to know whether they should be removed. We are reaching the point where we will need to remove people if they do not confirm their continuing interest by email.

A second challenge is that simply completing the questionnaire is not a guarantee that a person will be needed to help in one the ways they have indicated. If this does not happen, then it can be a turn off, though we do explain to people that they need to be proactive and not just wait for a call. Each person is put on the Prompter list and should therefore be informed of what is coming up and able to step forward. Those interested in acting are informed of the audition process.

In spite of these challenges, we believe the questionnaire and database is a helpful way to get new people involved and has resulted in acquiring some very gifted members.

Submitted by Kim MacMillan

Building, Rentals, Costume Room and O-Zone Reports

BUILDING REPORT

Improvements have occurred over the past year; painting of the bathrooms, lobby and green room spearheaded by Doreen Rollheiser, resulting in a much brighter entry and green room. New new bathroom fixtures were installed, good-bye to our vintage urinal!

We have had most of the fluorescent lights up-graded to LED including the stage work lights thanks to Marcus and Inskip Electric who completed the job. The lobby lights have been fixed but we still need to get a new fixture above the front doors inside that will provide better lighting in that area. The new paint colours do pick-up the colours of our Stained Glass fixture, which was commissioned for the building opening in 1980! I would also like to have the dedicated work spot redone that are on the stage that used to be halogen; it makes hanging blacks on stage so much better and easier.

The alarm system was serviced and up-dated by the new owners of the business – Graydon Alarms. We also installed a new code for it after using the old one for so many years. I will be in-touch with them soon as we have been having issues with the odd thing. Also new contacts need to be established for emergency call outs besides myself, as Marcus has left and so has James retired from the job.

General maintenance such as fire extinguishers, sprinkler system, furnace and air conditioner servicing have all been done. Finding a new plumber/gas fitter was a job but I believe I have found a reliable fellow in Matt Chursky.

I plan to repaint the scene shop doors and the electrical room before Romeo and Juliette and also adjust the pneumatic closures and reinstall the one on the scene shop door.

This past year (2016) I contacted the folks who could clean and fire proof our blacks, they are located in Vancouver. These are the industry professionals approved by the insurance companies. We could really use a 2x8' and 1x 12', to at least have 6 nice ones when required. Two of our 8' blacks have paint on them and one of the 12' ones does also. They are all damaged in some way and we should consider getting new ones.

The vacuums are all working, especially since I un-plugged the power outlet (lower) of the built-in. PLEASE, everyone check the bags if you use any of them and remove anything that seems to be blocking the intakes!! I am always amazed that the built-in's motor has not burned out!

It would be nice to replace our marquee and have the awning professionally cleaned, as it is in great need of it. I can only do so much with a hose nozzle set on the jet mode. Someone needs to get up on a scaffold or cherry picker with a scrub brush and cleaner and attack the moss that has moved in on parts of it. The awning has served us well! A vote of thanks goes to Joyce and crew for their spring cleaning bee, especially the seats.

RENTALS

Rentals continue to come in; we seemed to lose a few to the Handmade Space this year; but it has now shut down to that purpose so we may see folks like Ted Crouch asking to rent again. It is always a juggling match to fit folks in with our calendar. Fin de Fiesta was back for the third year, also Roots and Blues and they both love the facility for performances. Edge Fest was also held again. The Songwriters series is also back and would like to continue

renting when at all possible. We also had Michelle Atkins Kids Art and Drama back again this summer. The Biggest area of concern is finding a qualified sound operator for our equipment, now that Marcus is off to school. A few names have surfaced and hopefully we can secure a few as there is always a need for musical groups to have a tech available. A lighting person is usually available if Jean is away or otherwise engaged. We do have a few options there.

Unfortunately, we lost a few rentals this past spring, before we knew there wouldn't be a regular production. We did however make up for lost revenue with hosting the Zone Festival in May.

COSTUMES

Rentals are down; but we have had few larger ones, Julia Body's school production and Karen Huyter for the Kelowna Opera. We also were able to costume a lot of Mary Poppins from our closet also, with the bulk coming from other sources, namely the Vernon production. I am still in the process of culling and will continue to do so especially after the ice jam on the roof caused the flooding of the room upstairs. Had to throw some items away. I hope that if things get donated that I find out where and who they came from, so I can thank them. I continue to provide items for the Piccadilly Mall functions, i.e. Remembrance Day and the rabbit suit for Easter. I have been turning down anything but; vintage, true costume pieces or men's dress wear as those are harder to come by now. I have sent off six very large boxes of just clothes/shoes to Big Brothers/Sisters as the local thrift stores are bulging.

O-ZONE

The festival was a big success, thanks to the hard work of the committee headed up by Joyce and Bea. The adjudicator, James F. Tait thoroughly enjoyed himself and so did the actors and audience he adjudicated. The coffee critics each day were very well attended. Mainstage was held in Vernon for the first time, it too was very well organized and attended by members and the public alike. It was put forward as the host again the Festival in 2018. Our Fred Skeleton theatre company took home the runner-up trophy for best play, they also received other awards. Here at Zone they had some good competition but; still came away with the Best Play and several other awards. Shuswap Theatre's Kaitlyn Hunter received a special Merit award for her role in 'Jewel' and praise from James for a job well done in a one hander play. On another note we still continue to need an applicant for the Steve Heal memorial scholarship of \$750 that is from the Zone and is available every September to anyone young or old that is heading off to theatre school or university to study some aspect of theatre; both acting or technical. For the first time this Zone festival, we had a musical compete, 'Raft' from under the auspicious of Theatre Kelowna, a very ambitious project that was going to workshop with James Tait this September and remounted, he has a lot of musical experience and we quite impressed by their efforts. As always clubs come and go both in the Zone and the Province and we in the Okanagan are still blessed with strong groups, a few of the Zones have not been able to host a festival due to lack of clubs remaining or wishing to compete, of note the Vancouver Zone has not attended lately due to no festival there also south Island zone and our own Kootenay Zone. It is a shame to loose groups for one reason or another.

Respectfully Submitted – Cilla Budda

Candidates for Election to the Board of Directors

The following people, in alphabetical order, have agreed to stand for election to the Board for the 2017-18 season.

Sherry Bowlby has been involved with Shuswap Theatre since sitting in the gym at J.L. Jackson Jr High to watch *Fiddler on the Roof* way back when, and a few plays at Tappen prior to the grand move into our present location. Since then she has been involved as audience for most shows, painter, dress maker, stage manager, lighting and sound operator, actor, Board Member and treasurer. She continues to be delighted by the magic we can create in our modest venue with our very modest budget, and would be delighted to help make that possible for another term.

Monica Gignac was appointed to the Board in 2016. Her first production with Shuswap Theatre was as Assistant Stage Manager with the production of *The Odd Couple*. A good organizer, she has since worked behind the scenes and on stage during a number of shows. She looks forward to working on the Board to help make 2017/2018 a fantastic season.

Bea Kirkwood-Hackett has been on the Shuswap Theatre Board of Directors for three years. She would like to be part of the Board for the 2017/18 year to work with and support the folks who make this theatre thrive. She is producing the February/March production, *Opening Night*, and wants to participate more with future productions. She notes that there is a lot of work involved in putting on a show and that more people are needed than those on the stage. She thinks that it is important theatre members be encouraged to get involved.

Kim MacMillan is a thirty-nine year member of Shuswap Theatre who has served on the Board for the past nine years as a director, vice president and president. Besides a passion for excellent theatre his professional background in the Applied Behavioural Sciences gives him an understanding of effective leadership and knowledge that makes for a healthy and dynamic organization. He believes that "good enough" is never good enough and that we should strive for constant improvement both artistically or in terms of our human and physical capabilities. He also believes we should never stop trying to make Shuswap Theatre a welcoming, friendly place that people will love to come to.

Hamilton McClymont Following studies in theatre and history at Dalhousie University, Hammy toured Canada with the University Centennial Players and Nova Scotia with the Neptune Theatre in 1967. He joined the staff of the not-yet-open St Lawrence Centre for the Arts (Toronto) in 1969 and spent the next 45 years in performing arts and exhibition management and consulting. He returned to the stage in 2015 for a remount of *Death the Musical* at the Chester (Nova Scotia) Playhouse, and shortly thereafter moved to Salmon Arm. With the Shuswap Theatre Society, he has participated in a staged reading of James Bowlby's new play *Mary, Mary*, and played George Banks in the company's successful production of *Mary Poppins*. This past season he also helped with publicity on *Stereotype High* and the OZone Festival, and

served as a director and secretary. Hammy hopes to continue to work with Shuswap Theatre in the year ahead.

Peter Molnar has been a member of Shuswap Theatre for the past decade or so. He has often appeared on the stage and is usually a member of the set building crew. His perspective, from both onstage and off stage experience, will add to the Board's ability to understand the challenges around productions. Before retirement Peter headed a social work team which required leadership, quick thinking and problem solving skills as well as people skills. His experience serving on other nonprofit boards will benefit Shuswap Theatre.

Kathy Moore has been a director of Shuswap Theatre for the past two years, president for the last one. She loves the theatre and everything that goes into it. She especially enjoys producing and has produced several shows. She shares her enthusiasm with others and is a real advocate for Shuswap Theatre.

Tracy Nash became involved with Shuswap Theatre through a friend over 20 years ago. What amazed her was the gratefulness of all involved when all their hard work paid off and led to a successful production. Tracy always finds it a joy to see how theatre magic brings it all together for opening night. All the people involved - friends, neighbours, coworkers - transform themselves and the theatre for the performance. In the past Tracy has been a board member and has served as President. Tracy is not an actor or a director but loves live theatre and wants to see it continue in our community.

Paula Shields has always been interested in live theatre so when she moved to Salmon Arm in 2014 she immediately started volunteering at Shuswap Theatre. Since then she has been a producer, has worked on publicity and the volunteer committee, phoning new members. She did a great job as treasurer for the OZone drama festival in May. A volunteer for the City of Burnaby since 2004, she continues long distance phoning mobility challenged seniors to get their grocery orders, then passing that information on to a volunteer who does the shopping. Locally, she volunteers with Voice of the Shuswap radio, narrating e-books and is currently doing a documentary on Sally Scales. She is employed by the Shuswap Community Foundation. Paula loves theatre and community projects.