

Annual Report 2019 - 20

Annual General Meeting
September 22, 2020

The Wizard of Oz



A Red Plaid Shirt



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Shuswap Theatre Society – Annual General Meeting

Tuesday September 22nd, 2020 – at 7:00 P.M. held via Zoom

AGENDA

AGENDA

- . **Additions**
- . **Motion to Approve**

PREVIOUS MEETING MINUTES - September 24th, 2019. (for information only, approved by the board)

YEAR END FINANCIAL STATEMENTS

- . Treasurers Report
- . Motion to Adopt

ANNUAL REPORTS

- . President
- . Artistic Committee
- . Membership
- . Publicity
- . Scene Shop
- . Technical Director
- . Seniors Theatre
- . Laughing Gas Improv
- . Sponsors and Patrons
- . Theatre on The Edge
- . Building Rentals and Costumes
- . Front of House
- . Ozone Festival

NOMINATING COMMITTEE REPORT

ELECTION OF DIRECTORS

OPEN DISCUSSION ON THE 2020/2021 SEASON

ADJOURNMENT



Shuswap Theatre Society
Annual General Meeting Minutes
September 24, 2019 – 7:00 pm at the theatre

In attendance: Sherry Bowlby, Judith Skelhorne, Teresa McKerral, Karen Hoover, Mitch Stefanek, Julia Body, Norma Brooks, Ann Skelhorne, Vera Schreiber, Heather Stefanek, Nedine Scott, Susan MacMillan, Cilla Budda, James Bowlby, Jake Jacobson, Chris Iversen, Hamilton McClymont, Rob Taylor, Russ Nakonesby, Fred Green, Pauline Waelti, Peter Molnar, Pamela Dettwiler, Liz Kingdon, Astrid Varnes, Tracy Nash, Kim MacMillan, Gloria Cox.

1. Call to order – 7:05pm
2. **Moved to approve the agenda as presented.** Craig Massey/Teresa McKerral. Carried.
3. Previous meeting minutes, as approved by the board – for information only
4. Year End Financial Statement:
 - a. Treasurer's Report
 - b. **Moved to adopt the Treasurer's report with financials as presented.** Sherry Bowlby/Russ Nakonesby. Carried.
5. Annual Reports:
 - a. President's Report: Update, new ticketing service is now live and tickets sales are now open for Season Tickets purchase only until October 7th.
 - b. Artistic Committee Report: Details about the relaxed performance in the Wizard of Oz schedule were shared and appreciated.
 - c. Membership Report
 - d. Scene Shop Report
 - e. Technical Director Report
 - f. Laughing Gas Improv Report
 - g. Sponsors and Patrons Report
 - h. TotE Report
 - i. Theatre Building Report
 - j. Building, Rentals and Costume Room Report
 - k. Front of House Report
 - l. Okanagan Zone Report
 - m. OZone Festival Report

Moved to accept the annual reports as presented. Mitch Stefanek/Susan MacMillan. Carried

6. Moved that the Bylaws of the Shuswap Theatre Society be amended as follows:

1. **Article 2, MEMBERSHIP MEETING, subheading “Quorum”, paragraph 1 be amended to read:**

A meeting’s quorum is the lesser of ten voting members or 10% of the voting members.

2. **Article 3, DIRECTORS, Subheading “Election of Directors”, paragraph 2 be amended to read:**

a) The normal term of office will be two years.

b) The terms of individual directors will be adjusted periodically so that approximately half of the directors’ terms will expire each year. Thus some directors may serve a one year term.

c) The term of office for a director will commence at the start of the first monthly Directors’ meeting following the AGM in which the director was elected, and will expire at the commencement of the first Directors’ meeting following the AGM the following year, or two years hence, as the case may be.

d) Directors may stand for re-election upon the expiry of their term.

Teresa McKerral/Peter Molnar. Carried.

7. Nominating Committee Report

8. **Moved that the following people are elected as Directors by acclamation: Paula Shields, Joyce Henderson, Kim MacMillan, Tracy Nash, Sherry Bowlby, Julia Body, Craig Massey, Peter Molnar and Nedine Scott**

Teresa McKerral, Karen Hoover

8:23pm adjourned.

Treasurer's Report 2019-2020

To say this has been a challenging year would be an understatement! We had to do some quick calculating to figure out how to protect our organization through what was looking like a few years of business as anything but usual.

When the impact of the COVID-19 pandemic was realised, we had scheduled the roof replacement and replaced one of our three furnaces (\$57,871.42), and improved the communication between the lighting/sound booth with the dressing room (\$649.06). Since the roof was worn out, and leaking, we had very little option but to proceed with that expense.

We went into the year with a good bank balance, including a fund for capital expenses; we had to figure out how long we could make it last. We knew we could not produce our usual season of theatre, and that the income we would realise from anything we could produce, with the size of audience we are restricted to, might not even fully cover the expense of putting on a show. According to our forecast, we had enough money to last a year, and then some. But this pandemic is likely to affect entertainment venues longer than that.

The Artistic Committee has organized an impressive and novel season of entertainment for us; the community and our patrons have been generous donors. Despite the unique challenges facing us in the next few years I am confident we will survive. We are, in many ways, fortunate to be a small volunteer organization with a good financial basis and the will to entertain not only ourselves, but our community as well.

Respectfully submitted

Sherry Bowlby

Treasurer

Shuswap Theatre Society
Income Statement Year End 01/07/2019 to 30/06/2020
Year End 01/07/2019 to 30/06/2020

REVENUE

Administrative Revenue

Total Donation Revenue	5,671.38
Total Grant Revenue	16,300.00
Interest Revenue	302.03
SCF Distribution	1,706.00
Co-op profit share	132.42
Total Membership Revenue	1,831.53
Total Administrative Revenue	<u>25,943.36</u>

Operations Revenue

Total Rental Revenue	2,880.00
Bar Sales	2,254.25
Concession Sales	1,993.55
Event Sales	431.00
Event Income Share	7,341.00
Fundraising Revenue	125.00
Total Sales Revenue	12,144.80
Total Operations Revenue	<u>15,024.80</u>

Production Revenue

Total Ticket Sales	67,406.16
Total Advertising Sales	6,410.00
Total Production Revenue	<u>73,816.16</u>

Total Misc. Revenue	<u>0.58</u>
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TOTAL REVENUE	<u>114,784.90</u>
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EXPENSES

Financial Statement Expenses

Depreciation Expense	10,087.78
Total Financial Statement Expenses	<u>10,087.78</u>

Total Direct Production Expenses	<u>41,390.97</u>
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Fees & Licenses

Gov't Fees & Licences	40.00
Ticket Agent Fees Expense	1,100.45
Vendini fees	2,757.88
Website Fees	1,434.34
Paypal Payflow	424.25
Credit Card Processing Fees	1,047.58
computer software fees	641.80
Total Fees & Licenses Expense	<u>7,446.30</u>

Financing Expenses

Bank Charges	<u>121.00</u>
Total Financing Expenses	<u>121.00</u>

Cast and Crew Development

Workshops	1,816.66
Ozone participation	425.00
Total Cast and Crew Development	<u>2,241.66</u>

Capital Expense

Capital expense	<u>0.00</u>
Capital Expense	<u>0.00</u>

General Service Expenses

Security Services	307.50
Cleaning Services	3,707.98
Contractor Services	213.20
Courier/Freight	50.00
Garbage Service	991.42
Photocopying Service	22.43
Stationery Services	384.49
Repair Services	42.35
Inspection Services	252.59
Snow Removal Service	634.50
Total General Services	<u>6,606.46</u>

General Supplies Expense

In-House Photocopies	523.01
Cleaning Supplies	374.01
Food/Beverage Serving Supplies	97.17
Food/Beverage Stock	978.70
Bar Liquor Stock	1,607.01
Theatre/Office Equipment	568.11
Postage	153.81
Stationery Supplies	1,070.12

General Supplies, continued

Storage Supplies	412.07
Furniture & Fixtures	1,185.99
Kitchen/Washroom Sundry Supplies	232.19
Fundraising Expense	1,243.28
Total General Supplies Expense	<u>8,445.47</u>

Total Insurance Expense	<u>4,938.00</u>
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Lease/Rental Expense

Equipment/Tool Rentals	136.88
Photocopier Lease	2,089.32
Total Lease/Rental Expense	<u>2,226.20</u>

Total Maintenance Supplies	<u>1,004.44</u>
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Total Membership & Dues Expense	<u>116.01</u>
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Professional Service Expenses

Accounting & Legal	1,200.00
Personal Service Contracts	5,869.40
Printing & Design Services	250.00
Website Services	0.00
Total Professional Services	<u>7,319.40</u>

Total Promotions Expense	<u>1,495.91</u>
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Total Utilities and Tax Expense	<u>8,762.26</u>
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Total Miscellaneous Expenses	<u>20.00</u>
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TOTAL EXPENSES	<u>102,221.86</u>
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NET INCOME	<u><u>12,563.04</u></u>
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Shuswap Theatre Society

Balance Sheet as of June 30, 2020

ASSETS

Current Assets

SASCU - Chequing	12,513.88	
SASCU-Gaming	5.59	
SASCU - Savings	4,490.14	
SASCU - Patronage	80.14	
SASCU - Shares	187.33	
Capital Reserve Fund	12,000.00	
Total Bank		29,277.08
Petty Cash Funds	100.00	
Cash Floats	200.00	
Total Cash on Hand		300.00
GST Receivable	2,166.61	
Total Receivables		2,166.61
Total Current Assets		31,743.69

Capital Assets

Land		50,000.00
Building	158,779.68	
Building Depreciation	-74,881.93	
Net Building		83,897.75
Electrical - Wiring & Lighting	36,731.10	
Electrical Depreciation	-28,762.53	
Net Electrical Hardwiring		7,968.57
Sound System	12,427.66	
Sound System Depreciation	-10,765.69	
Net Sound System		1,661.97
Renovations	144,128.53	
Renovations Depreciation	-87,387.89	
Net Renovations		56,740.64
Equipment	43,537.87	
Equipment Depreciation	-41,510.37	
Net Equipment		2,027.50
Furniture & Fixtures	60,498.59	
Furniture & Fixtures Depreciation	-58,869.94	
Net Furniture & Fixtures		1,628.65
Costumes & Props	9,092.57	
Costume & Props Depreciation	-8,945.23	
Net Costumes & Props		147.34

Computer Hardware	4,406.67	
Computer Hardware Depreciation	<u>-3,383.24</u>	
Net Computer Hardware		1,023.43
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>-3,485.21</u>	
Net Big Steel Box		894.79
Total Capital Assets		<u>205,990.64</u>
TOTAL ASSETS		<u>237,734.33</u>
LIABILITIES		
Current Liabilities		
Accounts Payable		<u>0.00</u>
Total Current Liabilities		<u>0.00</u>
TOTAL LIABILITY		<u>0.00</u>
EQUITY		
Retained Earnings		
Retained Earning - Previous Year		225,171.29
Current Earnings		<u>12,563.04</u>
Total Retained Earnings		<u>237,734.33</u>
TOTAL EQUITY		<u>237,734.33</u>
LIABILITIES AND EQUITY		<u>237,734.33</u>

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Presidents Annual Report 2019 – 2020

Well what a year it has been... Thank goodness for Zoom meetings.

Artistic:

First and foremost a big thank you to our Artistic Committee. They are; Julia Body, Frank Manning, Gloria Cox and until recently Astrid Varnes. This group goes to great lengths to provide recommendations to the board on future productions. Despite the recent challenges with COVID they have continued to make recommendations on specific productions and methods of getting these performances to our audience.

The first production of our 2019-20 season was the *Wizard of Oz*. This long standing classic was a huge success largely due to the tenacity and vision of Astrid Varnes. Astrid wore many hats throughout pre-production and worked closely with our guest Director Jimmy Fagan Tait who also did a wonderful job. The cast and crew did an outstanding job of ensuring that every step was taken to bring the production to life every night. This was also the first time that Shuswap Theatre offered a *relaxed performance*, moderating light and audio levels to make the production accessible to patrons with associated sensitivities.

The first production in 2020 *A Red Plaid Shirt* was directed by Frank Manning. This cast of four did an exceptional job of allowing the audience to share in the challenges and rewards of retirement and relationships.

In March Julia Body, winner of last years' best Director at Ozone for *Lend me a Tenor*, had selected a cast and begun rehearsals for *The Gravitational Pull of Bernice Trimble* when the production was forced to postpone due to COVID. We remain very hopeful that this production will be remounted in the foreseeable future.

In August Julia Body and Gloria Cox led the charge and organized *Walk-About Theatre*. Provincial health restrictions limited our audience capacity, leaving many patrons disappointed as both nights quickly sold out. It was terrific to once again welcome area residents to share in the pleasure of dedicated thespians, demonstrating their craft.

The board and artistic committee are working hard on providing a full season of theatre for our loyal patrons. We will continue to work on new and creative ways to provide entertainment always making our first priority the health and wellness of our volunteers and audience.

We would like to extend a big thank you to Scott Crocker, all the volunteers and artists who made *Theatre on the Edge, 2019*, a big success. We made a small profit and will make attempts in the future to increase payments to the artists. Looking ahead to TotE 2020 we formed a team of Marcus Smith, Elizabeth Ann Skelhorne and Althea Mongerson to create and lead a renewed vision for the festival. We were all sad to have to cancel the festival because of COVID 19, but trust the groundwork done will pay off next year if we are able to hold TotE again.

Building:

With theatre productions temporarily on hold the board began two significant capital projects in 2020. In April Pro Air Heating and Cooling began phase one of a five phase project to design and install a new HVAC system in the theatre. Pro Air has been a longtime supporter of Shuswap

Theatre and they have gone above and beyond on this costly project. Phase three of the HVAC system is now complete and it is anticipated that the system will be completed in the coming months.

In June, the 18 year old roof on the theatre was replaced. This too was a costly project that was paid for from capital reserves and through generous donations and grants. (see financial report)

I would also like to acknowledge the hard work of Cilla Budda and Donna Good who have worked for many weeks to inventory and organize the thousands of pieces within our wardrobe department. These ladies are long time volunteers with Shuswap Theatre and the board truly appreciates their ongoing efforts.

Administration:

The 2019 AGM adopted a bylaw wherein board members are elected for one or two year positions in an effort to maximize continuity within the group.

A combination of capital reserves, donations, bursaries and grants have allowed us to continue on schedule with our capital projects, specifically, the HVAC system and the roof replacement. The next facility priority is the front of the building, however, this will have to wait until additional funds are obtained.

This year's spring planning session was held in July, focused on new methods and mediums to present live and streamed productions to our audiences.

We continue to look for new blood within all departments. I would encourage any of our members to get involved whether it be on stage or behind the scenes. Cast and crew from previous seasons have reported that being a part of a theatrical production has been one of the best experiences of their life. Ours is a community theatre which is made possible by the support of a large group of volunteers who bring a vast array of skills which include mentoring and assisting newcomers whenever and wherever possible.

In an effort to improve our client service, Kim MacMillan took on the task of researching and implementing a new ticket provider. Kim's efforts in working with Tix Hub has greatly improved the overall ease with which our patrons can access tickets electronically. Thank you Kim for this and all you do for the theatre.

Susan MacMillan continues to keep *The Prompter* and our Facebook page up to date. She also has commenced putting together an assortment of photographs from performances from years past for our new TV in the lobby, which is also now being used for sponsor recognition in a slideshow format during performances. We really appreciate your efforts to keep the Theatre in the public eye, Susan.

Last but not least I would like to extend a heartfelt thank you to the dedicated men and women of the board for their ongoing efforts to provide great quality live theatre to our valued patrons, they are; Nedine Scott, Tracy Nash, Sherry Bowlby, Julia Body, Peter Molnar, Paula Shields, Joyce Henderson and Kim MacMillan.

“The stage is a magic circle where only the most real things happen, a neutral territory outside the jurisdiction of fate where stars may be crossed with impunity. A truer and more real place does not exist in all the universe”. —P.S. Baber.

Craig Massey

Artistic Committee Report 2019 –2020 Season

Our fall season began with *The Wizard of Oz*, directed by Jimmy Tait, our guest director. The play was successful at several levels. First, the play had a large cast of cross generational performers; second, many of these performers were new to the theatre and finally, the play was a sell- out. In addition, it was the first time in our history that we had a “relaxed performance.” A relaxed performance is one that is designed to welcome audience members who will benefit from a more relaxed sensory experience and casual environment, including (but not limited to) patrons with an Autism Spectrum condition, a sensory processing disorder, or a learning disability. There is a more relaxed approach to noise and movement within the theatre space; some minor production changes may be made to reduce the intensity of light, sound and other startling effects. The Wizard of Oz was the perfect vehicle to try this and should we choose to do this again, we need to discuss and develop parameters for such a performance.

Our winter show was *A Red Plaid Shirt*, directed by Frank Manning. While the play has a small, mature cast, it seemed to strike a chord with our largest demographic and was another sell-out generating much needed revenue for the theatre. Fortunately, the play closed March 7th, just beating the onset of COVID 19.

Our spring and festival show was *The Gravitational Pull of Bernice Trimble*, directed by Julia Body. Auditions were held, the play was cast and a several rehearsals took place. However, COVID 19 hit us and the play was cancelled.

Now, the challenge for and the objective of the Artistic Committee (and the board) for our next season is to find options during the pandemic that will keep the theatre’s profile alive and well in the community.

TECHNICAL DIRECTOR'S REPORT SEPTEMBER 2020

Our technical department had a lot of fun supporting the past season's performances at Shuswap Theatre.

Starting in the fall, James Fagan Tait's vision for *The Wizard of Oz* incorporated new design elements and challenges for our lighting and sound teams in concert with an elaborate set painting that filled the whole stage. We are tremendously grateful for the support from our neighbours at Caravan Farm Theatre and Powerhouse Theatre who were able to lend us a variety of instruments to complete the spectacle. Interactive video projections, smoke machines, and expanded sound equipment wowed and thrilled audiences. A huge thank you to sound designer Ryan Trigg who lent us his enormous talent to build our soundscape.

We were also able to livestream our relaxed performance to our lobby for audience members needing to take a break from all the action inside the house. This was our first attempt at this but it was generally agreed that it is a technology we would like to be able to offer more of in the future.

Our Winter show, *A Red Plaid Shirt*, though less grand in scale, had its own specific technical requirements that kept our lighting department innovating and our sound department busy and learning. A big shout out to sound technician Ethan van Iderstine for his contributions in the booth over the past few years as he moves on to further his education in this industry.

We continue to protect, maintain and update our space and equipment as needed within reason. As always, safety is our priority. Sound equipment is slowly being updated both in the booth and on stage to suit our small theatre's needs. Our ability to accommodate rentals with other needs is limited, however such rentals are few and not a main focus. Our lighting equipment could be considered "old school" however it is mostly all still working well and continues to be adequate to most of our needs. Borrowing and renting of equipment is becoming more common as we continue to expand our artistic ambitions. Each new show brings small updates or innovations but also some losses. As this technology becomes outmoded, it also becomes more and more difficult to source appropriate supplies. Over the next few years we hope to create a plan to move this essential department forward.

Though it may not be as glamorous as acting on stage, technical theatre is a vital player in our shows and, with that in mind, our department is always looking for members to join our team. It's fun! If you have relevant skills even better! This coming year is not what we thought it would be but there will be technical challenges to meet nonetheless. Please [email me](#) if you have any questions or would like to volunteer.

Elizabeth Ann Skelhorne
House Technical Director
Shuswap Theatre

Box Office Report (2019-20 Season)

In 2014, Shuswap Theatre began the process of making tickets available online. We chose the American company *Vendini* as our provider. Although not the cheapest option they provided a mature and robust platform for both ticket sales and email marketing. That decision served us well overall and increased our revenues very significantly. There were some ways in which their email marketing did not work well for us in the Canadian context.

In early 2019 we signed a contract with a smaller, Ontario based provider called TixHub. This has been beneficial in some ways and more challenging in others. However, TixHub has been welcoming of our feedback and has worked hard to customize our site to meet our needs. Their prices are considerably lower and this has saved us and our patrons money. There are still frustrations with the system but we will continue to work with TixHub to improve it and the services to our patrons. (Interestingly Vendini has been purchased by a large Canadian company and has become considerably more expensive in the process.)

The Season of COVID

In the past couple of months TixHub has modified its system for booking seats to take into account the physical distancing required because of the COVID pandemic. We have not yet had occasion to use that service but are not sure how well suited it will be to our small theatre.

A small working group within Shuswap Theatre has developed guidelines for how we can seat people in our theatre with the required distance between “bubbles”. While health regulations presently limit us to an audience of 50, our own calculations suggest that the maximum audience would be about 35 (depending on the size of each bubble) in order to assure proper distancing.

With the closure of Intwined Fibre Arts in 2019, we have contracted with Linda Thompson and Jaimie Neilson at *Re-Market etc.* on Hudson Ave next to the Thai restaurant. They have been enthusiastic Shuswap Theatre boosters and have communicated that enthusiasm to their customers. They have strongly encouraged people to buy season subscriptions (which are, unfortunately, not available this season). A heart-felt thank you to Althea Mongerson and her mother, Sara, for the excellent service provided to our theatre and our patrons since 2014. Thanks, too, for finding Linda and Jaimie for us to pick up this vital task with enthusiasm.

We are grateful to our box office team whose members maintain our online system and who staff the theatre box office for each show. Alice Chin has done a great job of getting the volunteers together for each show and has provided excellent training materials for them. I have taken the lead on working the “back end” of the TixHub system and am looking forward to bringing Alice and others up to speed to do the same.

Submitted by Kim MacMillan

Building Report 2019-20

We have had the roof replaced this year and Proair Heating and Cooling has been in the process of upgrading our HVAC systems to be finalized in the spring. The majority of this work has been donated by Proair and we are extremely grateful for this tangible support. In the future we hope to upgrade our entrance and marquee. This will have to wait until we can acquire grants having been turned down recently. We require matching funds.

Peter Molnar

Building Management, Rentals and Costume Room Reports

Building Report – There were many changes to the building this past year as everyone is aware. Three old furnaces were removed and three new ones installed by ProAir, the most challenging ones were above the Green Room I am certain. The old roof was removed and a new torch-on one installed along with additional insulation. The new roof air conditioning unit is yet to be installed. It will be nice to have a warm scene shop again. The electric heat is still in place in the dressing room, so a reminder to all to check the thermostats upon leaving during rehearsals. Steve said he would look into replacing them with a unit like the one in the theatre at some point, we would need something for the bathroom as well.

We have had some of the dirtiest Blacks cleaned. The Blacks are stored under the front of the stage now in clearly marked totes. The stage floor looks and feels fabulous and was nice to have it ready for Wizard of Oz. There were a couple of plumbing issues this past year, fairly easy to repair and quickly done by Blue Penguin plumbing.

We have lost our snow removal people; but have found a company willing to do it for the same price as our previous company. They are aware that we need the street sidewalks cleared early in the mornings when it snows. Apparently they did fill in a couple of times last year when the others were unable to come.

We had also had a problem with homeless men sleeping up in the upper stairwell, outside the office this past spring. I had to ask on a couple of occasions for them to move on. It got dangerous when I found them smoking and lighting candles up there. I did call the police a couple of times also and asked if they could do a drive by more frequently. The bike shop had had their dumpster set on fire last summer and that concerned me. Peter Molnar has contacted a person to build us a metal gate for the stairs; but in the meantime Craig closed them in with plywood, thank-you. Then this past August we had someone break the lock on the prop room door, so now it is chained and locked. Peter also patched the awning that has torn; 18 years of hot sun and snow are taking their toll. I planted up the flower beds to let folks know we are still about. Someone managed to damage the shrub; but it is coming back.

Building Rentals – Thanks to COVID 19 none could take place, our last to Jake and Friends for their concert at the beginning of the epidemic lock down. It was pretty well attended considering people were getting concerned about the lock down. Unfortunately we lost the Roots & Blues rental this year as well as Theatre on the Edge revenue. The Kids' art was in question to take place again. It is going to be some time before we have more rental income, I believe?

Costume Room – We did have some costume rentals last year – Actor's Studio, Eagle Bay Hamsters theatre group, Shuswap Photo Arts Club for the Fall Fair booth and the loan of several items to the Enderby museum for their fund-raiser. No money involved as they were broke, just goodwill. Also we loan Military outfits to Piccadilly Mall every remembrance day for a

display which also gives us community goodwill. Lots of good comments about that from the public.

Now for the most important NEWS!! Thanks must go to the Board Members who came and cleared out the loft and the old furnace room of all the clothes that were there!!!! Ellen and I had spent a day going through the hat collection back in early February, so that wasn't too bad. When I heard that they were starting the furnace removal in March I did clear out the costumes that were stored in there. What a job for all!!

At the end of May and early June I started in on the tables in the green room. I sized all of the jackets and pants and put the suits together, labeled and took out what was not useful and put it in boxes to go to Big Brothers/Big Sisters. We hung up all the items until the loft had been cleaned and rods re-installed – thanks Craig. We culled a huge load of ties and sorted through the remainder – each style is in totes.

When that was completed I asked Donna Good to give me a hand on the stage and we got started with the Hats (who knew how many we had?), culled those and trashed the damaged ones!! So it goes. We worked through the uniforms, the coats and all the rest that were on stage. I had Ellen Gonella come and look at the Panto costumes and she threw out things not useful.

Now three months later nearly we have cleaned out the upper costume room and sent 23 boxes to Big Brothers/Big Sisters. We will be sending more in the coming days as 24 was their limit to take. All the clothing is now in well labeled and sized totes up in the loft. The hats are back in the furnace room, the costume/medieval garments and shoes are in the old costume room and heaven help anyone who doesn't return the items to the appropriate location or tote!! Craig is going to put some sort of door or closure on the loft room to keep items in place.

I am sharing items that are of a vintage nature with Haney House and Caravan if they are useful to them. I am also sharing costumes with Keren Huyter for her collection, and patterns for Keren and Ellen that may be useful for us and them. A huge vote of Thanks to Donna and the board members that helped with this massive undertaking!!!

And please NO items unless you check with me!

Respectfully submitted,

Cilla Budda

Front of House Report - 2019/2020

The theatre has a terrific group of volunteers who play an integral role in welcoming patrons to our theatre, ensuring that everyone is safe and comfortable in order to maximize their theatre experience. They coordinate food and beverage service and overseeing the public areas of the theatre during each performance.

The former FOH coordinator, Liz Kingdon, developed an excellent training session for all FOH volunteers, ensuring that they were comfortable in their role, knowledgeable about all health and safety protocols and prepared to deal with any situation. Liz has now moved on to new ventures and the Theatre board is currently working on identifying interested person(s) to fill this important role. We sincerely thank Liz for her contributions over the past few years.

As in previous years, we continue to seek new volunteers to work with a great team on our FOH.

If you are interested in getting involved please contact any of the board members for further information.

Craig Massey

Laughing Gas Improv

Laughing Gas Improv Troupe is a special and unique group full of wonderful actors who aren't afraid to get silly and are really good at accepting whatever comes their way. In this case, it meant welcoming a number of new people to the group and an early end to our season in 2020.

Many things have remained constant: hesitation to perform publicly, finding someone who is willing to lead practices when Nedine is away, and practices full of gut-busting laughter.

We were happy to once again volunteer our time for the Comic Strippers Show in Sept 2019 and be able to watch and learn from professional improvisors. Another highlight is our Annual Christmas Party full of food, and holiday themed games. In 2019/2020 we continued to build our skills, play some fun new games and modify and challenge ourselves with old favourites.

Our membership continues to be diverse in age, ability and location, with members located all over the Shuswap and Okanagan. Anyone (over 16) is welcome to join and give improv a try. How 2020/2021 will look, we aren't 100% sure, but we will know we will say "YES" and go with whatever comes to be.

Submitted by Nedine Scott

Membership Report September 18, 2020

The following are some comparisons with the membership in September 2019 and August 2018. There are no dramatic changes from last year. Youth involvement is up and Individual Life memberships have increased by 11. The oldest age group continues to increase. Sadly we have lost several Honorary Life Members in the past year. It is great to see people continuing to support our Theatre during the COVID disruption.

Number of Members by Category

Category	2020	2019	2018
Individual	122	127	146
Family		(1)	(6)
Youth	5	1	8
Individual Life	40	29	24
Business or Non-profit	5	6	4
Associates (other organizations)	7	7	7
Honorary Life Members	9	12	11
GRAND TOTAL	188	182	200

Individuals in the 'Family' category have been added into the 'Individual' category.

Number of Individual Members by Age

Age	2020	2019	2018
0 - 17	8	1	11
18 - 29	5	6	16
30 - 39	5	7	14
40 - 49	17	13	11
50 - 59	26	29	33
60 +	111	108	97
Not Provided	4	4	4
GRAND TOTAL	176	168	186

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

Business or Non-profit Members

- Shuswap Kids Arts (Michelle Atkins)
- Shuswap Society for the Arts and Culture (Jake Jacobson)
- Voice of the Shuswap (Jeanette Clement)
- Salmon Arm Actors Studio (James Bowlby)
- Cod Gone Wild (Andrew Mercer)

Associate Members

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

Honorary Life Members

- Phil Gibbs
- Jake Jacobson
- Glory Kinoshta
- Anne Marsh
- Ralph Owens
- Lyle and Jane Petch
- James Bowlby
- Cilla Budda
- Joyce Henderson

Submitted by *Patrick Benson*
Membership Secretary
September 18, 2020

Okanagan Zone Report

It has been a very unique and difficult year for the Okanagan Zone and all its member theatres. Due to a number of factors, our club membership continues to be in flux, but know that support is offered to all who need it.

The 2020 Okanagan Zone Festival, which was to be held from May 16 - May 23rd, 2020 at the Rotary Centre for the Arts, hosted by Theatre Kelowna, was cancelled. The 2021 Okanagan Zone Festival is currently scheduled to be hosted by Theatre Kelowna for similar dates and the same location.

Theatre BC's Mainstage Festival was to be held in Port Alberni from July 5 - 13, 2019, and was also cancelled. Mainstage 2021 is scheduled to be held in Port Alberni next July.

There was no successful winner from the logo competition and plans continue to move forward on designing a new Okanagan Zone logo.

Theatre BC has formed an Indigenous Initiatives Committee. This team will act as an advisory committee to Theatre BC, providing important cultural context and insights so that Theatre BC may better serve their Indigenous members and see greater Indigenous representation and storytelling at festivals and among the member clubs.

We continue to encourage youth and those going back to school to grow their Theatre Arts education to apply for Scholarships through OZone and Theatre BC. Secondary Students who want to attend Mainstage are encourage to apply for a Mainstage Scholarship.

Submitted by Nedine Scott

Scene Shop Report

Shuswap Theatre Society Annual Report 2019-20

The Scene Shop has been silent for many months, aside from some modest clutter it is ready to use in upcoming productions. At some point in the near future we will need to purchase a new set of cordless drills, otherwise tools that are frequently used are present and in decent repair.

Craig Massey

Seniors' Theatre Report AGM 2019/20

18 to 22 seniors met at the theatre every Tuesday morning from October until March when the Covid-19 shut down happened. Peter Blacklock was the fearless leader.

His poetry best describes the programme:

A bunch of seniors
Having a ball
Every Tuesday morning
We welcomed one and all.
By the end of the season
We were wise and happy folk
And will do it once again
If we have a stroke
of luck
and good fortune.
And somebody remembers
Where the light switch was.
Another great season laughing and playing and helping each other
through the tough moments of being a senior.

Peter Blacklock 2018

Laughter and connecting are an essential part of this two hour session. The current safety guidelines for Covid -19 make it impossible for this programme to continue. We look forward to the pandemic being over and Seniors' Theatre once again becoming a weekly event.

Submitted by Joyce Henderson

Sponsors and Donors Report, 2019 - 2020

Shuswap Theatre Society is thankful for the support of the City of Salmon Arm, the Shuswap Community Foundation, a number of community minded businesses and individuals who have all donated generously during the past fiscal year. Their support is essential to the Society's financial success. Their generosity speaks well of the theatre's reputation in the community and of the trust that the City, the Foundation, individuals and businesses have in Shuswap Theatre. Please make use of the goods and services of these businesses when you can as an expression of thanks for their support of live theatre in the Shuswap.

In the past year the theatre received:

- \$3,800 from the Shuswap Community Foundation
- \$3,500 from the City of Salmon Arm (administered by the Community Foundation)
- \$4,650 from businesses
- \$5,600 from individuals, and
- \$4,500 from SASCU Credit Union.

Shuswap Theatre is grateful for this amazing community support.

Business Sponsors:

- | | |
|----------------------------------|--------------------------------|
| • Acorn Music | • Intwined Fibre Arts |
| • Acuity Advisors LLP | • Ladybug Landing |
| • Askew's Foods | • Larch Hills Winery |
| • Barley Station Brew Pub | • Letourneau Notary Corp |
| • Blackburn Excavating Ltd | • NBR Distributors |
| • Braby Motors Ltd | • Prestige Harbourfront Resort |
| • Crowns Furniture & Mattresses | • Proair Heating and Cooling |
| • Dinoflex | • RBC |
| • Edge Apparel and Imprints Inc. | • SASCU |
| • EZ Rock Salmon Arm | • The Shuswap Family Centre |
| • Fabricland Salmon Arm | • Shuswap Pie Company |
| • Farmstrong Cider Company | • Technology Brewing Company |
| • Flowers by Fimmy | • Wickett Business Services |
| • Hilltop Toyota | • Wildwood Flower Emporium |

A special thank you to Steve and Leah of Proair Heating and Cooling who are generously donating the majority of the cost of replacing our entire heating and air conditioning system to ensure theatre patrons are more comfortable in winter and summer along with more efficient energy consumption. This project will likely be completed in the coming year.

Joyce Henderson

Theatre on the Edge

The festival went even more smoothly on the technical side than the year prior with the addition of Crew to support the Technical Staff.

TOTE 2020:

For 2020 a proposal was made and a TOTE Executive was appointed by the board to consist of 3 members:

Ann Skelhorne - Artistic Director
Althea Mongerson - Marketing Director
Marcus Smith - Executive Director

Together, we laid out a vision for TOTE 2020 and beyond*. However, this was one of many festivals waylaid by the global pandemic, and instead the decision was made by the Shuswap Theatre Board to pay out the money we had been granted by Arts BC to Artists who were now unable to perform and to the Executive for services rendered thus far in the planning of the festival.

So what's next?

Current options being explored for TOTE 2021 include, but are not limited to:

- A multi-venue festival similar to Edmonton Fringe Festival (though much smaller, of course)
- Online streaming from select venues for at-home or otherwise remote viewing
- Small workshops given by artists in coffee shops or other willing food/beverage establishments
- Select recorded shows available for purchase after the festival

Everything is on the table right now as we all adjust and remain creative in order to keep this festival alive and well.

If you would like more detail about our plans for 2021 (or whenever it becomes possible) [email me](#).

Thank you,
Marcus Smith

Nominating Committee Report

According to a bylaw passed at the 2019 annual meeting, half the Board will be elected to a one year term and half to a two year term in 2020. In 2021 all the Board members up for election will be nominated to a two year term.

Requests for nominations for the Board were circulated to all theatre members three weeks before the annual meeting. Nominations closed one week before the annual meeting on September 15. The following candidates are nominated to be on the Shuswap Theatre Board. The maximum number of Board members is ten and ten members have been nominated.

Standing for a one year term

Alexander Delaney has been passionately involved with theatre for 8 years ever since stumbling on set in a high school Christmas musical. Since then he has been vigorously finding outlets for his creative passions from on stage, to backstage, to writing! His love for the language arts, visual arts and music all set him up with a diverse bank of knowledge to pull from to enhance any project he works on. Not only is he knowledgeable and confident with his leading abilities he's also hip with the youth; being only 20 years young and testing the artistic waters himself.

Alex has played several roles in Shuswap Theatre performances, some of his favorites being Romeo in *Romeo and Juliet* (2017), and Max in *Lend Me a Tenor* (2019). He has also worked backstage in the sound booth during *Stereotype High* (2016) and *The Wizard of Oz* (2019). He was disappointed that COVID postponed the 2020 season where he was to play Peter in *The Gravitational Pull of Bernice Trimble*, which was to be performed at the OZone Festival. His vision is to see Shuswap Theatre grow and to encourage people from all backgrounds to experience live theatre in new ways.

Howard DeLong is a returning Shuswap Theatre member having acted in two plays in the 1980s. Itching to roam, he landed in Prince George where he performed with Prince George Playhouse Theatre and Theatre Northwest in the 1990s.

Howard's volunteering began with a move to Saskatchewan in 1999. He began by assisting with Prince Albert Community Players (PACP) dinner theatres, usually washing dishes and clearing tables. After a few years, Howard served as president of the club for about four years. Other involvements included acting, directing, producing and participating on the organizing committee for the club's hosting of two theatre festivals. One of his fondest memories was the directing and producing *AlterNatives*, for which he was able to bring aboriginal and non-aboriginal actors together in a highly polarized town. The event included First Nation musicians and displays.

In 2009, Howard moved to Regina and immediately joined the board of Regina Community Players, serving as the One Act Producer from 2010 to 2015. Duties included selection of plays and directors, promotions, time scheduling for rehearsals, and arrangements for posters, programs, props, sets, costumes, and makeup. Howard also served as a major organizer for the

hosting of TheatreFest in 2011. Howard also acted and directed in main stage theatre productions as well as one acts. At times he could be found in the sound booth or volunteering for bar duties. From 2014 until his move to Salmon Arm in 2020, Howard served on the board of Theatre Regina, the not-for-profit owner and operator of the Regina Performing Arts Centre – home to approximately 13,000 annual performers in dance, theatre, musicals and other community events. His duties focused on fund-raising, in which he was able to secure grants and corporate donations. He organized and produced a fund-raising event that served to spearhead the Regina Performing Arts Centre's campaign to raise additional funds through increased volunteer donations.

Now that he is retired, Howard looks forward to having more energy to devote to theatre and welcomes the opportunity to serve on the board of Shuswap Theatre.

Mary Fabian returned to her home province of BC in May, 2020, and settled in Salmon Arm, after having spent the last 20 years in Saskatchewan. During that time Mary developed her fondness for the various aspects of community theatre.

While in Prince Albert, Mary began acting with Prince Albert Community Players (PACP) and eventually became a Board member for several years. PACP was known for its dinner theatres, for which Mary contributed in whatever capacity was needed—cooking, cleaning, buying supplies, selling tickets, etc. Mary also served on the organizing committee when PACP hosted the provincial competitive drama festival.

While residing in Prince Albert, she was also a member-at-large for Theatre Saskatchewan Inc. (TSI), the umbrella organization representing community theatre groups throughout the province. Some of Mary's duties during these years were updating the agency's policy manual, mentoring community groups when they hosted the annual provincial competitive drama festival, and reviewing bursary and grant applications.

After moving to Regina in 2009, Mary served on the Regina Little Theatre (RLT) Board for four years. Some of her responsibilities included chairing the play selection committee and organizing workshops. Mary was also active in theatrical productions, acting, directing and producing. Most recently, Mary volunteered at the green room for each of the club's five annual shows.

A recent retiree, Mary is excited about the possible opportunity of serving on the Shuswap Theatre Board.

Kim MacMillan, a forty-two year member of Shuswap Theatre, has served on the Board for the past twelve 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. Kim also acts, directs and does Sound design. He believes that "good enough" is never good enough and that we should strive for constant improvement both artistically and in terms of our human and technical capabilities. He also believes we should never stop trying to make Shuswap Theatre a welcoming, friendly place where people will love to come.

Heather Stefanek first became interested in theatre when she was a teenager. She attended a boarding school in England where there was a heavy focus on drama productions, specifically the plays by Shakespeare. After many years enjoying plays from the audience, she was lured behind the curtains at Shuswap Theatre, assisting Cilla with props on *Odd Jobs*, and as co-producer for *Trying*, under the guidance of Susan MacMillan. Most recently, she was administrative producer for *The Wizard of Oz*. She is now ready to explore another aspect of theatre by serving as a board member.

Standing for a two year term

Julia Body has been a long-time member of Shuswap Theatre. She has been involved in many aspects of Shuswap Theatre both at the Board level and at an artistic level. She has been on the Artistic Committee for the last number of years and has worked on many productions including backstage and onstage positions. Much of her involvement lately has been as a director. She is very passionate about Shuswap Theatre and the Arts in our community. She is a retired teacher and has a great interest in continuing to involve young people in Shuswap Theatre's organization. She would like to continue contributing to the success of our theatre as a Board member.

Sherry Bowlby has been involved with Shuswap Theatre since sitting in the gym at the old J.L. Jackson Jr High School 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 an audience member for most shows, painter, costume maker, stage manager, lighting and sound operator, actor and Board Member. She currently serves as Treasurer. She continues to be delighted at the magic our community can create in our modest venue with our very modest budget, and would be delighted to help make that possible for another term.

Craig Massey first became involved with live theatre in Campbell River in 2013, performing with River City Players. In 2016 he and his wife Shelly, moved home to Salmon Arm and joined Shuswap Theatre. Craig describes the past four years as a great opportunity to become involved in the community and to work with a team of devoted thespians. Craig has often worked on set construction, Stage Management and Producing. For this past season Craig has been the theatre President and has made sure that everything in the scene shop was where it belonged.

Peter Molnar started with Shuswap Theatre in 2010 and has been involved in lots of plays in a number of capacities including acting, set construction, lighting and sound operation. He has been on the Board for 2 terms, currently holding the post responsible for the building. He was responsible for organizing contractors and all the details needed to install a new roof and install a new heating/cooling system. He continues to be passionate about live theatre thriving in Salmon Arm. He looks forward to continue contributing as a Board member.

Nedine Scott has been a member of Shuswap Theatre for 9 years. She is a previous board member and currently serves as our Vice President and Ozone Representative. She can be found mostly behind stage, primarily acting as Stage Manager for productions which include *Little Shop of Horrors*, *Pack of Lies*, *Mary Poppins*, *Romeo and Juliet*, *Lend Me A Tenor* and *The Wizard of Oz*. Nedine was part of the team that brought to life our first Relaxed Performance, which meant that her brother was able to enjoy his first live theatre performance. She is the lead coordinator for Laughing Gas Improv and has been involved with TOTE. She hopes to once again bring her experience from other non-profit boards, continue to provide a venue for diverse demographics to be heard, be a representative of Shuswap Theatre to our local communities, and build upon the hard work already in motion by the board.

Submitted by Joyce Henderson
Nominating Committee