

**Shuswap Theatre Society Regular Board Meeting**  
**Wednesday, April 17, 2013**  
**Shuswap Theatre, 41 Hudson Ave. NW, Salmon Arm, BC**

**Chairperson:** Monica Kriese

**Secretary:** Judith Skelhorne

**Call to Order:** 5:40 p.m.

**I. Roll Call:** Present: *John Coulson, Shannon Hecker, Joyce Henderson, Monica Kriese, Kim MacMillan, Judith Skelhorne; Julia Body; Rebecca Marchand; Sue Simmonds.*

(This meeting was held early to accommodate board members who had to leave for play rehearsal.)

**II. Approval of Agenda:**

Add Jake Jacobson's "State of the Theatre" comments for discussion.

**Motion:** *Joyce Henderson/John Coulson* – That the agenda be accepted as amended. **Carried.**

**III. Approval of Minutes from March 20, 2013:**

**Errors Noted:**

- *Motion on Page 2 should read: .....That we accept the budget for "The Herbal Bed" with changes.....*
- *Seniors' New Horizon Grant, Page 3 should read....Peter Blacklock is working on Senior's Theatre and Monica is waiting to hear from him re schedule of payments.....*

(The above changes have been noted on the March 20 Minutes.)

*Also, minutes should state that the meeting was held at Kim MacMillan's home rather than at the theatre.*

**Motion:** *Julia Body/Kim MacMillan* – That the minutes of the March 20, 2013 meeting be accepted with amendments. **Carried.**

**IV. President's Report:**

a) Many thanks to Kim and Susan who helped out while Monica was in hospital and recuperating.

b) On Thursday, April 4, 2013, John, Judith, Rebecca and Monica met with Peter Blacklock and Joyce Sotski with regard to the New Horizons Grant and the plans for the new Seniors Theatre Program in Salmon Arm and two outreach locations; Cedar Heights and Sorrento. Joyce S. and Peter will develop and run the programs as proposed with acknowledgements to Government of Canada New Horizons funding and partnership with Shuswap Theatre. In turn, Shuswap Theatre will support the program however possible without needing to spend additional money. (advertising, publicity, use of facility, administration of gov't funds and co-management of paperwork with Peter Blacklock). ***Peter is drafting a memorandum as to how funds are to be disbursed with a small hold back until completion of the program.*** Shuswap Theatre is receiving approx.. \$7400 of the grant monies to upgrade the dressing room washroom for handicap access. 'Public announcements – press releases, ads etc' cannot be made until 60 days after start of the program, March 25, 2013.

c) **The Women's Benefit Concert** was very well attended with many attendees who had never been in the theatre. Concession received almost \$100 in sales and gross sales at the bar came to \$400. **Note:** that the cost of a liquor license has risen remarkably with the change from HST to PST and GST. We could consider serving less liquor in the future. Also options to apply for a charitable liquor license or a private license which offers drinks by donation, ***Monica is checking out both of these options and will report back at next meeting.***

**d) Youth Theatre/Drama:** Through her work Monica has come across a young teacher who is offering a combination art/drama camp (George Rithaler's niece) who is interested in what we do with a future youth theatre program. Joyce Henderson, Julia Body and Shannon Hecker have met to discuss possible grants and partners for a youth theatre program in the future.

**V. Treasurer's Report: Sue Simmonds**

**a)** The Balance Sheet to March 31, 2013 shows total assets at \$165,030.50; total liabilities at \$7,945.58; and total equity at \$157,084.91. **b)** Total Actual Revenue to March 31, 2013 was \$11,788.35. Total actual revenue from July 01, 2102 to March 31,2013 was \$42,835.32. Total actual Operating Expenses for the same periods were \$3,158.73 and \$24,442.30. Total Production costs were \$3,119.77 and \$24,381.62, for a Total Expense of \$6,278.50 and \$48,823.92. Net income for the two periods was **\$5,487.85** and \$ -5,988.60 **c)** Final Budget to Actual amounts for "Mending Fences" show \$13,400.00 Gross Revenue budgeted and actual revenue at \$11,539.00. Total Expenses were budgeted at \$8,805.94 and Actual Expenses came to \$7,541.27. **Net Revenue** was budgeted at \$4,594.06 and came in at \$3,997.73.

**d)** Revised figures for "The Curious Savage" show \$12,100.00 budgeted for gross revenue with actual gross revenue at \$8,266.00. Expenses were budgeted at \$5,885.00 and came in at \$4,543.87. Net Revenue was estimated at \$4994.06 and to date show revenue at \$3,722.13. (More figures may be coming in for this production due to late receipts.)

**e)** The Final Revision for "How the Grins Stole Christmas" revenue budget to actual shows \$4,500.00 budget and \$4,580.00 gross revenue. Expenses were budgeted at @\$2,435.00 and came in at \$2,424.25. Net Revenue for the production had a budget of \$2,065.00 and came in with an actual revenue of \$2,155.75.

**f)** In-house totals for "Mending Fences" were 822 attendees; totals for "The Curious Savage" were 566.

**Arising from Treasurer's Report:**

- The grant from The Government of Canada under the New Horizons for Seniors was \$24,784.00 for a joint theatre project created by member, Peter Blacklock
- Sue will leave cheques for producers in the slots upstairs. They will see that they are distributed to cast and crew
- Sue will not be returning to the Board in September so we should be looking for her replacement now so that there is some training available.

**Motion:** *Sue Simmonds/Kim MacMillan* – That the Treasurer's Report be accepted as presented.. **Carried.**

**VI. At this point the meeting was suspended for approximately 20 minutes in order to hold an in-camera session.**

**VII. Board Retreat:** Kim MacMillan has secured a venue for the retreat and Michelle Ambrose will facilitate. Pre retreat research will take place with two focus groups: one consisting of Theatre Members and the other of Audience Members who will be asked to voice their ideas, feedback, and concerns for the board to consider. Online surveys will also be created for 'audience' and 'members' to gather more data. Discussion resulted in the following motions: -

**Motion:** *Rebecca Marchand/Sue Simmonds* – That Shuswap Theatre offer a prize draw of a season subscription to *Herbal Bed* audience members who fill out the audience member survey at the

theatre during the run of the show.. **Carried.**

**Motion:** *Kim MacMillan/Joyce Henderson* – That Monica proceed with plans for qualitative research with Michelle Ambrose for visioning retreat with a possible expense of \$180 for Michelle’s fuel/travel. **Carried.**

**VIII. Ozone Participation:** There is concern over costs of taking "The Herbal Bed" to the Festival because those involved will have to pay for food and lodging when the play goes out of town. Should it win then there would be more expense to take it to the next level of competition. There was discussion on this and the possibility of offering a special fund raising show to cover costs while out of town. Everyone felt that this was a good idea; Saturday, May 11

#### **IX Business Arising From the Minutes:**

a) *Follow-up on Kim`s request for a three-year show financials spreadsheet indicates that this should be possible with Simply.* This would assist with financial planning for future productions.

b) **Grant Options:** *Joyce will meet with Monica regarding grant options under review.* Discussion re future youth theatre program met with lots of enthusiasm. The theatre is in need of community partners and sub-committees are an option for raising money. Shannon voiced her excitement regarding working with the high school.

c) Monica has mailed a ‘thank you letter to the City of Salmon Arm re: Grant of \$2500 to purchase blacks.

d) **Jake Jacobson`s Concerns:** Jake has communicated by e-mail that the shop and theatre were not left as tidy and clean as they should be following the last production. He is concerned for safety and would like to see some sort of system to keep these areas maintained properly. **TABLED**

#### **X. New Business:**

a) Jake Jacobson is concerned that not all board members are aware of the history of the building committee and what it is trying to do. He feels that people are mixed up as to why we don’t go ahead with a Shuswap Theatre building on our own and expressed some apprehension that the some members of the board of Shuswap Theatre are investigating areas (or questioning?) that the Building Committee has already looked into,

John explained that the committee has had discussions with the City re a new theatre and land to build upon. There has been an opinion expressed that it would probably take \$20 million to build a new theatre as opposed to the original figure of \$6-8 million; perhaps time to implement a Plan B and look at a smaller building – just for Shuswap Theatre. As an aside John mentioned that Rotary is looking to sponsor a project in Salmon Arm but it may not be a building.

It was felt that the board should meet with the Building Committee at least once a year. Discussion to hold a special meeting after the May retreat (likely the first week in June), Monica will co-ordinate this with Jake. It was pointed out that the retreat for the Board visioning focuses on the future of the theatre group rather than the building – without a thriving theatre society, we won’t be needing a new building.

#### **b) "The Curious Savage" Report: Karen Sansom**

- Budget to Actual showed the production stayed within projected expenditures but below

projected revenues.

- Auditions were well attended, especially by women; male actors were few and any who auditioned got a part – encourage more males to become involved with the local theatre.
- Production – lead time between auditions and first rehearsals beneficial but recruiting crew quite difficult. Should try to find more technical people for light and sound who do not have school commitments.
- Production crew should include a publicity "liaison" person who is involved in the production – delivery of posters, co-ordination of publicity photos and headshots – though this is usually the job of the Producers.
- The run for the production was very successful although the earlier performance start time was rushed for some actors, the earlier end time was appreciated. Audience comments were positive.

c) **Artistic Committee Report** – Brought to in-camera meeting.

d) **Publicity Report** – none at this time.

e) **Building, Rentals & Costumes Report** – Cilla too busy at this time.

f) **Ozone Festival** – The festival is looking for a Festival host for 2014 and has asked us to consider (we are also talking about an 'on-the-edge festival' that year and we can't do both, **tabled for May meeting**) Request for our annual sponsorship of the Best Actor Award for 2013 Festival awards **Motion:** *Judith Skelhorne/Joyce Henderson* – That Shuswap Theatre once again cover the \$60 to sponsor the award for Best Actor at the Ozone Festival 2013. **Carried.**

The meeting was adjourned at 7:40 p.m.

Next board meeting Wednesday, May 22, 2013

Date: \_\_\_\_\_

Date: \_\_\_\_\_

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President: Monica Kriese

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Secretary: Judith Skelhorne