

**Board of Directors, Shuswap Theatre Society - Board Meeting Minutes
February 17, 2021 - 6:00 pm, Salmon Arm, BC**

In attendance via Zoom: Craig Massey (Chair), Nedine Scott, Kim MacMillan, Sherry Bowlby, Julia Body, Heather Stefanek, Howard DeLong, Mary Fabian, Peter Molnar, Ann Skelhorne.

Absent: Alex Delaney

Guest: Marcus Smith (TOTE)

Call to order - 6:02 pm

Land Acknowledgement

Shuswap Theatre acknowledges that its theatre and activities held within it are carried out on the traditional territory of the Secwepemc People. We are grateful and pay respect to the elders, past and present, descendants and custodians of these lands.

Agenda

Moved by Howard, seconded by Heather, that the agenda be approved as modified. Carried.

Minutes

Moved by Peter, seconded by Nedine, that the minutes of January 20, 2021 be adopted as amended. Carried.

Artistic and Production:

1. **TOTE 2021 (Marcus Smith, Executive Producer)** – has finished the submission requirements for digital festivals; these have gone out to past participants; is getting the website up and working on getting sponsors; have already received some artist submissions; there will be no entry fee this year; he will provide ST with a full budget; they have been considering having musicians in the future.

2. **Artistic Committee update and Theatre 101 (Julia)** – had Zoom meeting last night; due to success of first Trivia Night, the AC is well into planning for a 2nd one; the first Trivia Night received positive feedback; it was beneficial to have the practice night; there were 33 participants, with only a few minor technical issues; the March 13, 2021 Trivia Night will have a St Pat’s theme; there will be a fee of \$5 for members and \$10 for non-members, with a cap of 52 participants; the registration fees will pay for the prizes; they would like to offer 2 season passes as a door prize; information will be shared through The Prompter; Kim learned of new software for on-line gatherings that might work well for Trivia Night.

MOTION: Sherry Bowlby moved that ST offer 2 season passes as door prizes. Seconded by Peter Molnar. Carried.

21/22 season – if there is to be a season, planning needs to occur right now; if we are able to return to the building in September, the earliest we could do a show would be November/December; hopefully everyone will have been vaccinated; please share your input with the AC members; perhaps we need to start more modestly, rather than “with a bang” as had been discussed; anything is possible: another “walkabout” in the summer; “Love Letters” in the fall, instead of this spring; some monologues, or a “moveable trailer show”.

Kim still needs to speak to Sherry about our WIFI package; we apparently have “Internet light”; Kim will investigate through Telus.

Theatre 101 – the AC members are not able to devote their energy at this time to developing this curriculum; the goal would be to bring newcomers into theatre – with COVID, that is not a reality right now; would this be on-line, or in-person? would take a long time to develop; there aren’t enough people on the AC to carry out this task; a separate team could be established, with the AC overseeing the project; when the AC is ready to proceed, Ann can come to a meeting and share her vision; this topic will stay on the radar of the AC.

3. **Unplug and Play (Nedine)** – the information we provided for this event is on the website; our resource has been shared around the local Girl Guide groups.

Finances

4. **Financial update (Sherry)** – For the first time since the start of COVID, we spent much more (approximately \$6,500) than we brought in (approximately \$230); insurance - \$4,300, honorariums - \$400, monthly standard costs (copier, Hydro, gas, Telus, etc.) - \$700; donations - \$200, memberships - \$30; chequing account - \$11,000 and savings account - \$26,000.

Lease agreement for photocopier – we are 3 years into a 5 ½ year contract, \$178 per month; the copier is not being used at this time due to COVID restrictions.

ACTION: Sherry will send Craig a copy of the lease agreement which contains the exact length of the term; Craig will contact the company to discuss options with the contract; will they consider some kind of relief until COVID is over?

5. **Ticket sponsorship (Peter and Kim)** - once we are ready to proceed with printing more tickets, Sherry can invoice Askew's; Proair prefers that their name be on the tickets in the colour blue, but they are OK with being the same colour as Askew's if this is not possible; the price is \$921 to have 8,000 tickets printed in one colour; the difference to have 2 colours is \$163; the cost of printing will be covered by the donation of \$1,500 from Askew's; we agreed to print these tickets with both colours so each of our sponsors is pleased.
6. **Theatre Insurance (Craig)** – Craig asked Maggie O'Brien at SASCU to increase our insurance coverage on the building from \$1.2 million to \$1.775 million; this was an increase of \$900 per year; there needs to be an itemized list of building contents for insurance purposes; it might be wise to have pictures or a video of the assets in the building; the cost of increasing the value of the building contents from \$83,000 to \$100,000 is \$20 per year.

ACTION: Craig will ask Cilla for an itemized list of assets and the monetary values, and Ann will prepare a list of tech items and the monetary values.

7. **Report from Funding Committee (Howard)** – please refer to attached report. We received a Resilience Grant of \$18,000 from BC Arts Council - this is one-time funding for operational costs for agencies facing hardship because of COVID; a report is required by March 31st indicating how the funds will be spent; discussion occurred on how we should use the \$18,000 – this will be discussed further by the Funding Committee on February 18th; the final decision on what these funds will be used for will be tabled to the March Board meeting.



Funding Report
Feb. 17 2021.docx

\$1,000 gift from the Pratt-Johnson Family Fund – discussion occurred on how this gift should be spent.

MOTION: Kim MacMillan moved that the \$1,000 gift from the Pratt-Johnson Family Fund be used for the purchase of sound/video equipment. Seconded by Mary Fabian. Carried.

Shuswap Rotary (Kim)–there is money to be given away by this agency; an on-line form will be available in the near future for applications; when Kim receives more information, he will share it with the committee.

We should seek funding of \$5,000 so we are able to give some money back to Proair for the HVAC system.

We need to look at SASCU grants before the end of February.

8. **Building and Capital Projects (Kim/Craig)** – Front of theatre design ideas – discussion about the invitation for design ideas that will go on the website; discussion around whether we pay the person who creates the idea we like; do we hold a contest? pay an honorarium? we can't alter anything structurally without a building permit; do we have an ethical obligation to 2 people who previously created a design for us? Kim spoke to Ivana – she is interested in coming up with another design; no monetary compensation will be attached to any building designs at this time.

General:

9. **Marketing and Publicity Committee Report (Nedine)** – the committee has not met since the last Board meeting so there are no updates to provide.
10. **Implementing a Chat Server (Nedine)** – the Marketing and Publicity Committee is working on implementing a Discord server, a free service; when it is ready to go live, they will let everyone know.
11. **OZone seeking input for policy update** – please give feedback to Nedine for the updated OZone policy manual; Nedine chaired the February 7th OZone meeting; the next festival is tentatively booked for May 20-28, 2022, will be hosted by South Okanagan Amateur Players (SOAP) in Oliver; we seem to be the only club in the region doing anything through COVID, this may be because we own our theatre building; the next meeting is May 2, 2021.
12. **Data storage update (Kim/Ann)** – Ann thinks “Network-Attached Storage” (NAS) would suit the needs of ST; the starting price would be in the \$250 range; Ann is waiting to hear back from Computer Professionals; this item will be tabled to the March Board meeting.

NAS is a file-level computer data storage server connected to a computer network providing data access to a heterogeneous group of clients. NAS is specialized for serving files either by its hardware, software, or configuration. It is often manufactured as a computer appliance – a purpose-built specialized computer. NAS systems are networked appliances that contain one or more storage drives, often arranged into logical, redundant storage containers or RAID. Network-attached storage removes the responsibility of file serving from other servers on the network. Potential benefits of dedicated network-attached storage, compared to general-purpose servers also serving files, include faster data access, easier administration, and simple configuration.

13. **Tech update (Ann)** – we got new XLR cables; main speakers arrived today and speakers for the rear of the house have been ordered; they will be moved into the designated space in the next few weeks; Marcus could assist in selling the old speakers, if we decide to do that; a top for the rackmount still needs to be built; Ann has reached out to Dave Brotsky regarding an assessment of our lighting design needs – is waiting to hear back from him; the upstairs office space is in disarray, with lots of unused furniture taking up space; there is a lot of vertical space not being used; the front of house team needs a place to store personal items during a show; it would be great to have “cubbies” for storage, in order to make better use of space.

14. **Review of pay for House Technical Director (Kim/Ann)** – Kim provided a background of how various roles have been compensated; the current policy on honorariums is on-line; the general consensus is that ST could never provide sufficient compensation to those who provide a level of expertise in carrying out their duties; discussion occurred around increasing Ann’s honorarium when we are up and running again.

MOTION – Howard DeLong moved that this topic be added to the June Board meeting for further review. Seconded by Mary Fabian. Carried.

15. **Website Services (Kim)** – Kim made the request to update our email forwarders; Kim has learned that since Perimeter Design has been acquired by Sproing Creative of Vernon, the previous owner, Ryan Anderson, who has been making routine changes for free, is no longer with the company. It appears that we will be charged \$95 per hour for these adjustments. We do not yet know about our hosting fees, for which we have been paying half the regular rates. Kim is able to administer the website but he doesn’t know if the new owners will give him administrator access. The Marketing Committee has requested that Nedine can be added as an editor of the site; we need to be reviewing our hosting and website arrangements; TOTE is looking at creating their own website, rather than being part of the ST website.

Meeting adjourned at 8:03 pm

Minutes recorded by Mary Fabian

ACTION items and MOTIONS from previous meetings (status unknown):

Dec 16, 2020, ACTION: Kim will speak to Sherry about upgrading our WIFI.

Jan 20, 2021, ACTION: Kim will figure out how to make Google-Drive work as a site for data storage. Most Production Teams are already doing this.