

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

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

Absent: Craig Massey

Call to order - 6:10 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

Approved as modified.

Minutes

Moved by Howard, seconded by Mary, that the minutes of February 17, 2021 be adopted as amended. Carried.

Artistic and Production:

1. **Artistic Committee update (Julia)** – they will discuss a possible next season at their meeting next week; Julia invited Ann to the meeting so Theatre 101 can be discussed.

Review of March 13th Trivia Night – 31 people participated, we took in fees of \$190, the cost of the prizes was \$200; there was a glitch with the form devised for submission of answers so the initial system of using the “chat” to submit answers was used; the door prizes were two season passes; scores were lower than last time; a number of people who played are now new members; another Trivia Night is not being planned for the immediate future, as the AC will now focus on developing the 2021-22 season.

Finances

2. **Financial update (Sherry)** – we received the cheque for \$18,000 from the BC Arts Council; we received a refund of \$400 US for *Wizard of Oz*.
3. **Music License Renewal (Sherry/Kim)** - we purchase 2 licenses every year from Society of Composers, Authors and Music Publishers of Canada (SOCAN), both need to be renewed; we will pay the fee of approximately \$130 to renew for another year.

ACTION: Sherry will pay the bill, thereby renewing the license.

4. **Ticket sponsorship (Kim)** – Kim made the decision to spend \$95 more to get 2 colours on the front of our tickets; this will allow the use of ST's brand colours on the tickets; Kim has sent ProAir's graphic design to Lisa, who will design the face of the ticket.
5. **Summer Theatre Program (Kim)** – Kelly Coubrough wants to order the material for the summer program musical from Music Theatre International (MTI); James Bowlby is the current contact - we will make Julia the primary contact for ST with MTI.

ACTION: Kim will locate the document and send it to James Bowlby for his signature; it will then be forwarded to Julia.

6. **Report from Funding Committee (Howard)** – please refer to attached report; the committee decided it would be wise to save \$9,000 of the \$18,000 grant recently received, for operational funding; still waiting to learn whether we were successful on other grants we applied for; an application was submitted for a SASCU Community Support Program of \$9,000 which we would like to put towards the cost of the HVAC system; an application for another grant will be submitted before the March 31, 2021 deadline.



Funding Report
March 17 2021.docx

7. **Building and Capital Projects (Kim)** - front of theatre design ideas: Craig sent an email to the Board with some of the design submissions; he requested that this item be deferred to the next meeting; we would like to take advantage of available grants for some of the costs; Kim spoke with Ivana – she will work on a design and submit it to us; a small committee should be formed to review the submissions for the front of theatre design; Craig, Ann, and Nedine are interested in being on this committee.

ACTION: Nedine will send list of those interested in being part of the “front of theatre design committee” to Craig.

General:

8. **Salmon Arm Downtown Improvement Association (Heather)** – Heather made contact, learned there is no membership fee; she is now on their list as a contact for ST; she passed on information about Trivia Nights, TOTE, and the intended renovations to the building façade; Heather and Howard met with Joyce Henderson, who suggested we promote activities of ST at the April city meeting.

ACTION: Howard will contact the City and get on their agenda for their April meeting, or next available time slot, to promote WalkAbout.

9. **Marketing and Publicity Committee Report (Alex/Kim/Ann)** – we will offer Kelly Coubrough assistance with the publicity for the summer program, once we know what her plans are; Alex agreed to meet with Kelly to “show her the ropes” with media and with steps involved in putting on a ST production; Kelly may hold her first 2 rehearsals at the United Church; she will take care of a lot of the producer-type aspects of the production; it might be a good idea for Kelly to meet with a few ST folks who can offer her support; Susan MacMillan, Alex, and Ann (tech support) will offer such support.

TOTE met with Marketing and Publicity Committee to discuss TOTE using ST social media platforms; can TOTE use the exterior of the building to promote itself with a mural or a logo?

10. **Website update (Kim)** – there is no new information to share since Kim sent the Board an email on this matter; the name of Joyce Henderson needs to be removed from the website; the names of Heather Stefanek and Howard DeLong can be added as the Sponsorship contacts; please report errors on the website to Kim; Kim is now officially an administrator of the ST website.

ACTION: Kim will send request to Sproing Creative to add logo for BC Arts Council to our website as one of our sponsors.

11. **Tech update (Ann)** – refer to quote Ann shared from Computer Professionals for the Network Attached Storage proposal, \$1621.38; an idea is to remove some items off the ST website which are primarily for members and start archiving them with NAS; Ann would like to have another conversation with Computer Professionals about this, would like another Board member to accompany her; Ann advised this purchase is not a priority at this time, it can wait until we are up and rolling.

NAS is a box which is kept at the theatre, it's like using Google Drive but with more power; all theatre documents (grant applications, for example) would be in one location, accessible by all board members; it's an organizational desktop, would change speed and efficiency with how we do things; one person could be tasked with organizing all ST documents into folders on the NAS.

Mounting the new speakers – not sure when we will be able to mount the new speakers, waiting for the racks; duct work still needs to be removed – this would create an option on where the speakers could be installed.

12. **Updating to Inclusive Language (Nedine/Ann)** - Arts BC shared an article on the use of inclusive language; this could be used as a guide to let people know the theatre is a safe place; there is a link posted for this on Discord; our marketing should say we'll be more aware of, and active about, the language of inclusivity; the language on our audition forms could be changed to use non-gendered language; do we need to create a "safe spaces" policy? the Edmonton Fringe has a comprehensive policy about this.

<http://glaad.org/amp/how-to-make-theatre-productions-trans-inclusive?fbclid=IwAR2ttxe1RJkuA5ZnavJqr-3cSvYtAUHH1VbZ-ssmDeyl7RMpMzVYmz24Fc>

13. **Email from Arts Centre re: PRIDE Week (Astrid Varnes)** – the Arts Centre has asked whether we might consider providing the theatre as a venue as part of a PRIDE Project in October 2021; Julia said the Artistic Committee could work around that time frame when they are considering the 21-22 season; the suggestion was made to book the theatre for this event if the calendar is free.
14. **Spring cleaning** - Heather offered to do it, with Mary and Howard also offering to assist; sweeping needs to be done, planters need to be cleaned out, and new flowers need to be added.

Meeting adjourned at 7:28 pm
Minutes recorded by Mary Fabian

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

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.

Feb 17, 2021 ACTION: Sherry will send Craig a copy of the photocopier 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?