

**Board of Directors, Shuswap Theatre Society - Board Meeting Minutes**  
**June 22, 7:00 pm**  
**Shuswap Theatre, Salmon Arm, BC**

**In attendance:** Nedine Scott, Howard DeLong, Laura Demulder, Mary Fabian, Heather Stefanek, Susan MacMillan, Meredith Rusk, Winston Lee-Hi.

**Regrets:** Peter Molnar, Sherry Bowlby

**Guest:** Kim MacMillan, Jaci Metivier, Tracey Kutschker

**Call to order** - 7:02 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**

Motion by Howard DeLong that the agenda be approved as amended. Seconded by Susan MacMillan. Carried.

**Board Meeting Minutes**

Motion by Heather Stefanek that the minutes of May 16, 2023 be adopted. Seconded by Howard DeLong. Carried.

**Finance:**

1. **Treasurer's Report (Winston Lee-Hai)** - Financial documentation was e-mailed to Board members prior to this meeting. The search for a bookkeeper continues; there is an ad in *The Prompter*. The Treasurer will be a volunteer position on the Board, while the bookkeeper will be a paid position.

**MOTION** by Winston Lee-Hai that the Board approve payment of up to \$500 per month for the bookkeeper position. Seconded by Heather Stefanek. Carried.

By purchasing monthly subscriptions to programs such as Sage Accounting or QuickBooks on-line, there could be automation of data entry; our bank accounts could be linked to programs and our monthly banking transactions could be downloaded, eliminating a lot of data entry. The Treasurer could access the data and be able to report to the Board.

2. **Funding and Sponsorship Committee Report (Howard)** – Highlights of attached report:
  - We received a \$1000 grant from Hamber foundation for Musical Youth Summer Theatre. This brings the grant total to \$3,000.
  - There is \$901 remaining of funds originally targeted for wireless head mics that Ann Skelhorne would like to use to purchase a sub-woofer.
  - We need to establish a new theatre priority list soon, as grant application submission times start opening up in September.

### **Board Business:**

3. **City of Salmon Arm Operational Funds Request (Tracey Kutschker)** – The process for the Shuswap District Arts Council to receive annualized funding from the City took several years. Tracey had many conversations with City Councillors over the years. Demonstrate how ST provides services to SA citizens. Identify all programs ST provides to the community for free. Identify what benefits ST provides. Include economic data on how culture impacts the community. Incorporate Equity, Diversity, and Inclusion Principles and demonstrate how our programs/services reflect these. Include ST's annual budget. Reference action items from the City's Cultural Master Plan. If City gives us funding, ST can leverage that funding when applying for other grants. Using a visual representation of ST community engagement is beneficial.

**ACTION ITEM** – Mary will contact Erin Jackson at the City and advise ST is not ready to proceed with a funding request for the upcoming fiscal year. Mary, Howard, and Laura will be Committee members spearheading this work.

#### 4. **Upcoming Events:**

**Annual General Meeting** – The date will be Wed, Sept 20<sup>th</sup>. Board members are encouraged to send names of possible Nominating Committee members to Nedine.

**Open House** – The date will likely be Sept 16<sup>th</sup>. To be organized by Julia Body, Nedine, and Laura.

**SA Fair and Parade** - A booth has been secured for ST, free of charge, at the fair, from Sept 8-10, 2023. Meredith will organize a float for the parade.

**Board Retreat** – Nedine has been in contact with Moxy HR Inc, though a date and time have not been set. Nedine is meeting with them next week.

#### **Artistic:**

5. **Artistic Committee (Laura)** – The AC has not met since the last Board meeting. ST will be hosting a workshop on stage fighting, in preparation for *Treasure Island*. There is no longer an issue in obtaining scripts or licensing rights for *Outside Mullingar*.

**MOTION** by Meredith Rusk to appoint Kim MacMillan to the Artistic Committee. Seconded by Heather Stefanek. Carried.

6. **Concord Floral and Okanagan Zone Festival (Jaci Metivier)** – A written, final report was shared with Board members via email. The production made some profit, which covered the cost of going to the Zone festival. The smaller audiences were in line with those for other festival productions. Paid ads on Facebook received over 1,000 views. Instagram was also used to promote the show. All initial issues with attending festival worked out in the end. There were several crew people who were new to Shuswap Theatre. Students in Chris Iversen's class at JL Jackson Secondary School were integral to this production.

Cast and crew overcame many obstacles to get to festival and do so well. It has been 18 years since ST won Best Production. The Board is extremely pleased with the success of the production; Director Ann Skelhorne is grateful

that the Board allowed her to take on this risky production. Jaci recommends that a handbook for working with youths be created.

7. **Treasure Island (Laura)** – Auditions were held last week for 12 acting positions, with some actors able to play 2-3 roles. All positions have been filled. There will be a lot of stage-fighting. The set, costumes, and stage-fighting will be very costly; the budget will be presented at the July Board meeting. Rehearsals may start in late August. There will be a team of producers, with Laura being part of the team.
8. **Theatre On the Edge, TOTE (Ann Skelhorne)** – The team is getting the last details together, marketing is strong. The EDGE Club will be on the patio and at the bar being built in the green room. The poster is almost ready. Susan is coordinating Front of House volunteers.

Discussion about email sent by Sherry Bowlby regarding the TOTE application and registration fees. Ann has been signing TOTE artists up with ST memberships which, if purchased after March 31, are good for 15 months.

**MOTION** by Howard DeLong that Shuswap Theatre refund the \$150 registration fee to artists at the end of the festival, along with their profit share. Seconded by Meredith Rusk. Carried.

9. **Okanagan Zone Meeting (Mary)** – Shuswap Theatre has been asked to host the O Zone Festival in 2025, as Powerhouse Theatre in Vernon will be hosting in 2024. Main Stage 2023 is happening in Surrey, with Nanaimo hosting in 2024. The Election of Officers for the Zone occurred; there were no changes.

**MOTION** by Meredith Rusk that Shuswap Theatre host the Okanagan Zone Festival in 2025. Seconded by Mary Fabian. Carried.

10. **Musical Youth Summer Theatre, MYST (Kim MacMillan)** – The program is completely filled. 2 or 3 youths received financial support in able to participate. The program received \$3000 in funding this year. There are still some issues needing to be reconciled between Moving Theatre Company's (MTC) budget and Sherry's budget. MTC is contracted by Shuswap Theatre to provide this program; all adults with MTC have had Criminal Record Checks completed.

**MOTION** by Winston Lee-Hai that Shuswap Theatre obtain legal advice on our Memorandum of Understanding with Moving Theatre Company, up to the cost of \$2,000. Seconded by Laura Demulder. Carried.

## **Building:**

### **11. Building Façade Project**

**Operation Facelift Fundraising Committee (Howard)** – Howard will do a presentation about Operation Facelift to one of the local Rotary clubs on July 21<sup>st</sup>.

**Building Design Committee** – Craig Massey continues to keep us updated via emails regarding the progress of the renovation.

Meeting adjourned at 9:14 pm

Next meeting: July 18, 2023, at 7:00 pm

Minutes recorded by Mary Fabian