

**Board of Directors, Shuswap Theatre Society - Board Meeting Minutes
July 18, 2023**

In attendance: Nedine Scott, Susan MacMillan, Howard DeLong, Meredith Rusk, Sherry Bowlby, Laura Demulder, Heather Stefanek

Regrets: Peter Molnar, Mary Fabian, Winston Lee-Hi

Guest: Anne Skelhorne

Meeting called to order 7:02pm

Land acknowledgment read by Nedine.

Agenda: moved by Meredith that the agenda be approved. Carried.

Board Meeting Minutes: moved by Laura that the minutes of June 22, 2023 meeting be adopted. Carried.

FINANCE

Treasurer's report (Sherry) - every 3 months, the bank statement has to be verified to the GL. This was done by Meredith at this meeting and witnessed by the attendees. Minor discrepancy in the Gaming Account. **ACTION:** Sherry to investigate and adjust.

Bookkeeper Search Committee (Sherry) - There are two people who are possible candidates. Waiting to hear back from the first one interviewed if they are willing to take on position.

Theatre on the EDGE (Anne Skelhorne) - Net ticket sales just under \$5500. Most popular show by attendance was Betty White, followed by Matchmaker on the Roof. Better houses than last year. Bar/concession took in around \$1500. What do we want to do with the bar? Heather suggested replacing the old and dated kitchen surround with one half of the bar. Further discussion needed on this. Merchandise remaining: some T-shirts & hats. Anne would like to maintain the same team for next year. Lots of new folks came out of the woodwork to help. She suggests that we consider buying a large tent for outside, it was very hot for the artists' chats even with the two small pop up tents. Need to focus on obtaining Sponsorships for next year. The workshop "Cultivating Safer Spaces in Theatre" led by Nicolle Natrass was hosted by the Art Gallery, it was very relevant and well attended. No indigenous component as Teresa Johnson was unable to work with us. Meredith volunteered to assist in finding someone for next year. **ACTION:** TotE to be a conversation topic at the board retreat.

BOARD BUSINESS

Invitation to Shuswap Community Foundation Donor Recognition Reception - August 31 at R.J. Haney House 11am - 2pm.

ACTION: Anyone available and interested? Let Nedine know by August 14 so she can RSVP.

Invitation to Caravan Farm - Shuswap Theatre had received a pair of complementary tickets for both July 22 & 23 performances. These are much appreciated and were given to the board members who were available to attend. Laura will go on Saturday and Nedine on Sunday.

AGM Nominating Committee - ACTION: Howard to ask Darrel Warman, Nedine to ask Pauline Waelti if they would serve on the committee.

Open House - Teresa has agreed to do the bar. Budget was discussed. **MOTION** by Meredith that the board approve spending up to \$400 for this September's Open House. Seconded by Susan. Carried.

Fall Fair Parade - need twice as much candy as last year! **MOTION** by Meredith that the board approve spending up to \$400 on all facets of the parade. Seconded by Sherry. Carried.

Fall Fair booth - Julia would like us to get a sturdy pop-up banner, which would also be used for future events. **MOTION** by Susan that the board approve spending up to \$1000 on purchase of a pop-up banner and other promotional materials deemed necessary for the booth. Seconded by Howard. Carried.

Application to City Council for funding - Susan asked for clarification of the purpose of the committee which was formed at last board meeting (Mary, Howard & Laura). Meredith says we need to get better at the process of forming committees and how they operate. All committee meetings should be minuted.

MOTION by Meredith to move in-camera. Seconded by Susan. Carried.

MOTION by Howard to move out of in-camera portion of meeting. Seconded by Susan. Carried

ARTISTIC

A.C. - nothing to report.

Treasure Island - in preparing the budget, they are projecting almost full houses, which will bring in gross revenue of around \$30,000. Royalties are lower than some productions have been. Estimated expenses just over \$16,000. They are still trying to confirm a presenter for the workshop on Stage Fighting. **MOTION** by Sherry that the Board approve the preliminary budget for Treasure Island as presented by Laura. Seconded by Susan. Carried.

OZone - Powerhouse Theatre won some awards at the recent Mainstage Festival in Surrey. As the OZone runners-up, they attended in place of Shuswap Theatre.

MYST - no report. There are 4 performances of "Matilda Jr" this weekend.

BUILDING

Building Facade Project - following is email from Craig "Good afternoon everyone, In preparation for tonight's board meeting I can offer the following updates; the majority of the preparation for our new hydro service is now complete, Telus attended this morning and removed their existing service, the new service will be run and connected tomorrow afternoon. The service box for this will be inside the hydro room so will not be exposed to the elements in the future. Hydro confirmed this morning that we are now in their queue for rerouting of our service, in speaking with Little Mountain Electric that means it will happen either late next week or early the following week. Once this is done we can move onto soffiting, siding, final flashings, and signage".

Howard said we may need to have a new Building Structure report (last done around 15 years ago). **ACTION:** He will ask Craig for his thoughts, once this project is completed.

Operation Facelift - committee had a couple of meetings to discuss how to recognize our sponsors & donors, with a ribbon-cutting ceremony inviting them as well as the Mayor etc, and also to finalize the design of the plaque.

A practical solution needs to be found for the front doors. Suggestion is that rather than try to do it ourselves with volunteer labour, we should pay to have them professionally refinished, or replace them with metal doors. If the latter, they should be wheelchair accessible. Another Design Committee meeting is needed to decide on this. **ACTION:** Heather to check with Craig.

Heather asked about the possibility of an awning (retractable?) or covering for the doors that could be added at a later date, should we decide this is still necessary. There are some options available, but might go against the design proposed by Warren.

Railings are needed on the left side of the house. **ACTION:** Nedine will speak to Cilla.

Meeting adjourned at 8:57pm

Next meeting: August 15th at 7pm

Minutes recorded by Heather Stefanek