

**Board of Directors, Shuswap Theatre Society - Board Meeting Minutes**  
**August 15, 2023, 7:00 pm**  
**Shuswap Theatre, Salmon Arm, BC**

**In attendance:** Nedine Scott, Howard DeLong, Mary Fabian, Heather Stefanek (Zoom), Susan MacMillan, Meredith Rusk, Winston Lee-Hai.

**Regrets:** Peter Molnar, Laura DeMulder

**Guest:** Elizabeth Ann Skelhorne

**Call to order** - 7:05 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 Mary Fabian that the agenda be approved. Carried.

**Board Meeting Minutes**

Motion by Susan MacMillan that the minutes of July 18, 2023 be adopted. Seconded by Howard DeLong. Carried.

**Finance:**

1. **Treasurer's Report (Sherry Bowlby)** - Financial documentation was e-mailed to Board members prior to this meeting. All bills have been paid.

**MOTION** by Sherry Bowlby to accept the August financial report as presented. Seconded by Mary Fabian. Carried.

2. **Bookkeeper Search Committee (Winston Lee-Hai) –**

The Treasurer will approve all payments and provide the Bookkeeper with all supporting documents. The Bookkeeper will act upon the direction of the Treasurer. We still need to develop an internal control for issuing e-transfers. ST will consider switching to Quickbooks Online (QBO) at a future date.

**MOTION** by Winston Lee-Hai, seconded by Sherry Bowlby, that Shuswap Theatre enter into a contract with Sue Bollen to be our bookkeeper

according to the following terms:

1. To work under the direction of the Treasurer to learn and maintain our bookkeeping system.
2. To receive a total remuneration package of \$400 per month. Initially, during a training/orientation period, this amount will be shared equally between Sue Bollen and Sherry Bowlby, until Sue is able and ready to assume responsibility for the deliverables specified in her contract, at which time she will receive the full amount each month. This transition may be gradual and will be made at a time, or times, mutually agreed upon by the Treasurer and the Bookkeeper.
3. The expectations of the contractor are defined by Policy 3.1: Treasurer and Bookkeeper (currently in draft form, dated August 15, 2023).

Carried.

**MOTION** by Sherry Bowlby to approve Policy 3.1: Treasurer and Bookkeeper. Seconded by Meredith Rusk. Carried.

**3. Funding and Sponsorship Committee Report (Howard) –**

- Ann Skelhorne has completed and filed the report about TOTE for BCAC Festivals.
- Howard is starting to work on getting sponsorships for the 1<sup>st</sup> show of the next season.
- The wall-mount plaque, to recognize Operation Facelift Sponsors, Donors, and Grantors will be ready this week.

**Board Business:**

**4. Upcoming Events:**

**SA Fair Booth and Parade** – Board members are encouraged to volunteer at the ST booth on Sept 8, 9, and 10. Parade floats are supposed to be 75 % decorated. Cast members of *Treasure Island* will have a role in getting the float ready.

**Open House** – Planning is underway for this event occurring on September 16<sup>th</sup>. The stage-fighting workshop will occur at the same time.

**Piccadilly Mall Sign-Up Week** - Board members are encouraged to sit at our table anytime from Sept 3-9<sup>th</sup>.

## **Annual General Meeting and Approval of Nomination Committee –**

**MOTION** by Meredith Rusk that Teresa McKerral and Julia Body be appointed as the Nomination Committee. Seconded by Howard DeLong. Carried.

Committee members will contact Board members regarding their intentions to remain on, or leave, the Board for the upcoming season.

The September Board meeting will be advanced to occur on September 12, instead of September 19.

### **5. Correspondence -**

**MOTION** by Susan MacMillan to move in-camera to discuss correspondence. Seconded by Howard DeLong. Carried.

**MOTION** by Meredith Rusk to return to regular meeting format after correspondence discussion. Seconded by Susan MacMillan. Carried.

6. **Marketing and Publicity (Nedine)** – Committee communication has been occurring electronically. The season brochure should be completed by the end of August. ST stickers are available to be sold, and a button is being designed. This committee will help with marketing for *Treasure Island*. The program cover for the season is being worked on.

### **Artistic:**

7. **Artistic Committee** – A meeting is set for the end of August. There will be a report for the September Board meeting. Howard will let the graphic designer know he already has a poster for *Dry Streak*.
8. **Treasure Island (Nedine)** – There was a read-through on August 10<sup>th</sup>. A 2-day stage-fighting workshop is being finalized. Julia Body may reach out to the O Zone Board for assistance with funding.
9. **Theatre On the Edge, TOTE (Ann Skelhorne)** – A final budget and final report were distributed. The post-mortem was positive. There is already a team forming to work on planning for next year (10<sup>th</sup> year); the first meeting will be in October. TOTE is looking for a home for the bar until next year's festival.

10. **Tech (Ann Skelhorne)** – Ann is in the process of purchasing a new sub-woofer with funds left over from last year’s grant designated for the purchase of sound equipment (approximately \$900).

**Building:**

11. **Building Façade Project**

**Operation Facelift Fundraising Committee (Howard)** – An extension to the end of September has been ok’ed by the Shuswap Community Foundation for the report regarding the completion of the Operation Facelift Project.

**Building Design Committee** – Craig Massey’s email of August 15, 2023:

B.C. Hydro has confirmed that they will be on site on 2023-08-23, next Wednesday. The hydro will be disconnected for only a matter of hours. BWP has confirmed that they are available to continue with the remaining demolition and siding as of the morning of August 24th.

Because of the required design modification re: NO structure over the front doors, we are going with a decal with a QR code instead of the ST logo. This will be placed over the siding, above the front entrance.

Meeting adjourned at 8:55 pm

Next meeting: September 12, 2023, at 7:00 pm

Minutes recorded by Mary Fabian