

Board of Directors, Shuswap Theatre Society - Board Meeting Minutes
September 12, 2023, 7:00 pm
Shuswap Theatre, Salmon Arm, BC

In attendance: Nedine Scott, Howard DeLong, Mary Fabian, Heather Stefanek, Meredith Rusk, Winston Lee-Hai, Peter Molnar, Laura DeMulder, Sherry Bowlby.

Regrets: Susan MacMillan,

Call to order - 7:03 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 Heather Stefanek that the agenda be approved as amended. Carried.

Board Meeting Minutes

Motion by Howard DeLong that the minutes of August 15, 2023 be adopted. Seconded by Laura DeMulder. Carried.

Finance:

1. **Treasurer's Report (Sherry Bowlby)** - Financial documentation was e-mailed to Board members prior to this meeting. Nothing out of the ordinary to report.

MOTION by Mary Fabian to accept the August financial report as presented. Seconded by Peter Molnar. Carried.

- Howard will search for a digital copy of ST's insurance and provide it by email to the United Church; this was a contractual requirement for our use of the church for Musical Youth Summer Theatre.
- Our domain host covers the cost of our domain name.
- It appears that the ST photocopier is being used for photocopying items that are not for ST use. The last invoice for photocopying was for 600 copies, while the photocopying log only showed about 125 copies having been made. Discussion about implementing a code for access so only ST photocopying can occur. ***Nedine will look into this and report back to the Board next month.***

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

- New, contracted-bookkeeper Sue Bolen will start on Sept 18th. There are a few logistics to be worked out regarding the transfer of duties from Sherry Bowlby.
- Winston will lead the charge on ST's need for storage capacity for electronic files.
- In consultation with a lawyer, a draft agreement has been prepared for Musical Youth Summer Theatre (MYST); a meeting is still to occur to review the recommended agreement.

3. **Funding and Sponsorship Committee Report (Howard) –** A list of capital expense priorities prepared by the Technical Director was distributed. With the input from Board members, Howard will prepare an updated priority list. Can ST purchase some of the priority items instead of applying for grants for them? For the purpose of grant applications, it would be helpful to have data on how ST patrons support local businesses before and after attending a ST production.

Board Business:

4. **Events:**

SA Fair Booth and Parade, Piccadilly Mall – The ST float was awarded 3rd place prize. This is a huge promotional opportunity for ST. 458 people entered our draw for 2 season passes. More help is needed to put on these events. Not all of the wanted promotional materials were available for the fall fair or the table at Piccadilly Mall.

Open House – Volunteers are needed to set things up for the Open House on September 16th. Assistance is required from 5 pm and on.

Annual General Meeting – All Board members should attend the AGM on September 20th.

Theatre 101 – This is taking place at ST on Sept. 23, from 10 am to 1 pm. It will be advertised in *The Prompter* and on Facebook.

Trick or Treat Trail – Cilla Buddha will give treats out.

MOTION by Winston Lee-Hai to approve up to \$300.00 for the purchase of treats for the Trick or Treat Trail event. Seconded by Peter Molnar. Carried.

5. **Correspondence** – Two nomination letters were presented to the Board for consideration of Honorary Lifetime Memberships for 2 members. These will be presented at the AGM.

MOTION by Howard DeLong that Kim MacMillan and Susan MacMillan be awarded Honorary Lifetime Memberships to Shuswap Theatre. Seconded by Mary Fabian. Carried.

6. **Committee to Seek Funding from City of Salmon Arm (Mary)** - First meeting occurred on Sept 11th. Brainstormed on what our plan of action will be. Will follow the guidelines presented to the Board by Tracey Kutschker. Need to get a building assessment done before we know what our needs are.

Artistic:

7. **Artistic Committee (Laura)** – Last met on August 28th. They reviewed Policy 5.1: Artistic Committee, which was updated November 15, 2017. The AC follows most of the identified responsibilities, some are followed informally. Reviewed the Director Submission Form, which will be revised for 2024-25 season.

AC members assigned to each play this year as contact:

Treasure Island – Kim

Dry Streak – Laura

Outside Mullingar – Julia

2024/2025 Season: Laura will order plays from Theatre Alberta to start to read for next year's season.

A request by TOTE Artistic Producer Ann Skelhorne was made to the AC, requesting that TOTE be considered part of ST's regular season, thus making TOTE a production to be undertaken by ST volunteers. Board members recognize that ST currently does not have enough of a volunteer base to take on this task. TOTE's history as part of ST was reviewed. The Board wishes to proceed with TOTE as a contracted entity, in the same vein as how MYST is offered.

MOTION by Mary Fabian that Shuswap Theatre advertise for expressions of interest for the organization and implementation of Theatre on the Edge (TOTE) festival for July 2024. Seconded by Howard DeLong. Carried, with one abstention.

8. **Treasure Island** - Rehearsals are underway, the set is almost completed. The stage-fighting workshop is going ahead on Sept. 23. Total cost: \$2248.18. Posters will be out in the next few weeks. Planning has begun for costuming.
9. **Dry Streak (Howard)** - Looking at setting audition dates. Already has a Stage Manager and a sound person.

Building:

10. **General Update** - ST is getting new LED lights over exits and for the stage.

11. **Building Façade Project**

Operation Facelift Fundraising Committee (Howard) – Howard will complete the final report for the Shuswap Community Foundation regarding the completion of the Operation Facelift Project.

Building Design Committee – Craig Massey continues to provide email updates regarding the progress of the project. There have been recent issues with Hydro not being able to complete their portion of the work. Heather provided Craig with the name of a landscaper who is willing to work on our front entrance area after the façade renovation has been completed.

Meeting adjourned at 9:24 pm

Next meeting: October 17, 2023, at 7:00 pm

Minutes recorded by Mary Fabian