

Board of Directors of Shuswap Theatre Society**BOARD MEETING MINUTES**

January 17, 2018, Shuswap Theatre

Meeting called to order at 5:15 pm, following a visit to the Salmar Grand to look at theatre seats and floor coverings.

Present: Kim MacMillan (Chair), Hammy McClymont, Sherry Bowlby, Paula Shields, Tracy Nash, Peter Molnar

Guests: Julia Body, Liz Kingdon

Regrets: Bea Kirkwood-Hackett, Kathy Moore, Monica Gignac

AGENDA

- **MOVED by Sherry and seconded by Paula that the agenda be accepted. CARRIED.**

PREVIOUS MEETING MINUTES – December 13, 2017

- One little error corrected, \$8,000 not \$20,000 on page 2 under Comfy Bottoms
- **MOVED by Hammy and seconded by Tracy that the minutes be approved as amended. CARRIED.**

ARTISTIC & PRODUCTION

- **Artistic Committee (A/C) Report** – The committee met last week and is working on the 2018-19 season repertoire and in particular, directors.
- **Mini Retreat** – The meeting is planned for January 20th from 9:30 am to 12:30 pm. Astrid has asked that board members review the notes of the retreat held last April to prepare for the session.
- **Backstage Etiquette Document** – Kim explained a few edits he has made to the draft. **MOVED by Tracy, seconded by Paula, that Policy 6.6.1, Actors' Rules & Etiquette be adopted. CARRIED.**
- **Future of Theatre on the Edge** – Kim reported that he met with Jaci to identify issues going forward. It was agreed to try to put a team together to organize the 2018 festival, and the following steps will be taken.
 - Hammy will research Fringe financial structure. Tracy and Hammy will draft a preliminary budget which Jaci will submit to Arts BC with a request for funding.
 - An initial planning meeting will be held at the theatre at 7:00 pm, Wednesday, January 31st. Invitation will be by Prompter notice and phone follow-up.

FINANCE

- **Second Quarter Financial Report** – Sherry spoke to the balance sheet and income statement. Hammy spoke to the revised forecast for the season. **MOVED by Paula, seconded by Peter, to receive the Second Quarter Financial Report. CARRIED.**
- **“Opening Night” budget** – In Bea’s absence, Hammy presented the budget for “Opening Night” (see production tab of the revised forecast, “winter” column). **MOVED by Hammy, seconded by Tracy, to adopt the “Opening Night” budget. CARRIED.**
- **Capital Reserve Fund** – Hammy presented Policy 3.8, Capital Reserve Fund, a list of capital project priorities and an estimate of costs for those priorities, noting that we should regard the fund as a way of borrowing money

from ourselves for capital projects, with the clear understanding that the fund must be paid back. **MOVED by Paula, seconded by Tracy, to adopt Policy 3.8, Capital Reserve Fund. CARRIED.**

- **Director's & Officers Liability Insurance – MOVED by Hammy, seconded by Tracy, that D&O Insurance be purchased from SASCU, PROVIDED the cost of the insurance is within 15% of the \$550 quote provided by Arts BC. If the cost exceeds this limit, the insurance will be obtained from Arts BC. CARRIED**

POLICY

- Four agenda items related to policy were deferred to the February meeting.

FUNDING, DEVELOPMENT, MARKETING

- **Comfy Bottoms fundraising** – The Shed Party held on January 14th attracted over 100 people and raised almost \$3,500.
- **Comfy Bottoms Board Support** – Kim asked that all board members make a contribution to the campaign prior to making an appeal to the membership as a demonstration of the Board's leadership and unanimous commitment to the project.
- **Comfy Bottoms seat selection – MOVED by Sherry, seconded by Paula, that we select the Convention style seat (the one on display in the Green Room). CARRIED.** The Comfy Bottoms Committee will finalize the colour and type of fabric.
- **Comfy Bottoms floor/carpet** – It was agreed that the aisles (side and back) will be carpeted. The seat rows will have a smooth, easy to clean surface.

BUILDING

- **FOH Coordinator – MOVED by Tracy, seconded by Peter, that Liz Kingdon be appointed FOH Coordinator. CARRIED.** Kim noted that Liz has agreed to the terms outlined in Policy 6.20.1, formal approval of which was deferred to the February meeting.
- **FOH crowd control system** – Liz presented a report on the crowd control experiment conducted with borrowed equipment during Romeo and Juliet and asked the Board to approve a permanent system. **MOVED by Paula, seconded by Sherry, that Liz be authorized to acquire a system for not more than \$1,000.**

SSAC

- **Meeting report** – Kim reported on a January 3rd meeting with SSAC (Susan, Dennis and Peter) attended by himself, Paula and Hammy. Susan has put the question, "Is Shuswap Theatre still interested in having a small theatre as part of SSAC's performing arts centre project." The history of the situation was discussed.

OTHER BUSINESS

- None

IN CAMERA

- None