



Approved

Board of Directors of Shuswap Theatre Society
BOARD MEETING MINUTES
March 21, 2018, Shuswap Theatre

The meeting was called to order at 5:06 p.m.

Present: Kim MacMillan (Chair), Sherry Bowlby, Kathy Moore, Peter Molnar, Hamilton McClymont, Monica Gignac, Tracy Nash

Guests: Joanell Clarke, Susan MacMillan, Astrid Varnes

AGENDA & MINUTES

- MOTION to Approve Agenda as amended – Sherry/Monica. CARRIED
- MOTION to Approve Minutes as amended – Peter/Sherry. CARRIED

ARTISTIC & PRODUCTION

- Artistic Committee report - Astrid
- The post mortem on “Opening Night” was discussed.
- Julia is organizing a Eugene Leveque workshop on Set Design. A date has not been decided yet.
- We are considering asking Danielle Dun-Morris if she would do the fall show; script is being decided.
- Winter production will be “Trying” with Kim MacMillan directing.
- Julia may direct the spring show.
- Plans were discussed for the Board/Artistic Committee Retreat – April 28th at Deep Creek
 - Time in the morning for Artistic Committee matters
 - Afternoon spent on board development issues
 - AC members may stay for the afternoon if they like
- TOTE update - Joanell Clarke
 - Joanell introduced herself
 - Presented a Committee Member list
 - The committee has received nine applications so far and a Selection Committee has been chosen to decide the finalists.
 - Prices will stay the same as last year.

FINANCE

- Community Foundation Grant – project to be requested may depend on the state of our seating/flooring renovation (i.e. funding cannot be requested for a project already started).
- **MOTION “That the signing officers for the bank accounts and the credit card will be any two of the following: Sherry Bowlby, Kathy Moore, Kim MacMillan and Hamilton McClymont. We certify that none of these board members directly or indirectly owns or controls 25% or more of the organization.” Sherry/Monica. CARRIED**
- Insurance Claim – Kim received a call from our insurance adjuster after his meeting with Marcus and Kim. Is Marcus an “insured party”? Was Marcus being paid?” Kim needs cancelled cheques from Sherry. Kim also needs list showing Marcus as a Director for that year. Clarification is needed about who is an “insured party”. Kim to follow up with our broker at SASCU Insurance.

POLICY

- Policy on sexual harassment - tabled
- Policy on conflict of interest - tabled
- Policy on privacy - tabled
- Update - Board member name tags – Monica will look into this now.

FUNDING, DEVELOPMENT, MARKETING

- Update - Comfy Bottoms fundraising
 - Layout needs to be confirmed by our architect, Bernd Hermanski.
 - We have raised \$36,000 out of the \$37,000 needed.
 - Letters will be going out to members who have not yet donated.
 - Seat removal booked for last week of May. Cleaning should be done at the same time.
 - Old seats will be advertised for donation. Remainder will go to the dump and the scrap metal place.
 - Flooring will be done during the first week of June.
 - Seats will be installed sometime in early June.
 - **MOTION to remove the risers at the back of the theatre and replace with bar stools. Peter/Kathy. CARRIED**

OTHER BUSINESS

- Vignette for Eats and Beats, May 25th, Ross St Plaza – will not participate this year
- Spring Cleaning – we will find a date after the seats are in and before TOTE to do a cleaning.
- Presentation to City Council Mar 26th - booked
- Invitation to Tammi Pretty (potential board member) – Kim will invite to attend meetings as guest.

MOTION to close the meeting by Sherry/Monica. CARRIED