



Approved

**Board of Directors of Shuswap Theatre Society
BOARD MEETING MINUTES
April 18, 2018, Shuswap Theatre**

Attendees: Kim MacMillan, Hammy McClymont, Kathy Moore, Sherry Bowlby, Peter Molnar, Monica Gignac

Regrets: Paula

Guests: Astrid Varnes

AGENDA

- **Motion to approve the amended agenda by Paula/Monica. Carried**

PREVIOUS MEETING MINUTES – March 21, 2018

- Errors and Omissions
- **Motion to approve the amended March minutes by Hammy/Kathy. Carried.**

ARTISTIC & PRODUCTION

- Artistic Committee report (Astrid)
 - **Motion to approve next season's dates as submitted by the AC for the 2018/19 season. By Sherry/Paula. Carried**
 - **Motion to accept the season as outlined with the board requesting the committee for clarification on the Christmas play by Hammy/Sherry. Carried.**
- TOTE update and revised budget – (Joanell, Hammy). See attached report.

FINANCE

- Third quarter balance sheet and income statement (Sherry)
- Third quarter revised forecast (Hammy)
- **Motion to receive, with gratitude, the financial statements as presented by Sherry/Tracy. Carried.**

POLICY

- Update on board member name tags by Monica - Approximately \$12 each, 1x3, magnetic, white on maroon. Monica will order them.
- **Motion to have Monica order 15 name tags by Kathy/Tracy. Carried.**

FUNDING, DEVELOPMENT, MARKETING

- Update on Comfy Bottoms program.
- Joyce will organize cleanup for the week that the seats will be removed.
- Everybody thanked everybody for all their help

- Shed Party Fund Raisers – Peter has volunteered to run shed parties as other fundraisers. A possible show may be able between opening play and Christmas play.

BUILDING

- Kim sent out a revised Capital Improvements list. The Board revised some sections. The stage floor has become a higher priority. There has to be some serious thoughts about getting it into the schedule.
- Shuswap Foundation Grant Application. Letter of Intent needs to be in by May 15th. Kim will ask Doreen to prepare a comprehensive lighting plan for lobby and kitchen area in consideration of sending in the letter of intent. Added to list - additionally a new camera and monitor for backstage could be considered.
- Discussion re: stools for back of house.
- **Motion to order eight bar stools by Sherry/Monica for the back row of the theatre. Carried.** Kim will order.

SSAC

- Update on feasibility study. SSAC has hired someone. Hammy will approach a contact to see what information can be had.

OTHER BUSINESS

- Plans for Board/Artistic Committee Retreat – Kim will send out address.
- Spring Cleaning will go ahead as above.
- Garage Sale - no interest in doing this.
- Costume Room is in disarray and the window is creating a fire hazard. The window should be covered to keep the heat out. Sherry will put up a solution.

Meeting adjourned t 7:25 pm