

Shuswap Theatre Society - Board Minutes

May 16, 2018 – 5:00 pm at the theatre

Present: Kim MacMillan, Hammy McClymont, Sherry Bowlby, Kathy Moore, Peter Molnar, Tracy Nash, Paula Shields

Guests: Joanell Clarke

Meeting Called to Order at 5:07 pm.

AGENDA

- Motion to approve the May agenda with amendments. Peter/Hammy. Carried.

PREVIOUS MEETING MINUTES – April 18, 2018

- Motion to approve the April meeting minutes as presented. Tracy/Paula. Carried

RETREAT REPORT

- Motion to approve amended Policy 6.2, Director job description to clarify accountability. Kathy/Hammy. Carried.

Policy drafting assignments from the retreat:

- Kim to draft a Harassment policy
- Kathy to draft a Membership policy
- Paula to draft a Privacy policy
- We should consider a Gift policy
- A Conflict of Interest policy is on hold.
- Drafts should be ready for the June meeting.
- Hammy will review Nominating policy and incorporate the cabinet system of board structure.

ARTISTIC & PRODUCTION

- Artistic Committee report (Astrid)
 - Contract for Danielle Dunn-Morris – tabled until after budget discussion
- OZone (Tracy)
 - Tracy is still working on storing the set until we find if we are going to Mainstage. Peter will store it if we can't keep it in the truck until after the festival.
- TOTE update (Joanell)
 - Report attached.
- Set Design Workshop Report (Kim)
 - Three people did not show up but it was highly successful.

FINANCE

- Perfect Pie box office results
 - 32% of capacity
 - \$5,595 short of our goal
- Shuswap Event Report

- A post mortem of the past year will happen after OZone (Kim, Paula, Hammy and Tracy)
- Budget issues 2018-19 season
 - Finances are not projected to be good for next year. What has changed since past years when we were doing well financially? (possible loss of momentum from last year's cancellation?)
 - Worried about the next season and if we are going to hire a director it needs to be for a play that is a draw. Kim will discuss the situation with Astrid. Perhaps we could do two one-act plays that would draw people in.

FUNDING, DEVELOPMENT, MARKETING

- Update on the *Comfy Bottoms* project.
 - Report Attached
 - A team from Telus will be coming to help remove the old seats.
 - Kim and Tracy will work out the details for organizing the seat removal.
- SASCU sponsorship request in support of TotE
 - Joyce got the request in yesterday.
- Shuswap Foundation Grant Application (Letter of intent May 15)
 - Doreen has developed a plan and spoken to the electrician but it will likely be under the \$5,000. We could add some lighting instruments to the project but it has been a bit difficult pulling it together.

BUILDING

- Capital improvements list
 - We will plan for next year's grants to have the stage replaced.
 - Stools are in and Kim has put together two of them.
 - Peter will take the remainder home and put them together.

SSAC

- Update on feasibility study
- Hammy sent Jake an email regarding their progress.
- Kim and Hammy will be meeting with Miki Andrejevic who is the consultant for SSAC's feasibility study.

OTHER BUSINESS

- Kim will be away for the September board meeting; Hammy will chair.
- Date for AGM will be Wednesday September 26th at 7:00 pm.
- Date for Open house will be Saturday September 22nd at 7:00 pm. We will appoint a team at the next board meeting to organize.
- Lending outdoor stage to Askews – Kim is in discussion with them to see how we can help.

Meeting adjourned at 7:12 pm