

Board of Directors of Shuswap Theatre Society

BOARD MEETING MINUTES

July 18, 2018, Shuswap Theatre

Attendees: Kim MacMillan, Hammy McClymont, Sherry Bowlby, Peter Molnar, Monica Gignac and Paula Shields

Guests: Julia Body & Joannell Clarke

AGENDA

- Additions - None
- Motion to Approve by Hammy/Monica. Carried.

PREVIOUS MEETING MINUTES – June 16, 2018

- Errors and Omissions
- Motion to Approve the amended minutes by Sherry/Hammy. Carried.

ARTISTIC & PRODUCTION

- Artistic Committee – (Julia) Christmas show, see attached report. Motion to have Gloria Cox join the Artistic Committee seconded by Monica. Carried.
- TOTE – (Joannell) See attached report.
- House Technical Director Job Description for approval (Kim). Hammy mentioned need to add the responsibility to ensure outside users have competent technicians, Kim will edit accordingly and publish. Approved by Board.

FINANCE

- Fundraising committee to be formed for September 2018 to formulate plan on how to fund Capital Projects and replenish Capital Reserve Account. Hammy will contact Joyce Henderson to organize team. (Joyce had emailed Kim about policy change regarding replenishing Capital Reserve Account).

FUNDING, DEVELOPMENT, MARKETING

- Update - Comfy Bottoms – Hammy will send Thank You email to Penny Renwick and offer tickets to see show at Shuswap Theatre. Liz Kingdon Donated \$250.
- Season Brochure – Hammy will follow up with Lisa. Nadine to be asked about doing social media ads.
- WOW August 29 – fliers – Kim has been in touch with Tracey Kutschker. Kim & Susan to be at WOW August 29, 2018, Peter Molnar has offered to help with handing out Flyers.

BUILDING

- Awning replacement – To clean or replace the awning. Doreen will find out the cost to replace the canvas on the awning as cleaning is no longer an option.
- New stage Floor – Hammy had prepared report on the cost of replacing the deck. Board will review and decide on how to move forward with new stage floor.

FALL PLANNING

- Fall Fair Parade planning – September 8, 2018 Kim will reach out to Alex Delaney, Delaney, Ali and Ashley regards volunteering to organize Theatre Float for Fall Parade.
- Open House Planning – Open House scheduled for Saturday September 22, 2018 7 pm. Susan and Joyce to reach out to Peter Blacklock who is a good hosts/MC. Kim to check volunteer list for anyone interested in Event Planning to assist with organizing Open House.
- Board Nametags (magnetic) have been purchased by Monica and will now be available on the kitchen fridge. Extras will be kept in the safe.
- Appoint Nominating Committee, Returning Officer – Kim to confirm with Joyce about who she would like to assist her.
- Christmas Show Hammy/Peter to contact Carolyn at Dance Studios re possible variety show to run matinee Friday Saturday, Sunday. Kim to confirm with Cod Gone Wild that they are booked. Cilla to hold off on booking for the next 2 weeks.

OTHER BUSINESS

- Summer barbecue or gathering – Peter Molnar and Pauline Waelti to host on July 27, 2018. Each guest to bring their own chair, a salad or dessert to share.
- Disposal of surplus chairs – Excess chairs to be put on Salmon Arm Buy and Sell and put some in dressing room and get rid of old wooden chairs.

Meeting adjourned at 7:28 pm.