

Shuswap Theatre Society - Board Meeting Minutes

September 19, 2018 – 5:00 pm at the theatre

Attendees: Sherry Bowlby, Hammy McClymont, Tracy Nash, Paula Shields

Regrets: Peter Molnar, Monica Gignac and Kim McMillan.

Guests: Cilla Budda, Julia Body and Gloria.

AGENDA

- Additions: Odd Jobs Budget Approval move to till Cilla arrives later. All Candidate Forum moved to end.
- Motion to Approve: Tracy/Sherry

PREVIOUS MEETING MINUTES – August 15, 2018

- Errors and Omissions no errors or omissions.
- Motion to Approve Sherry/Paula

ARTISTIC & PRODUCTION

- Artistic Committee – Christmas show – Co-Production between Shuswap Theatre & Salmon Arm Secondary. Gloria briefed Board on the plot of the Xmas Show – Santa's Zombie Apocalypse – see attached report from Artistic Committee. Peter and Hammy attended Artistic Committee Meeting and agreed on Co-Production, a collaboration between Shuswap Theatre and Salmon Arm Secondary.
- Hammy read email from Susan McMillan regarding availability of enough crew to cover the show and some questions about ticket price for the show.
- Hammy has presented the listing of jobs split between Shuswap Theatre & Salmon Arm Secondary. Gloria to direct and Hammy will produce. Media elements of the show will be done via PowerPoint and Kim will assist. Hammy had positive response from Hayden Clayton, and Claire Hall, & Liz Kingdom will cover front of house with young ushers from the Leadership Program at Salmon Arm Secondary, Joyce to fundraise. Double Cast Grades 11/12 each cast 24 people performing alternating shows. Hammy included proposed production budget, \$10 tickets, breakeven 48% & 75 each making about \$1,800 collect all monies then reimburse expenses and then split the remaining. Tracy moved to move forward with Coproduction for Xmas show seconded by Sherry. Julia mentioned the critical shortage of Stage Managers & Directors. See Artistic Committee Report attached. Julia confirmed Frank sent Hammy AGM report.
- Gloria to announce Co-Production at Open House on September 22, 2018 Jim/Hayden to cover lighting.
- Devon More – Flute Loops, August 31, update- Sold out show and standing ovation Devon received about \$1,245 as per her share of the box office.

FINANCE

- 2017-18 Fiscal Year End Financial Statements – Board reviewed and recommends adoption at AGM. Balance Sheet as at June 30, 2018, Income Statement for the year. Hammy compared to budget approved last year. Sherry to create report for the AGM. Board to approve Capital Reserve Fund and creation of account, comfy bottoms to go through that account. Shuswap Theatre is not required to engage an auditor. Capital Expense Account on Income Statement \$16,172.04 that is half costs of seats, Sherry explains schedule of depreciation rate at 5%.
- Hammy reviewed report with Sherry clarifying points and answering questions. Sherry confirm Shuswap Theatre operates on a cash basis not accrual accounting.
- Sherry will make notes for the financial report to be published by Tracy for AGM
- Paula moved to adopt the Financial Statements seconded by Sherry.

FUNDING, DEVELOPMENT, MARKETING

- Publicity Head – Marcia Beckner declined the Publicity role.
- season brochure, rack cards/fliers- Lisa Bennett has been working under the direction of Kim and Susan.
- Capital and operating fundraising plan: Hammy reviewed fundraising plan with Joyce but Joyce did not feel it would be effective, so no plan to be implemented.
- Hammy has confirmed that Peter offered to host some Shed Parties, Kim to send email to Peter Blacklock about scheduling Shed Parties.

FALL PLANNING

- AGM Planning
 - Annual Report – Hammy had sent AGM Agenda, and Year End Financials for the board to review and reports, Randy to Scene Shop and no response from Nadine and Tracy will follow up with Nadine. All report will be published on website and a single printed copy for those who want to see.
 - Pot Luck – Joyce to assign someone to take care of the Potluck as she has an appointment.
 - Agenda- Hammy reviewed AGM Agenda with Board, Tracy Nash to post AGM Agenda to Website.
 - Motion to affirm the Board’s intention to remain in our present theatre: Hammy to write the proposals and have it posted so members can review and vote was included in Hammy’s email package.
- Fall Fair Parade, update: Claire, Ashley, Alex, Allie and Griffin dressed up and marched in the parade. Formal thank you for their participation Kim to write on behalf of Shuswap Theatre.
- Nomination Committee Report- there are 8 people to be acclaimed, Kim McMillan, Sherry Bowlby, Tammy Pretty, Julia Body, Nedine Scott, Tracy Nash, Craig Massey and Peter Molnar.
- Open House Planning; Tracy asked board members to be available to give tours to new folks who may want to see the Theatre. Hammy suggests inviting new board members to the Open House.
- All Candidates Forum, Hammy with Corine Grayson and Hammy to write question on behalf of Shuswap Theatre re Arts & Cultural Plan of Council.

BUILDING

- New stage Floor, on hold: to be deal with by new board.
- Awning replacement, on hold: to be dealt with by new board.

OTHER BUSINESS

- Motion to nominate Joyce Henderson “honorary life member” Susan has written a nomination. Tracy /Paula Board voted unanimously to make Joyce “honorary life member”. Kim to announce at AGM.
- Odd Jobs Budget Review – Cilla presented proposed budget for Odd Jobs. See attached approved budget.
- Adjourned : 6:37pm