

Shuswap Theatre Society - Board Meeting Minutes

November 21, 2018 – 5:00 pm at the theatre

In attendance: Kim MacMillan, Sherry Bowlby, Julia Body, Craig Massey, Peter Molnar, Nedine Scott and Tracy Nash. Guests Hammy McClymont and Gloria Cox

With Regrets: Paula Shields, Tammi Pretty

1. **Call to order** - 5:00pm
2. **Motion to approve the agenda:** Julia/Sherry. Carried.
3. **Motion to approve the minutes of the October 17, 2018 meeting as presented.**
Sherry/Craig. Carried
4. **Artistic and Production:**
 - a. *Odd Jobs* – no final report yet.
 - b. *Santa`s Zombie Apocalypse*, Hammy & Gloria – verbal update
 - c. Coordinator for TotE – Possible leads received **ACTION:** Kim will follow up.
 - d. Hosting OZone Festival – we`re giving ourselves another week to decide. **ACTION:** Kim will keep working on chair for festival co-ordination.
 - e. *Berlin Waltz* (Devon Moore) – March 16th at 7:30pm has been agreed upon. 70/30 split with 10% of our share going to techs.
 - f. AC Report, Julia – Verbal report:
 - i. Negotiations continue for fall production. Wants to do auditions in July (cast of 20 approx). Looking for an assistant director and an assistant choreographer. Would be a fall/Christmas show combination if we are OK these dates.
 - ii. Looking for 2 or 3 people to work with Eugene Leveque to learn set design from start to finish for *Lend Me A Tenor*.
5. **Finance:**
 - a. Budget for 2018-19 – **ACTION:** Sherry to bring us a budget for December
 - i. **ACTION:** Tracy to introduce Eric Penner from Acuity Advisors LLP to Sherry/Kim and see how he may be able to assist with our financial needs.
 - b. New ticketing supplier – TixHub, TicketPro, Kim – verbal report on the research he and Alice have been doing.
 - c. List of potential capital projects:
 - i. Roof – There was a slow leak, Jim did some repair work and it hasn`t leaked since. **ACTION:** Peter to contact Integrity Roofing to get a professional opinion on the remaining lifespan of the existing roof and a quote for replacement if that will be necessary.
 - ii. Defibrillator – approximate cost, \$2000. **ACTION:** Peter to check with Salmar on whether they have one there and if it might be accessible to us.
 - iii. Tool purchase for Scene Shop – The miter saw has been purchased. The table saw is still requiring replacement and other hand tools identified for our wish list.

- iv. Stage Floor – **ACTION:** Kim to contact Hammy to get the estimate updated and for more information on possible installation for August 2019.
- v. LED Cyc lights – 2, 4m bars approximately \$8000
- 6. Grant Applications – **ACTION:** Kim to call Jaci to get assistance with what grants to complete based on our potential capital projects list.
- 7. **Scene Shop:** Verbal report from Craig. Clean up begun and tools assessment/replacement has started. Sea can will be cleaned out first and then the scene shop scheduled for January. Hopes of finding tool storage under the stage when the stage is replaced.
- 8. **Building:** **ACTION:** Kim to pursue the sale of the old lighting board.
- 9. **Resource Development:**
 - a. Theatre 101 Workshop – **ACTION:** Julia will take this to the Artistic Committee
 - b. Youth program – discussion around the desire for having a youth improv group or youth theatre group. **ACTION:** Nedine to pursue this idea further.
 - c. Lighting Workshop – Tabled for next month.
 - d. Unplug & Play – **ACTION:** Nedine to organize this.
- 10. **Policy:**
 - a. OZone rep – Nedine Scott will be our rep this year.
 - b. Email motions – only to be used when it's an uncomplicated issue and only when absolutely necessary. Tracy has emailed a link to this policy on the website.
 - c. Sponsorship Program (Kim) **Motion to adopt the Sponsorship Program policy 3.5.** Julia/Nedine. Carried
 - d. Board Planning Calendar (Kim) – Updated annually
 - e. Role Descriptions (Tammi) Tabled until Tammi present
 - f. Agenda format (Tammi) Tabled until Tammi present
 - g. FOH: Policy on bottled water and water bottles. **Motion: Effective July 1, 2019 Shuswap Theatre Society will no longer provide or sell bottled water but will continue to allow water in closed personal containers into the house during events.** Julia/Nedine. Carried.

11. Adjourned, 7:38pm

Next meeting December 19, 2018

Submitted by Tracy Nash

Signed by: _____

