

# **Shuswap Theatre Society -Board Meeting Minutes**

## **October 21, 2020–5:00 pm at Shuswap Theatre**

**In attendance:** Craig Massey, Nedine Scott, Kim MacMillan, Sherry Bowlby, Julia Body, Heather Stefanek, Alex Delaney, Howard DeLong, Mary Fabian

**Regrets:** Peter Molnar

**Guests:** Ann Skelhorne,

Call to order–5:10pm

### **Land Acknowledgement**

Shuswap Theatre acknowledges that its theatre and activities held within it are carried out on the traditional territory of the Secwepemc People. We are grateful and pay respect to the elders, past and present, descendants and custodians of these lands.

### **Agenda**

Moved by Stefanek, seconded by Fabian that **the agenda be approved as amended.** Carried.

### **Minutes**

Moved Body, seconded Bowlby that **the minutes of the Sept 16, 2020 meeting be adopted as presented.** Carried

### **Business and Administration**

#### 1) Election of Table Officers

President - Boy nominated Massey, Massey accepted

Vice - Scott let her name stand

Secretary - Fabian let her name stand,

Treasurer - MacMillan nominated Bowlby. Bowlby accepted

Moved by MacMillan, seconded Body that **Craig Massey be appointed as president, Nedine Scott as vice president, Mary Fabian as secretary and Sherry Bowlby as treasurer.** Carried

#### 2) Review Appointment to Artistic Committee

Moved MacMillan, seconded Fabian that **Julia Body, Gloria Cox, Ali Balloun and Frank Manning be appointed as members of the Artistic Committee.** Carried

#### 3) Signing Authorities

Moved by Kim MacMillan, seconded by Craig Massey that **the signing officers for the Society's accounts with SASCU, including our SASCU Collabria MasterCard Cash Back, shall be any two of Lucile Bowlby, Craig Massey, Nedine Scott and Mary Fabian. We certify that none of these board members directly or indirectly owns or controls 25% or more of the organization.** Carried

Moved Kim MacMillan, seconded Craig Massey **that the signing officers for Shuswap Theatre Society be any two of Lucile Bowlby, Craig Massey, Nedine Scott and Mary Fabian effective immediately.** Carried

- 4) Approval of AGM Minutes - Moved MacMillan seconded DeLong **that the minutes from the AGM be approved as presented.** Carried
- 5) Filing of Annual Report - Sherry will do
- 6) Front of House - Joyce sent in her notes, Pauline is willing to head up Halloween and Radio show, meeting tomorrow to try and figure something more long term out, this is a hole we need to fill more long term,  
ACTION: put it out in newsletter, website,
- 7) Covid Policies - Nedine expressed wanting rehearsal COVID policies in place and will take the lead on writing this.
- 8) Ozone Report - Nedine provided a report. Things are slowly getting back up at other members Theatres and really reflects how lucky and stable we are.
- 9) Tech Report - Hayden is stepping up and taking on more responsibility, is lighting Ali's show, never heard back about syc lights but is on the winter to do list, nothing new on sound (will follow up with Marcus about the mains), need to review/make safety plans for the whole building by department.
- 10) Volunteer positions:  
ACTION: add to next month agenda, and have further discussion then,

## **Artistic and Production**

- 11) Final report Outside Mullingar - Kim provided a report. apx 50 tickets sold, good feedback, learned a lot about video editing but enjoyed it, Marcus did amazing sound editing,
- 12) Halloween Show - Julia provided a report, rehearsing a lot, cast is high school kids, Ali is doing a great job Directing, Recording will be Sunday Oct 25th, to get it to Voice of the Shuswap by Halloween, don't know air time yet but will share when we do.
- 13) Radio Play - Julia reported, Rehearsals have started but challenge working around Halloween schedule, working on how it will be staged, will be audio recording for Voice of the Shuswap, Waiting for graphics from Lisa
- 14) Christmas Show - Heather producing, Julia and Heather met this week, things are moving along, Summerland Singers and Players heard about this and they want to do one too, Peter Blacklock is writing the script, and Howard is directing.
- 15) AC Report
  - A. each show having to solve issues on its own, but needing to fill some important roles at the board level, therefore we need a comprehensive season long plan and longer list of people to approach and engage, need to deal with tech side issues as this will make it easier for those involved in show, and also deal with any missing tech items we may need,  
ACTION: FOH meeting in the next few days, Ask Susan to mail membership that we are looking to fill these needs, be specific for tech roles, other volunteer roles?

IDEA: come up with theatre 101 YouTube mini training videos, put them out every couple of weeks etc., and then more in-depth training from there, possible to do apprenticeship style, need a more clear education strategy and direction

ACTION: Meeting with Ann, Marcus, Kim and Julia to start building on these ideas,

## **FINANCIAL**

16) Treasurers report: Sherry Reported. We're doing Ok so far. Need to remember that we cannot be dependent on donations coming in.

a) GRANTS

ACTION: Craig will reach out to Jaci to get info about CF grant and to include Sherry in all future Grant communication.

ACTION: Kim will follow up with Re-Market around report from Red Plaid Shirt.

ACTION: Follow up on where materials are being printed (covers for programs, posters etc.) Find out when 5 yr. lease for Printer is up and look at other cost effective measures.

17) Grants - Kim provided an update. Consultation is on Friday via zoom at 9:30am. The focus of this is on how to discover other sources of grants (see email from Kim). The board discussed the need to be more proactive than we are, especially in finding grants and acting quickly. Our goals during COVID have changed our short term plans and goals.

ACTION: Howard is willing to oversee grants, with support from Heather. Will ask if Joyce may be interested in a guiding role

- establish a job description by next meeting, as well as goals/strategic approach capital and programming priorities), 1 and 5 year plans
- list of projects we want to get done, use that to establish priorities and use that to direct funding

ACTION: make sure this is on the agenda for next month to allow more in-depth discussion after meeting on Friday.

A huge thank you to our outgoing board members and all that they brought to the board over the years.

Meeting time for future Board meetings will be 3rd Wed of every month at 6pm.

Meeting adjourned at 7:03pm