

**Board of Directors, Shuswap Theatre Society - Board Meeting Minutes
December 16, 2020 - 6:00 pm, Salmon Arm, BC**

In attendance via Zoom: Craig Massey (Chair), Nedine Scott, Kim MacMillan, Sherry Bowlby, Julia Body, Heather Stefanek, Alex Delaney, Howard DeLong, Mary Fabian, Peter Molnar, Ann Skelhorne.

Guest: Maggie O'Brien

Call to order - 6:06 pm

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 Sherry, seconded by Peter, that the agenda be approved as modified. Carried.

Minutes

Moved by Kim, seconded by Howard/Heather, that the minutes of November 18, 2020 be adopted as amended. Carried. A larger font will be used for subsequent minutes.

Finances

1. **Review and renewal of theatre insurance (SASCU Agent, Maggie O'Brien) -**
She reviewed our existing building insurance and clarified the meaning of "co-insurance." If no appraisal has been done in the past 5 years, one should be done. She estimates the value of the building to be \$1.77 million. Our current coverage would not allow replacement of the building if it were to burn down. Anything attached (screwed/nailed down) is considered part of the building. Costumes should be factored into the value of building contents; current coverage of \$82,000 does not represent the full replacement cost; we need to decide what we want to insure them for.

We should check City of Salmon Arm zoning regulations; if we ever need to rebuild, the City may have restrictions on what can be built on our current site. We need “volunteer accident package insurance” as our existing insurance does not cover this.

ACTION: Craig Massey will get more information so we can make an informed decision about what level of insurance we should purchase; this needs to be voted on through e-mail before our next meeting so the insurance can be purchased. Sherry Bowlby will connect with BC Arts Council to explore whether we should purchase our insurance through them.

2. **Financial update (Sherry)** – “so far, so good”; there is still \$45,000 in various accounts; we received \$1,500 for the GST rebate; we’ll be in the red in January; Sherry sent Jaci **Metivier** the itemized budget we used for this COVID year; we have fixed expenses of \$1,500 that must be paid, no matter what.
3. **Review of Policy 3.8, Capital Reserve fund** – the fund is down from \$25,000 to \$12,000; there is \$4,500 in a savings account.

MOTION: Kim MacMillan – transfer \$13,000 into Capital Reserve Fund to bring balance up to \$25,000; 2nd by Peter Molnar; carried.

We can always move funds back if we need to; having less in general revenue looks better when we are seeking monetary grants. A balance sheet will be completed at year-end.

4. **Report from Funding Committee (Howard)** – reviewed Board’s Top 10 Priorities list; clarified grants the Committee has applied for/will be applying for; Jaci Metivier has applied for a grant so we can purchase 3 video cameras (\$2,000 each), as recommended by tech experts from Sound Sparrow Hall (a production facility); also recommended - we need baffles on the ceiling, rather than carpets on the stage, to improve sound; we have 3 working headset units and need several more; we should aim to get the equipment needed for on-line performances, if that is the direction we will be taking.

General

5. **Discussion and finalization of priority list (Howard)** – the list is a “draft” only and should be considered as a living document; the top 4 items rated high with all board members; Craig is waiting for quotes on retractable fabric awnings and the structures required to hold them; there should be no maintenance issues, as the posts are made of aluminium; the price range is \$15,000; an electronic marquee ranges from \$2,000 to \$3,000 and is programmed through WIFI and maybe even from one’s home.

Discussion about lighting on stairs in the theatre – some see these as a must while others say they are not a priority; Kim thought we had attempted lighting before on the stairs – they were a challenge to wire; Howard will add this item to the top 10 list, as it was omitted in error.

#7 on the list will be changed from “carpet on the stage” to “baffles on the stage”; it was recommended that we keep the list in mind as we apply for grants; the list can be revisited every year as our priorities may change; it might be wise to maintain two lists—one prioritized for emergency items and one as a wish list; perhaps break the list into chunks according to item cost.

ACTION: Craig will obtain estimate for roof extension

6. **Marketing and Publicity Committee Report (Nedine)** – the committee has met twice; their action items are: 1) updated headshots from board members are required for posting on website; 2) someone should sit on Salmon Arm Downtown Improvement Association – Heather is interested in this and will connect with Althea; sitting on this committee would give us access to all downtown members; 3) we need to look at who we are and how we want to market ourselves; 4) we need someone to be responsible for the theatre’s photo database – use Dropbox and keep a digital copy of everything.

7. **Miscellaneous** – our website owner has changed, but the price should remain the same; Telus has bought out Graydon, our building security provider; we might need to upgrade our WIFI **to accommodate a new video system.**

ACTION: Kim will speak to Sherry about upgrading our WIFI

8. **HVAC (Peter)** – discussion about ducts that need to be removed; we can remove the ducts that aren't being used; Peter will obtain a quote for specific pieces of the overall projects being done in spring 2021 and will present these to the board when available.

Artistic

9. **Artistic Committee update (Julia)** – depending on what happens on January 8, 2021 regarding COVID restrictions, the intent is that we will proceed with “Love Letters” as an in-person play in **early March**; another radio-type play is being considered for April'ish; we need to know whether TOTE will go ahead, the deadline is February'ish; for the 2021/22 season, we need to start planning as if COVID were no more, if the board is in agreement; suggest that we open with a huge splash, such as a musical; let Julia know of any specific ideas; another suggestion for the 2021/22 season is that we do a Shakespeare play—haven't done one for 3 years; “Walkabout” could also be part of the season.
10. **Summer Theatre update (Kelly Herder/Coubrough)** – last month, Kelly provided Shuswap Theatre with a budget for a proposed summer youth program; the budget has 4 scenarios and allows much flexibility to adapt to COVID restrictions; can't apply for grant funding because she has no board, this is a not-for-profit endeavour; the program would run under the Shuswap Theatre umbrella; has already booked the theatre for 3 tentative weeks in July, but this might interfere with TOTE; has had success in the past with sufficient registrants; “Once Upon a Mattress” is the hoped-for production; 10 kids, ages 8-13 and 10 kids, ages 14-18.
11. **Unplug and Play (Nedine)** – has registered us for the event, but NOT as an in-person event; Nedine will remain as the main contact; we can put info on our website about theatre games that parents can play with their kids; Unplug

and Play are creating a booklet of activities for parents and kids; Nedine will give them info about theatre games.

Meeting adjourned at 8:17 pm

Minutes recorded by Mary Fabian

ACTION items and MOTIONS from previous meetings (status unknown):

Dec 16, 2020: ACTION: Peter will try to speak to David Askew about the possibility of Askew's purchasing advertising on ½ of 8000 tickets, for a suggested price of \$500.00.

Dec 16, 2020: ACTION: Ann will approach Dave Brotsky about completing a formal assessment and estimate of the theatre's needs in terms of lighting design (transition to LED).