

**Board of Directors, Shuswap Theatre Society - Board Meeting Minutes  
January 20, 2021 - 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:** Marcus Smith

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

**Minutes**

Moved by Howard, seconded by Kim, that the minutes of December 16, 2020 be adopted as amended. Carried.

**Finances**

1. **Financial update (Sherry)** – Shuswap Theatre is still solvent; the \$10 thousand on the Income Statement was grant funding from the Shuswap Community Foundation which was spent on the building’s roof; it is not on the statement as an expense because it was paid for last year.
2. **Theatre Insurance (Craig)** – insurance on the building has been renewed, at the previous rate; the cost of an appraisal for building replacement is \$1,150, which is more than we were expecting—we agreed to hold off on obtaining that assessment at this time; we are currently insured for \$1.32 million, the bank estimates our replacement cost to be \$1.7 million; this is only an estimate, it could be inaccurate; the contents are insured for \$89,000; the

difference to insure to the higher level is approximately \$2,000; Sherry contacted the BC Arts Council and learned they do not offer anything; no matter what insurance we purchase, it can be modified at any time at no cost; Maggie O'Brien believes it would be difficult to find another insurer due to COVID.

MOTION: Mary Fabian moved that we increase insurance on the building to align with the suggested replacement cost of \$1.7 million. Seconded by Julia Body. Carried.

3. **Report from Funding Committee (Howard)** – we received \$2,500 from the City of Salmon Arm, which will be used for the purchase of 3 video cameras; discussion occurred about what type of speakers should be purchased for both the front and back of the theatre; a July 2019 motion allows the purchase of speakers, up to \$2,000; please refer to attached report.



Funding Report  
Jan. 20 2021.docx

Purchase of microphones – This was approved some time ago, in the same grant as the video cameras above. Ann and Howard will connect to review the purchase of these items. The purchase of microphones will be tabled until the next meeting.

There needs to be a plan on how to proceed with the “Top 10” items. We need to cost them out and then put them into grant applications.

### **Production Updates:**

4. **Summer Theatre Camp (Kim)** – provided clarification about applications for Shuswap Community Foundation grants; if we apply under our name, the program becomes a Shuswap Theatre entity and precludes us from applying for another grant in the same year; if the summer program cannot proceed due to COVID regulations, the grant (if awarded), can be changed; it is hard to say how much the foundation would bend regarding a request to change a

grant; ½ of board members have already given their approval to proceed with application on behalf of the summer program.

5. **Artistic Committee update (Julia)** – A “trivia night” has been planned for January 30, and will be advertised in The Prompter; responses for intended participation have already been received; the AC has a big learning curve for this use of Zoom; \$200 has been approved by the board for prizes; board members are asked to participate in a trial run on January 23<sup>rd</sup> so the committee can work out potential glitches.

The play *Love Letters* will proceed once the OK has been given by the health authority for productions to resume after COVID; a script for a radio play has been requested.

Kim has sent a voucher for 2 season’s passes to the Trail Alliance.

The committee has been considering options for the 2021/22 season; the season opener should be something “splashy” to attract many patrons; they will proceed with caution as there may still be COVID restrictions in place.

6. **TOTE 2021 (Marcus Smith, Executive Producer)** – a possibility for this year is on-line hybrid theatre; still want a festival to occur in order to be able to support artists; will be a good opportunity to test our new equipment; Board to meet with TOTE executive later this week to discuss guaranteed funding from ST in order to be able to proceed; artists will be able to provide recorded performances; though performances will be pre-recorded, “the essence of live” is encouraged; January 31<sup>st</sup> is normally the deadline for arts festival grants - this year, BCAC delayed its grant period and has sent word that grants will be open for application soon.

### **Building and Capital Projects:**

7. **Current zoning (Craig)** – if there was a complete loss of the building, according to the City, Shuswap Theatre could rebuild up to 65 feet high and cover the entire property that we own, we would not be obligated to provide parking; with a building permit, we could build a roof over the wheelchair ramp, as one option for improvement; other options are building a framed

structure, such as a pony wall (versus an awning), or enclosing the area entirely; we need a building permit to alter the shape of the building—without this, we can only fix up the building (give it a facelift).

8. **Developing front of theatre** – much discussion about this, and about the building in general; we will have to ensure that anything that is built will not encourage residency, or the taking of shelter, underneath; it was recently discovered that folks had removed boards on the outside of the building and had crawled into the storage area; the framework that holds the siding is in very poor condition, with boards starting to rot; the urgency in repairing or replacing these has lessened as there are no longer people accessing the stairway due to it having been boarded up; for insurance purposes, the building needs to be looked at every 3 days; if we re-sided the front of the building with our own labour, the cost of re-doing the front of the building would still be about \$11,000 to \$12,000; it would be great to have this done before we re-open in September 2021.

Discussion about keeping or tearing down the staircase – the stairs offer essential access to backstage when a show is on, as well as being a safety feature we would not wish to lose; if we rebuilt the stairs ourselves, the cost would be around \$1,000.

Retractable awnings - alleyway to stairway is 30 ft, front door to edge of sidewalk on Hudson Street is 18 ft 6 in; the structure that holds the marquee stretches 3 ft; Vernon Awnings: price is \$9,000 for 30 feet, that will extend to 13 ft 2 in; a marquee could sit under the awning in order to be protected from the elements; awnings have sensors which allow retraction if they sense too much of a load, such as snow; the awning would only be extended if we were at the building.

**ACTION:** Kim will place an ad in The Prompter encouraging people to submit their suggestions for a modest, yet bold and creative, makeover of the building's front entrance.

**ACTION:** Kim will speak to Ivana to see if she is interested in putting her design eye to remodelling the front entrance.

## General:

9. **Ticket sponsorship (Peter)** – Askew’s has offered \$1,500 in sponsorship for advertising on the back of ST tickets; Peter will speak to them again when we are ready to resume with performances.
10. **Tech updates (Ann)** – Communication: There needs to be better communication between Ann and the board; any expense in the Tech Department needs Ann’s signature or approval before it is submitted for reimbursement; Ann needs to know when an invoice has been paid; please include Ann in any correspondence about grants; Ann could serve as an advisor to the Funding Committee.

Tech Policy: Policy 4.2 and tech job description need to be updated; Ann would like a governance committee to help her update the policies; clarification from Kim that only by-laws, not policies, are ratified by the membership; what is on website for policy is the most current, printed manuals may be out-of-date; despite on-line policies being the most recent versions, tech policies do not actually reflect current equipment or procedures.

Pay for House Technical Director: Kim gave a brief history of the position and the attached honorarium. The current policy is to pay \$1200 per year which matches that of the Treasurer/Bookkeeper. He believes that it should be reviewed given the amount of time and expertise Ann is dedicating to the position.

Storage of Shuswap Theatre data: much discussion occurred about the need for a data storage site that can be accessed by all Board members, so our legacy can be safe; this has been brought up in the past; idea—purchase Cloud space to store data; we already have Dropbox on which to store items such as grant applications; these solutions are inadequate to our full needs.

**ACTION:**

- Kim will figure out how to make Google-Drive work as a site for data storage. Most Production Teams are already doing this.
- Kim will review policies and make necessary corrections to policy manual on-line.
- Ann will obtain more info about digital storage space.

Small grants to artists: discussion about whether Shuswap Theatre has given, or can give, small grants to artists; a not-for-profit organization IS allowed to do this.

Theatre 101: in anticipation of Artistic Committee planning, Ann has begun drafting a rough syllabus outline, which the AC has been mandated to do; Julia advised the AC can consider this after the Trivia Night event is over.

10. **Marketing and Publicity Committee Report (Nedine)** – they have started a Chat Server as a way to encourage the younger demographic to get involved in theatre; information about this will be sent out in The Prompter.

Meeting adjourned at 8:12 pm

Minutes recorded by Mary Fabian

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

Nov 18, 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).

Dec 16, 2020 ACTION: Kim will speak to Sherry about upgrading our WIFI.