

**Board of Directors, Shuswap Theatre Society - Board Meeting Minutes  
May 18, 2021 - 6:00 pm, Salmon Arm, BC**

**In attendance via Zoom:** Craig Massey (Chair), Nedine Scott, Kim MacMillan, Sherry Bowlby, Julia Body, Heather Stefanek, Howard DeLong, Mary Fabian, Peter Molnar. Ann Skelhorne (non-board member) attended as Technical Director.

**Guest:** Marcus Smith (TOTE)

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**

Motion to approve by Howard DeLong, seconded by Peter Molnar. Carried.

**Minutes**

Motion by Peter Molnar, seconded by Sherry Bowlby, that the minutes of April 21, 2021 be adopted. Carried.

**Artistic and Production:**

1. **TOTE update (Marcus Smith)** – The names of the artists who will be performing will be dropped on May 25<sup>th</sup> through e-mail, social media, and the TOTE website. Things are going well regarding sponsorships; have 4 sponsors so far, still looking for more. Information about TOTE is spreading throughout the community. Discussion about media options for advertising: Voice of the Shuswap (Marcus will contact them), CBC Kelowna, Black Press Media, Global.

A short documentary is being done for BC Culture Days about how arts groups are adapting to the pandemic. Marcus will explain how TOTE began with the support of the Board and how ST was being innovative in presenting the WalkAbout event last August.

2. **Artistic Committee update (Julia)** – Committee members have read 3 plays. At their meeting tonight, they will agree on performing 2 of them. Will give the scripts to Chris Iverson (director of the 1<sup>st</sup> play) so he can read them. Will soon be able to announce what play they recommend for the late fall. Another WalkAbout event is still in consideration.
3. **Summer Theatre update (Kim)** – Registrations are coming in steadily; the program will likely be filled. Information has been posted on our website. There was a recent discussion about giving a reduced rate to families in which more than 1 child will participate in the program. They are hoping to receive in-kind donation sponsorships to offset the loss in revenue for such scenarios. Kim has asked for an updated budget. The decision was made to allow Kelly Coubrough to register her own child at a discounted rate (as long as this does not upset the budget for the program). Kelly has been advised to send etransfer donations to Treasurer, Shuswap Theatre. A tax receipt can be issued for in-kind donations; no tax receipt can be issued for organizations donating money.

#### **Finances:**

4. **Financial update (Sherry)** – There is about \$52,000 in our bank account. Last month, we took in more funds than we spent. Utility costs for the building are 60% lower because the building is not being used and possibly because of the efficiency of the new furnace. Howard suggested that next year's ST budget include funding for TOTE and the summer camp.
5. **Funding Committee Report (Howard)** – Please refer to attached report. All possible funding options for TOTE were a no-go due to having missed the application deadlines. Will aim to access possible funding options in a timely manner next year.

We received \$9,000 from SASCU for the HVAC system. Peter has already informed Steve of Proair. If Steve has to do further work on the system by himself, it will be completed by fall. The old air conditioner was removed when the new roof was put on the building. The current air conditioner should be adequate for this summer.

In September 2021, Armstrong Co-op will donate ten cents from every dollar of fuel purchased to a charity. Heather has applied on behalf of ST to be the recipient of this money.

The Committee intends to apply on a Salmon Arm Rotary Grant. Jaci Metivier is willing to approach Grant Advance Consultants about this. We need to identify what items from our priority list we want to seek funding for, and their cost. We do not need to apply for funding to build a ramp to the stage, as this is something we can finance and build on our own.

Discussion about what kind of lighting would be best for the aisle stairs. Ann suggested LED strip lighting that could be controlled from the technical booth. As the cost of the aisle lighting is not great, it is not something for which we need to apply for funding.

We will concentrate on getting funding for a projector, cyclorama lights, LED wash, and new blacks. Kim and Ann will get more information about what type of projector would suit our needs.



Funding Report  
May 19, 2021.docx

## **Building:**

- 6. Building facelift (Craig)** – Craig met with Maurice Roy (Head Building Inspector for the City) at the building. Roy reached out to Patricia Fortin at Ministry of Environment. In an email, she advised there could be an exception to the legislation if there is minimal soil disruption, but was not able to quantify this. Craig will invite her to come and look at our building. It would be helpful if we knew how much soil we needed to potentially disrupt.

Local architects will be contacted to see if they might be interested in providing us feedback. Cilla would like to be invited to future meetings.

**ACTION ITEMS:**

Ann will make contact with Marc Lamerton and Peter will make contact with Bernd Hermanski before the June meeting.

Howard will look into information about the new legislation from February 2021 about soil reclamation.

**Old ducts in building** - Peter and Kim tore out the old ducts – one was relatively easy to remove, the other one was more difficult. The duct on stage right had to be cut out from where it was boxed in; it would be good to be able to remove the box. Kim has called Jake Jacobson in order to learn what is behind this box. The building will need effective sound-proofing for the pipe.

**Marketing and Publicity:**

7. **Marketing and Publicity Committee (Nedine, Alex, and Ann)** – They have not met but have communicated through emails. Their goals are to come up with a marketing calendar and to make better use of social media.
8. **ST presentation to City of Salmon Arm (Howard)** – Howard has created a brief PowerPoint presentation which he will present to the City of Salmon Arm on May 25. He will add info about the summer camp and the potential Walkabout event to the presentation.

**Added agenda item:**

9. **New person in town** – Craig referenced an email he received regarding a new person in town who has many skills and is interested in the arts. Marcus will reach out to this person to see if he is interested in helping out with TOTE in some way.

Meeting adjourned at approximately 7:00 pm  
Minutes recorded by Mary Fabian