

**Board of Directors, Shuswap Theatre Society - Board Meeting Minutes
June 16, 2021 - 6:00 pm, Salmon Arm, BC**

In attendance via Zoom: Nedine Scott (acting Chair), Kim MacMillan, Sherry Bowlby, Julia Body, Heather Stefanek, Howard DeLong, Mary Fabian, Peter Molnar, Ann Skelhorne (ex officio board member, Technical Director).

Guests: Marcus Smith and Althea Mongerson (TOTE)

Regrets: Craig Massey

Call to order - 6:07 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.

Minutes

Motion by Howard DeLong, seconded by Heather Stefanek, that the minutes of May 18, 2021 be adopted. Carried.

Artistic and Production:

1. **TOTE update (Marcus Smith, Althea Mongerson, Ann Skelhorne)** – In general, things are progressing very well, with expected minor issues with the artists. TOTE could benefit by having a few more sponsors for the event. It is too late to get the **Funding Committee** to assist with securing more sponsors. The TOTE team is preparing a short video series on “how to watch TOTE,” such as in your car, in your backyard, using blue tooth, or using anything around to create a festival experience.

Discussion about the possibility of doing an indoor or outdoor screening of some of the TOTE shows, keeping in mind the current COVID regulations.

ACTION ITEM: Julia will contact Front of House person Patricia Larmand to see if she can arrange things for a possible indoor viewing of some of the

TOTE shows, which will be released on the website at 9 am each day, according to the TOTE performance schedule.

2. **Artistic Committee update (Julia)** – The committee continues to work on putting together the 21-22 season, planning as if things are back to full capacity by September 7th.

Tentative season:

WalkAbout for 2 or 3 days (Aug 27, 28, 29) – planning to hold an organizational meeting on June 30; this will go in The Prompter.

The Shoplifters by Morris Panych (Oct 29 - Nov 13), Chris Iversen, Director. Once the dates are a certainty, the Marketing Committee can get to work on getting a sponsor for the show. **UPDATE – could not obtain the rights so will now pursue another option.**

Christmas play, TBD (Dec 10-12 and 17-19), Howard DeLong, Director. The likely venue for this play will be the theatre. Howard will continue searching for a suitable script.

Love Letters (Feb 11 – Feb 26/27), Kim MacMillan, Director.

The Gravitational Pull of Bernice Trimble is still a possibility for April 29 - May 15 – waiting to hear from original cast to see who is still interested.

Discussion about who is responsible for creating the season brochure. The Publicity folks used to do this.

Other community organizations are planning on resuming their events in late September, or early October, depending on prevailing COVID regulations. The AC is already thinking about possibilities for the 22-23 season (a musical, *39 Steps*, *Sherlock Holmes and Watson*).

Discussion about what ST can submit to Theatre BC by July 5th indicating what we did during the 20-21 COVID season, what worked, what didn't work, etc. We decided that our submission would feature the AC members talking about how they came up with their ideas (*WalkAbout*, Trivia Nights, the Halloween

show, the radio show, the Christmas show that was cancelled, etc.). This will be recorded on a cell phone. Julia will set a date for the AC to get together at the theatre.

3. **Summer Theatre update (Kim)** – The program is $\frac{3}{4}$'s full and will likely be full at the registration deadline. This Saturday, Kim will be giving a tour of the theatre to the program choreographer, as well as a tour of the church, a facility which will also be used. A person named Conch will volunteer with the summer program as a helper. Kim will act as the ST liaison to Kelly Coubrough while the program is running.

Criminal Record Checks are required by program staff. ST needs to provide them with a letter on our letterhead, which they will in turn give to the RCMP, along with a \$25 fee. We will consider this to be “program expenses.” Sherry can have a conversation with Kelly Coubrough about matters related to getting CRCs for the program staff (contractors versus employees).

The Last Trickster – Kim will provide more news after his upcoming meeting with Wendy Shellard.

Finances:

4. **Financial update (Sherry)** – Money keeps coming into the bank account and we are spending less than what is coming in. There was \$28,000 in the chequing account at the start of the month and \$39,000 at the end of the month.
5. **Funding Committee Report (Howard)** – Please refer to attached report. ST has been chosen to be the recipient of funds from the Armstrong Co-op's Fuel Good Day on September 21. We will hold off on making a decision about how to spend the funds until we know exactly how much we will receive – this may be in the ball park of \$3600. The more ST can promote this event, the more money we will receive. Would we be willing to have a barbecue at the gas station and charge \$1 per hamburger? Nedine offered the Marketing Committee as the lead on organizing this, **though no lead was officially assigned.** Nedine will be the contact person for the Co-op fundraiser; Kim will give her the contact info for the person from the Co-op.



MOTION by Kim MacMillan that we proceed with the purchase of a video camera and all associated video equipment, as per the most recent quote. Seconded by Heather Stefanek. Carried.

Building:

- 6. Building facelift (Peter)** – Bernd Hermanski is too busy at this time to consider offering assistance regarding the building; we should consider contacting him again in a few months. Ann spoke with Jeff Taggert (structural engineer), about the building. Jeff has knowledge of soil reclamation issues. We decided against using Jeff’s services at this time as we are not sure how we could compensate him.

Ann advised that the committee is considering an “industrial design” for the building...working with what we have rather than changing things up a lot. We can make the building ‘pop’ with the choice of colour. Mary offered to re-stain or paint the front doors; this will not happen until the overall plan for redesign in place. Peter may have time available to sew the torn awning in August; Howard offered to assist with this.

Kim will contact Craig to get his input/update on things. Since the price of lumber is very high right now, it might be wise to hold off on doing anything until the price stabilizes. A new awning should still be a priority.

Marketing and Publicity:

- 7. Armstrong Regional Co-op Funding (Kim)** - see above: Funding Committee Report (Howard).
- 8. TOTE Marketing video request (Ann)** – The TOTE team suggests that ST create a short video reflecting who ST is, and how TOTE is affiliated with ST. This could happen once we purchase the new camera.

9. **Ross Street Stage Opportunity (Heather)** – Heather learned of this opportunity from her liaison role with the Salmon Arm Downtown Improvement Association. It is a “sign-in only” event, with a maximum of 10 people. We are too busy to pursue this option for publicity at this time.

Salmon Arm Fair (Nedine) – We agreed to have a float in the parade for the fair (Sept 10-12). This will allow us to support the fair and to promote the Fuel Good Day fundraiser on Sept 21. **Nedine will take this to the Marketing Committee for discussion.**

10. **Update on meeting with City of Salmon Arm (Howard)** – Howard presented a 10-minute PowerPoint presentation to the City of Salmon Arm on May 25. This went well, with council members expressing appreciation for the various events hosted by ST and for our involvement in the community.

Membership:

11. **Update on reaching out to new person in town (Kim)** – Kim was not certain about the follow-up on this item. Marcus had intended to reach out to this person to see if he was interested in assisting with TOTE.

Meeting adjourned at approximately 7:45 pm

Next meeting to be held on July 19th at 6 pm, on Kim’s patio.

Minutes recorded by Mary Fabian

ACTION items from previous meetings (status unknown):

May 18, 2021 - Ann will make contact with Marc Lamerton before the June meeting.

May 18, 2021 - Howard will look into information about the new legislation from February 2021 about soil reclamation.