

**Board of Directors, Shuswap Theatre Society – COVID Meeting Minutes
August 30, 2021 - 7:30 pm, Salmon Arm, BC**

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

Regrets: Craig Massey, Peter Molnar

Call to order - 7:30 pm

Agenda

COVID and how it affects our upcoming 2021-22 season.

1. Shuswap Theatre is following the regulations set by the Province of BC

- Shuswap Theatre is following the regulations set by the Province of BC; our website will be updated as the regulations change.
- Starting September 13, 2021, anyone entering ST premises must be able to show proof of having had one dose of a COVID-19 vaccine.
- starting Oct 24, 2021, no one (neither volunteers, nor audience) can enter Shuswap Theatre premises without being double-vaccinated; proof of vaccination is required, as per the Province of BC regulations.
- people intending to audition for the first show of the season must be able to provide proof of having at least one dose of a COVID-19 vaccine.
- people intending to audition for later shows in the season must be fully vaccinated and be able to provide proof of this.
- people auditioning for the first show of the season must wear a mask (not a face shield) to the audition; actors will be required to wear masks to rehearsals.
- Will we do performances with actors wearing masks? ST will follow the provincial regulations, until such time that masks are not required inside.
- Mask must be worn at all times in the theatre, even when one is seated.
- a maximum of 50 tickets will be available for each show.
- ST will offer hand sanitizer at the entrance to the theatre.
- Cilla will continue to disinfect the building.

2. **ticket stock for the 2021-22 season (Kim)** – He ordered 4000 tickets, instead of 8000. Didn't want to have a surplus of tickets after our contract with the current provider is up. Kim will indicate on the tickets that ST follows the regulations as set by the Province of BC. This info can be shared in a variety of ways: 1) through pop-ups at the time a ticket is being purchased, 2) right on the tickets, 3) on ST's production posters, on the website, and in the Prompter.
3. **Opposition to ST's COVID plan** – ST will issue a full refund those who have purchased tickets for a performance and do not wish to follow our COVID plan. We will not enter into discussions about COVID with angry patrons. We will be clear in our position that we are following regulations as set out by the Province of BC.
5. **Season tickets** – Season tickets will be available for the 2021-22 season. Discussion about what to do with season tickets if shows are cancelled. We sell around 70 season tickets each season. Ticket prices are \$2 less per show.
6. **Schedule for ticket sales** – Season tickets are normally for sale right after Labor Day. Kim will be away until Sept 13th and will train the new ticket sellers shortly after he returns. Season tickets can go for sale on Sept 18th and one week later single tickets can be sold. An email will be sent to last year's season ticket holders to see if they wish to purchase again for the same night, and the same seat.
7. **Jimmy Fagan Tait Play, Salmon Arm Pride Project** – People attending this Oct 20th performance will need to show proof of having received one dose of a COVID-19 vaccine.
8. **Pay as You Can** – Due to many uncertainties because of COVID, the Board agreed to hold off from implementing *Pay as You Can* this season. When we are ready to implement this, Kim will prepare a price code for *Pay as You Can*, the ticket price will be \$0.00. This would allow for a seat to be saved for a person who would pay cash at the door.
9. **Mask Wearing** – Masks must be worn at all times in the theatre, even when one is seated. ST will adhere to regulations in effect at any given time.

10. **Concession, opening night reception, availability of water** – There will be no concession items offered for sale, and no opening night receptions held until such time that COVID regulations relax. Shows will still have an intermission. Patrons can bring their own water and ST will have water coolers available. *This must be communicated very clearly to our patrons.*

11. **Sponsors for 2021-22 Season** – Vouchers that must be redeemed to claim an actual seat to a performance will be issued to sponsors. The sponsorship package will need to be restructured for this COVID season. Sponsorships are acquired on a per-show basis, not for an entire season. Cilla has been responsible for obtaining advertisements for program covers.

ACTION ITEM: Ann will speak to Cilla about ads in the program covers.

12. **Programs** – We do not need to be concerned about the re-use of programs, as COVID is not spread by people touching a contaminated surface.

13. **Graphic designs for program covers** – Ann is working on a program cover and wants to connect with a graphic designer. When ST takes a more professional approach, more tickets are sold. We used to provide an honorarium to Lisa to do this work but will likely not find such an arrangement again.

14. **Review of new pricing** - Prices for the 2021-22 season will be: \$22 regular, \$10 students, \$7 children. There will continue to be different pricing for the Christmas show.

15. **Annual General Meeting** – Board members will attend in-person and wear a mask. The meeting can be broadcast for others unable to attend in-person. It must be made very clear on our website that we are following the provincial regulations about COVID.

Next regular Board meeting to be held on September 15th at 7 pm.

Meeting adjourned at approximately 8:50 PM.

ACTION items from previous meetings (status unknown):

July 19, 2021 - Kim to approach Wild Craft Mercantile to ask if they are willing to take phone orders at a \$1.00 compensation fee.

July 19, 2021 – Kim to approach Iwona Wardynski for a design of the building façade, based on what we can do.

PARKING LOT Items from previous meetings:

July 19, 2020 - Re-visit idea of scholarship for children wanting to participate in music camp program.

Minutes recorded by Mary Fabian