

**Board of Directors, Shuswap Theatre Society - Board Meeting Minutes  
November 16, 2021 - 7:00 pm, Salmon Arm, BC**

**In attendance:** Craig Massey, Nedine Scott, Sherry Bowlby, Heather Stefanek, Howard DeLong, Ann Skelhorne (ex officio board member, Technical Director), Julia Body, Peter Molnar, Mary Fabian, Susan MacMillan.

**Guests:** Jake Jacobson and Dave Reid, Shuswap Society for the Arts and Culture

**Call to order** - 7:00 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 by Sherry Bowlby, seconded by Craig Massey, that the agenda be approved. Carried.

**Minutes**

Motion by Susan MacMillan, seconded by Peter Molnar, that the minutes of October 13, 2021 be adopted as amended. Carried.

1. **Guests:** Jake Jacobsen provided i) historical information about his decades-long involvement with Shuswap Theatre Society, and ii) information about the vision of the Shuswap Society for the Arts and Culture for a 600-seat performing arts centre in the Shuswap. Is Shuswap Theatre interested in re-considering becoming a future tenant of this facility?

**Motion** by Sherry Bowlby that this Board meeting move in-camera for a discussion of whether ST wishes to rejoin the Shuswap Society for the Arts and Culture. Seconded by Peter Molnar. Carried.

The Board meeting then returned to out-of-camera.

**Motion** by Craig Massey that the position of the Board of the Shuswap Theatre Society has not changed and we will not be joining that group. Seconded by Mary Fabian. Carried.

Craig will send Jake Jacobson an e-mail informing him of this decision.

### **Board Business:**

2. **Volunteer co-ordination (Craig)** – The volunteer form should be removed from our website as ST does not have the necessary resources to contact people who express interest in volunteering. We should advertise for a Volunteer Coordinator in *The Prompter*. This role requires someone who is sociable and computer literate, as it will be a big task to get a database of volunteers up and running

**ACTION ITEM:** Julia will contact Tracy Nash for her thoughts on what the Volunteer Coordinator role should entail.

3. **Policy 3.7 (payment for volunteers)** - Much work needs to be done on ST policies. All Board members need to be aware of ST policies.

**Motion** by Nedine Scott that a Policy Committee be formed to review ST policies. Seconded by Mary Fabian. Carried. Nedine and Alex will sit on this committee. Policy 3.7 will be reviewed by this committee.

### **Finance:**

4. **Treasurer's Report (Sherry)** – Reports were e-mailed to Board members prior to the meeting. ST is finally able to start making money again. Clarification was provided about the large purchase on a credit card - this was the camera and its attachments
5. **Funding and Sponsorship Committee Report (Howard)** – Please refer to attached report. Funding priorities for the next year need to be identified. Howard handed out a list of possible projects and a few more were added. Board members are to send their Top 10 lists ASAP to Howard through e-mail. Howard has finalized three reports documenting how received grant funds were spent. The Committee has applied for grants for TOTE and for the summer youth program.



Funding Report  
November 16, 2021.c

**The building façade project** will be Craig's priority in the New Year. If ST obtains approval to pour footings without doing soil reclamation work, the cost of the project will not be excessive. Doing simple projects such as replacing siding and purchasing an awning would cost around \$10,000. It is critical for ST to get an

architect to sign-off on this project. An ideal time to undertake this would be March/April 2022.

**Artistic:**

6. **Artistic Committee (Julia)** – The AC met last week to discuss the 2021-22 season. Possible Directors have been contacted about their interest in working on the suggested plays. If the season opener is a musical, it is possible we will not produce a Christmas show. The AC is committed to putting on Theatre 101 and would like the Board's input on when this should occur. There are gaps in some of ST's volunteer position; it is difficult to get folks to commit to volunteering for certain positions, such as hair. Julia will connect with Gloria Cox and Frank Manning to see if they can attend the *Hilda's Yard* post-production meeting tomorrow (November 17).
7. ***Hilda's Yard* (Heather)** – Heather gave a final report on this very successful production, which had no major hiccoughs, except for the dress rehearsal. Much discussion about the need to show a cost for make-up in the budget, given that actors often purchase their own makeup. It is critical that receipts are presented to the Producer so we have an accurate idea of production costs.
8. ***The Coyotes' Christmas* (Craig)** – All is going well with the actors. Plans for costuming are in motion. Some headshots have been taken. Alternate rehearsal locations have been arranged. A budget similar to that of *Hilda's Yard* was presented; much of the budget will be spent on costuming and makeup. Publicity is rolling along; we may not have to purchase advertising as ticket sales are already strong. The construction of the simple set is underway. Props are being amassed. The next product meeting is on November 29<sup>th</sup> at 6 pm. A Relaxed Performance is set for December 18<sup>th</sup>.  
  
**Motion** by Sherry Bowlby that the presented budget be accepted. Seconded by Peter Molnar. Carried.
9. **Laughing Gas Improv (Julia)** – Things are going well with this enthusiastic group. Their next meeting is on Nov 29<sup>th</sup>. They are interested in setting up a workshop with comedians Ken and David in January 2022.
10. **Tech report (Ann)** – A USB microphone was purchased for the sound booth; this will accommodate volunteers with different skill levels.

11. **Co-productions, David and Ken Comedy (Mary, Susan)** – Discussion on how to handle ticket refunds with the postponement of this show due to the recent flooding and road closures in BC. The new dates of Jan 6 and 7, 2022 were selected from the potential dates provided. Current tickets will be transferred to Thursday or Friday in January and refunds will be offered to those not able to attend. Most tickets were sold on-line, rather than through Wild Craft Mercantile. Kim MacMillan will proceed with this task.
12. **TOTE (Ann)** – The festival has been set for July 15-17, 2021. The Committee looks forward to the continued participation of Kim MacMillan, if he is still interested. Craig Massey and Alex Delaney offered to sit on the TOTE committee, as Board representatives.
13. **Unplug and Play (Nedine)** – Nedine has received correspondence advising that this event is set for January 22-29, 2022. All activities can occur in-person, as long as COVID protocols are followed. Alex Delaney offered to help with planning the activities that ST will offer. The organizing people need an answer by December 10<sup>th</sup> from interested groups.
14. **Love Letters, auditions (Susan)** – Auditions will be held on Dec 12 and 13, 7 pm, at ST. This show will be inexpensive to produce.

**Building:**

15. **Roll shutters for alley exit (Peter)**- discussed at the October board meeting.
16. **Building Security and Safety (Craig)** – Craig highlighted some of the recent security issues for buildings in the vicinity of ST. It is believed that two men apprehended for break-ins in the area were the same men who entered ST recently through the unlocked front entrance; it is critical that the front door be locked at all times if no one is in the foyer. These same men also attempted to break into the props room by ripping boards off the building. This was the 3<sup>rd</sup> time a break-in has been attempted on the props room.

The lighting out back is woefully inadequate, with only a 60-watt bulb as a light source. Discussion about installing security cameras. Craig recommended the purchase of a new lock for the front door, one that locks automatically after 30 seconds. Craig will install the lock and inform us of the new code. It is also important that the door to the actors' room be locked and that the cage be closed.

**Motion** by Craig Massey that ST undertake an assessment of the building's exterior lighting and purchase a new lock for the front door. Seconded by Susan MacMillan. Carried.

**Marketing and Publicity:**

17. **Marketing and Publicity Committee Report (Nedine)** – The committee has a picture of what the year looks like in terms of marketing the theatre. They would like to update ST's merchandising, perhaps in time for *Love Letters*. ST will soon have been in existence for 50 years and this event will need to be celebrated.
18. **Winterfest Parade (Craig)** – ST will enter a float (decorated truck and trailer) in the parade on Nov 27<sup>th</sup>. The float will feature Santa in his sleigh. Craig is in need of 2 or 3 wooden, cut-out reindeers. A few volunteers and cast members from *The Coyotes' Christmas* will hand out (not throw) candy canes. Large posters on the float will advertise the theatre logo and the Christmas play. Susan will advertise for reindeers in *The Prompter*, and also promote the parade.

**Motion** by Craig Massey that ST provide a budget of \$150 for expenses for the parade. Seconded by Julia Body. Carried.

**Planning:**

19. **Board Retreat (Nedine)** – A Board retreat to set priorities for the future should be considered, to occur anywhere from January to April 2022. This needs to occur in order to help the Artistic Committee with future planning; they would like to plan for 2 seasons ahead. A Board retreat has not occurred for a few years.

Meeting adjourned at 9:24 pm

Next meeting: December 21, 2021 at 7pm

Minutes recorded by Mary Fabian