

**Board of Directors, Shuswap Theatre Society - Board Meeting Minutes
December 21, 2021 - 7:00 pm, Salmon Arm, BC**

In attendance via Zoom: Craig Massey, Nedine Scott, Sherry Bowlby, Howard DeLong, Ann Skelhorne (ex officio board member), Julia Body, Mary Fabian, Susan MacMillan.

Regrets: Heather Stefanek, Peter Molnar

Call to order - 7:04 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 Mary Fabian, seconded by Sherry Bowlby, that the agenda be approved. Carried.

Minutes

Motion by Nedine Scott, seconded by Howard DeLong, that the minutes of November 16, 2021 be adopted as presented. Carried.

Board Business:

1. **Volunteer co-ordination** – No updates to Action Item from Nov 16, 2021.

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

2. **Policy Committee** – The committee will meet in the New Year.

Finance:

3. **Treasurer's Report (Sherry)** – Financial documentation was e-mailed to Board members prior to the meeting. There were no questions.

4. **Approval of 2021-222 budget:** Discussion about the proposed budget. Treasurer acknowledged that amounts are estimates only, based on previous expenditures; some items may be more, some items may be less. This budget was recently submitted as part of a grant application. ST is in a solid financial position, and would continue to be even if our next 2 shows were cancelled due to COVID.

Motion by Julia Body that the budget be accepted as presented. Seconded by Howard DeLong. Carried.

5. **Grant allocation (Sherry)** – Nicola Wealth Management Fund (NWMF) - ST received \$2,000 from NWMF. Discussion about purchasing 4 microphones (#3 on the priority list) with this money; unused funds from Co-op's Fuel Good Day could be used to pay the remaining cost. Marcus Smith previously provided an estimate for a number of items needed by ST; all items except the microphones have already been purchased. Howard will send this estimate to Ann and will send a note of thanks to NWMF.

Motion by Craig Massey that the funds received from NWMF be used for the purchase of 4 microphones. Seconded by Mary Fabian. Carried.

Hamber Foundation Grant – No acknowledgment is required for this gift of \$2,000, but it should be mentioned on our posters, in advertising, etc. Sherry will send Howard the communication about this grant.

6. **Funding and Sponsorship Committee Report (Howard)** – Please refer to attached report. We received \$2,000 (of the \$7,000 applied for) to support the Summer Youth Musical Program. We received \$4,850 to support TOTE 2022. The committee has also applied for funding for new blacks. More information is needed in order to apply for funding for the electronic marquee or the building façade. Discussion about installation of a UV filtration system in relation to installation of new furnace.



Artistic:

7. **Artistic Committee (Julia)** – The AC met on December 15th to discuss the 2022-23 season. More details will be shared in January. The AC recommends that there be no 2022 Christmas show if we will be doing a fall musical in 2022. It is not yet certain which member of the AC will be attached to *Love Letters*.

Hilda's Yard post mortem – The main issues were related to communication and publicity of Pay What You Can Thursdays. The AC needs to be involved in pre-production meetings, as well as auditions and rehearsals. Job descriptions need to be clear.

8. ***The Coyotes' Christmas (Craig/Howard)*** – Howard appreciates the support provided for sound, set, costuming, lights, props, etc. The cast was great and supportive of one another. Ticket sales were quite good. Will be under budget, though final costs are still unknown. The Relaxed Performance received good media attention. The outside carollers added to the success of the overall event.
9. ***Love Letters (Susan)*** – Auditions on Dec 12 and 13 were well-attended by 6 females and 5 males. Jaci Metivier and George Rithaler were cast for the 2 roles. Loretta Shipmaker will do set décor. Rehearsals may have to start via Zoom. A preliminary budget was presented based on anticipated attendance. The only major expense will be royalties and scripts.

Motion by Susan MacMillan that the preliminary budget be accepted.
Seconded by Julia Body. Carried.

10. **Tech report (Ann)** – Marcus Smith tried out the new camera by recording the Relaxed Performance on Dec 18th. A cable was borrowed to facilitate this recording. Booster seats were also borrowed for this performance. Ann will purchase the 4 microphones once the funds have been received. Discussion about a digital projector, which is next on the established priority list.

11. **Pay What You Can Thursdays (PWYCT)** – Much discussion and brainstorming. Though these shows are advertised/promoted in all of our normal avenues, there has been recent poor attendance. Family musicals have better PWYCT attendance.

Motion by Julia Body that only the 1st Thursday performance of future shows (starting with *Love Letters*) be designated as a PWYCT event.
Seconded by Mary Fabian. Carried.

12. **Theatre Capacity** – Much discussion about theatre capacity for future shows. Health guidelines continue to dictate our capacity. We will advertise shows indicating, for example, “capacity is based on Health guidelines” or, “shows will be sold at 100 % capacity, unless Health guidelines dictate otherwise.” When the capacity for an earlier show increased, there were no complaints from patrons. For *Love Letters*, Kim will have TixHub black out one seat between parties, keeping capacity at 50 %.
13. **Co-productions, David and Ken Comedy (Mary)** – As of December 9th, the duo was still intending to perform on Jan 6 and 7. Mary will contact them for an update.
14. **Unplug and Play (Nedine)** – ST has been registered to host an event on Jan 22, from 11 to 12:30. Al Moffat will be assisting Nedine. The Board agreed to allow a local chiropractor to use our facility (free of charge) for an Unplug and Play event on Jan 22, after Nedine’s event. Through miscommunication on the part of the event’s organizer, the chiropractor was booked into our building without this first having been cleared with Nedine.

Building:

15. **Building Façade Project (Craig)** – This will be a standing agenda item. Further information is required in order to apply for funding for the electronic marquee or the building façade.
16. **Building Security and Safety (Craig)** – Craig purchased a new lock set for the front door and will install it soon. He will continue to work on getting the

back-alley part of the building properly lit. Cilla will set up a meeting with Inskip Electric.

Marketing and Publicity:

17. **Marketing and Publicity Committee Report (Alex)** – The committee met prior to this Board meeting. They will no longer be using the services of the graphic-designer who had recently done some work for ST. Alex will contact Spectrum Signworks about the possibility of creating merchandising for ST; Board members are encouraged to share their ideas. Different social media options (such as TikTok) are being considered by the committee.
18. **Winterfest Parade (Craig)** – The parade offered much visibility for ST, as it was very-well attended. Craig recommends that we spend more time preparing for this event next year. ST's 3 volunteers handed out about 600 candy canes. Our float was awarded a 3rd-place ribbon.

Planning:

19. **Board Retreat (Nedine)** – Given the resurgence of COVID, a Board retreat in Jan/Feb is not feasible. April/May 2022 are likely better dates for a retreat to occur. Board members are encouraged to send topics of discussion to Julia.

Meeting adjourned at 9:04 pm

Next meeting: January 18, 2022, at 7:00 pm

Minutes recorded by Mary Fabian