

**Board of Directors, Shuswap Theatre Society - Board Meeting Minutes
January 18, 2022 - 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, Heather Stefanek, Peter Molnar, Alex Delaney.

Guest: Marcus Smith

Call to order - 7:05 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 that the agenda be approved with changes. Carried.

Minutes

Motion by Howard DeLong, seconded by Peter Molnar, that the minutes of December 21, 2021 be adopted as presented. Carried.

Board Business:

1. **Volunteer co-ordination (Julia)** – Julia shared the Artistic Committee’s ideas for the position of Volunteer Coordinator. As the role is huge, it might be wise to have 2 people doing it: someone from the AC and someone from the membership. This is a topic for discussion at the Board retreat. (*Attached is Julia’s document which was emailed to Board members on Jan 21.*)



Finance:

2. **Treasurer's Report (Sherry)** – For the 1st half of this fiscal year, our expenses were \$3000 more than our revenue. Program and poster design is costing more than in previous years. In the past, there has been enough of a cushion to cover ST's operational expenses. Now, it would be wise to apply for grants for operational funding, as our production revenue has dropped dramatically. Some discussion about seemingly high fees for Constant Contact. Kim MacMillan will speak to Sherry about this. (**Update:** *Kim emailed Board members on Jan 19th explaining the situation and how it has been corrected.*)
3. **Funding and Sponsorship Committee Report (Howard)** – Please refer to attached report. The Committee wants to apply for a 'gaming grant' but needs to know what amount to request and what items to prioritize for funding. Craig will soon have a budget ready for the building façade project. Susan will give Howard contact info for someone at Powerhouse Theatre in Vernon, as they apply on these grants every year.



Funding and
Sponsorship Report

Artistic:

4. **Artistic Committee (Julia)** – AC is still discussing next year's season. A script has been ordered for the proposed season-opener musical. Kelly Coubrough has been in touch regarding scripts for possible shows for the Summer Youth Program. Who makes decisions about Relaxed Performances? What is the fee for a professional Director? Which role is responsible for making sure rehearsals are a safe place - the Policy Committee will look at this and report back to the Board.

Post Mortem on *The Coyotes' Christmas* – The AC tries to act on recommendations from post mortems. Lots of praise for the production team; young, enthusiastic cast who enjoyed themselves; all went well with Front of House; no issues with patrons having to provide vaccine passports; AC could have provided more support; auditions could have been earlier; it was a challenge finding a script of a suitable length; miscommunications about booking theatre times; difficulty managing comp tickets because of

COVID; AC recommends we do a Christmas show every other year; criminal record searches when working with minors.

5. ***The Coyotes' Christmas (Craig)*** – The final accounting has been done for this show. 515 tickets were sold out of 600 available; 100 tickets sold were for children. The profit was around \$4330.
6. ***Love Letters (Susan)*** – A revised budget was emailed to Board members, the change being only one Pay as You Can Thursday show. All is going well with rehearsals; the first in-person rehearsal will occur tonight. No production meetings have been needed due to the format of the show. They've been holding off on paying the royalties (deadline is Jan 28) because of the uncertainties relating to COVID protocols. Julia is the AC rep for the show. Kim MacMillan has made the poster for the show.
7. ***Bernice Trimble (Julia)*** – All but one of the originally-cast actors will be in the show. Julia has informed the O-Zone Festival organizers in Oliver of their registration. Someone from the production will attend the tech tour in February.
8. **Tech report (Ann)** – Further to Ann's previous recommendation to the Board for the video department, a quote was to be requested for a lens and cable for the new camera. Marcus Smith needs to clarify what lens and how much cable should be purchased so the Funding Committee can pursue funding for these items. Ann indicated they can be purchased out of the budget for the Tech Department.
9. **Co-productions:**

David and Ken Comedy (Mary) – The Jan 6 and 7 shows were mutually cancelled by ST and the comedy duo. Potential future dates have been discussed; early June is the next option for the shows and a possible workshop. Kim has been working on issuing refunds.

TOTE and Devon Moore (Ann) – The Board agreed to host this event as a co-production, produced by the TOTE production team, for 3 shows on March 4 and 5, with dates already booked in the ST calendar. TOTE can put its

branding on Devon and use this event as a fundraiser. TOTE is working on a contract (hybrid-model) and will indicate ST sponsorship in its advertising.

Under the Rocks (Craig) – This musical group had sent an email to ST, asking if we were interested in co-producing their show. Craig polled Board members and then replied to the group letting them know we were a ‘NO’ at this time.

10. **TOTE Update (Marcus, Ann, Sherry)** – TOTE has considered applying for a grant to hire a summer student as a Volunteer Coordinator. Applications from performers are already coming in, with a \$50 fee; cheques will indicate “Application Fee.” There is a planning meeting set for Jan 26. Some indoor venues are being considered as back-up locations in case of potential smoke in the air. Theatre for Young Audiences may be offered in a downtown location, near the farmers’ market. Discussion about how TOTE is funded and whether folks are registered as independent contractors. Sherry will review what being an independent contractor means. Each of the 3 people on the TOTE team receives a contract fee for their work.
11. **Unplug and Play (Nedine)** – As volunteers were no longer available to assist Nedine, the Board ok’ed the cancelling of ST’s participation in this event. Nedine will prepare a list of activities that parents can undertake with their children, as she did last year. The chiropractor will still use the theatre for her event, now at an earlier time.

Building:

12. **Building Façade Project (Craig)** – Craig and Peter will co-steer this project. A hydro inspection is the first thing that needs to be completed. Craig will connect with Howard about the funding pieces, and then with the design team in about one month. Architect Bernd Hermanski would be requesting payment for his services, but he is not available to do the work until the end of April at the earliest. Peter will let Bernd know this timeframe does not work for us.
13. **Building Security and Safety (Craig)** – Craig installed a self-locking lock on the front door, which has been programmed with 2 numbers. Craig is not aware

of further snow-removal issues. There has been no action yet on the matter of lighting for the alley-side of the building.

Marketing and Publicity:

14. **Marketing and Publicity Committee Report (Alex)** – James Young of Spectrum Signworks provided ideas on possible merchandising for ST: face masks, hoodies, tote bags, travel mugs. Pricing has not yet been determined, as it depends on the number of items requested. There is a one-time design fee as an additional cost. Graphic designer (ML) has been informed that ST will no longer be using her services.

Meeting adjourned at 9:08 pm

Next meeting: February 15, 2022, at 7:00 pm

Minutes recorded by Mary Fabian