

**Board of Directors, Shuswap Theatre Society - Board Meeting Minutes
February 15, 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.

Regrets: Alex Delaney **Guest:** Marcus Smith

Call to order - 7:03 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 that the agenda be approved as amended. Seconded by Peter Molnar. Carried.

Minutes

Motion by Howard DeLong that the minutes of January 18, 2022 be adopted as presented. Seconded by Craig Massey. Carried.

Board Business:

1. **Retreat** – Proposed dates are June 10, 11, or 12. Nedine will send a document with suggestions for topics to Board members for their additional input.

Finance:

2. **Treasurer's Report (Sherry)** – Financial documentation was e-mailed to Board members prior to the meeting. Invoices are increasingly being paid through e-transfers but sometimes there is no indication of what the payment is for. Heather will contact a sponsor about their unpaid bronze sponsorship for the current show.

3. **Funding and Sponsorship Committee Report (Howard)** – Please refer to attached report. ST received \$3,700 from the Rotary Club towards ultraviolet air disinfection system for theatre auditorium. Also received \$2,600 (of \$4,000 requested) from City of Salmon Arm Grants-in-Aid for purchase of ‘blacks.’ Still waiting to hear outcome of other grant applications. Howard will talk to Cilla Budda about ordering the specific ‘blacks’ needed by ST. Funds received from the Northwest Giving Foundation will be used to purchase microphones. Clarification that past grant funding was spent on the purchase of lighting for the Green Room.



Funding and
Sponsorship Report

Artistic:

4. **Artistic Committee (Julia)** – The AC has not met since the last Board meeting. They hope to be able to present the 2022-23 season at the March Board meeting. A script has been received for the proposed season opener for the next season.
5. **Love Letters (Susan)** – One of the 2 actors has been ill, so Kim MacMillan has stepped into his role until the actor is well enough to return. Attendance has been as expected. Not many tickets have been sold for the final weekend performances. Expenses are below the original budget estimate. Capacity will remain at 50%, even though provincial mandates have been revised.
6. **Bernice Trimble (Julia)** – The show is in need of a Producer and other crew members; the next *Prompter* will highlight this need. Ann, Nedine, and Julia attended the recent tech tour in Oliver, for the O Zone Festival in May. ST will perform on May 27. Auditions will be held on Feb 27 and 28, for one role that remains unfilled. A budget and a festival budget will be prepared for the show.

MOTION by Julia Body that ST pay the entry fee of \$350 for the O Zone Festival, by the end of February. \$200 of this fee is a performance guarantee which is refunded after a club’s festival participation. Seconded by Mary Fabian. Carried.

7. **Youth Summer Program** - Kelly Coubrough needs answers to some production- related questions. Julia has already applied for the performance rights for July 22 and 23. Kelly would also like to secure rights for a video license. ST's low volunteer base prevents us from offering a high level of support to this show. Because Kelly cannot apply for grants for this show on her own as she is NOT a non-profit agency, ST has previously assisted. The show needs to be a co-production (rather than a rental) in order for ST to apply for grant-funding.

ACTION ITEM: Howard will set up a meeting with Kelly in order to answer her questions and discuss other topics. Nedine, Kim MacMillan, and Sherry will also attend.

8. **Tech report (Ann)** – Ann attended the O Zone Festival tech meeting in Oliver; their LED lights and intercom system are very nice. A long-term idea for ST is to remove the unused intercom system, then get a better system to replace the 'thumbs up' system currently used for communication between the stage and the sound booth. A better sound system will be useful when meetings occur with in-person and Zoom participation. Ann will obtain a quote for this. Lights are required around the stairs beside the scene shop.
9. **TOTE (Marcus)** – Performers are starting to express interest in applying; one application with a payment has been received. The budget needs to be revised to reflect grant funding already received (\$4,850 from British Columbia Fairs, Festivals and Events Recovery Fund). Howard and Marcus will meet to discuss whether the Funding Committee should apply on further funding for TOTE. A document outlining volunteers and their duties is currently being worked on. TOTE will explore issues of reconciliation and the possibility of applying for grant funding through this avenue.

WorkSafe BC – Discussion about insurance coverage for TOTE team members, who wish to be covered should they be injured while working on site at the event. The issue of performers being independent contractors is critical. ST obtained special insurance for the Walkabout event in August 2020. The TOTE team members are independent contractors, not employees. Can we pay extra to WCB to make sure the TOTE folks are insured? Mary will look into this matter further and report back to the Board.

MOTION: Julia Body moved that ST seek professional guidance to provide clarity on insurance and WorkSafeBC coverage for volunteers/independent contractors. Seconded by Mary Fabian. Carried

Production:

10. **Make-up discussion (Susan)** – No further discussion was needed after Susan’s email to Board members noting some concerns about ST’s old makeup stock and unhygienic process of applying make-up on cast members. Susan will look into how Powerhouse Theatre deals with make-up. (*Update: Susan sent an e-mail with her findings from Powerhouse Theatre.*)

Co-productions:

11. **David and Ken Comedy (Mary)** – New dates will be June 2 and 3, or June 3 and 4, with a possible workshop on June 5. Julia needs to arrange any workshop with Ken and David directly. (*Update: The dates have been confirmed for June 3 and 4.*)
12. **Push-Up Bar (Marcus)** – The revised contract emailed to Board members needs to be corrected again to indicate “reserved seating.” The TOTE team is using ST’s Front of House volunteers but will make all arrangements themselves. 19 tickets have been sold for all 3 performances of this show, which will be promoted as a full-capacity event as of midnight tonight. Ann will send Susan info about the need for billets for Push-Up Bar cast members, to run in the next *Prompter*.

Building:

13. **Building Façade Project (Craig, Peter)** – Craig talked further about the quote he has received for this project. Met with local reps for WorkSafeBC regarding electrical issues and discussed options with BC Hydro about power for the building. Also discussed an estimate for the front awning: two 14-foot awnings to cover 28 feet – mechanical, \$9966; manual, \$8118. Is still waiting for pricing on an LED marquee. There is a wait time to receive awnings, depending on when the order is placed. Still waiting to hear from City as to whether we can proceed without a building permit if we are not disturbing

the soil. (**Update:** Craig sent an email on Feb 22, advising that we can go ahead on this project without a building permit.)

An air filtration system has been installed in the house as part of the HVAC system; one is expected to be installed in the Green Room in the near future. A new furnace will be installed on Feb 16 to replace the one that broke down on Feb 12. The new alley lights are tentatively being installed on Feb 19th.

Marketing and Publicity:

14. **Marketing and Publicity Committee Report** – Nothing to report. The committee hopes to meet next week.
15. **Shuswap Arts Round Table (Mary)** – Mary participated on Jan 26, taking Heather’s place as ST rep. Roundtable members each provided updates from their organizations on past and upcoming events, issues relating to COVID, etc. Wednesdays on The Wharf (WOW) are returning, Downtown Salmon Arm is working on identifying a cultural district downtown. Mary provided update about ST’s in-the-works air filtration system ST.

Meeting adjourned at 9:02 pm

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

Minutes recorded by Mary Fabian