

Board of Directors, Shuswap Theatre Society - Board Meeting Minutes
March 15, 2022 - 7:00 pm, Salmon Arm, BC

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

Regrets: Peter Molnar **Guests:** Marcus Smith, Althea Mongerson

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 Sherry Bowlby that the agenda be approved.

Minutes

Motion by Susan MacMillan that the minutes of February 15, 2022 be adopted as amended. Seconded by Julia Body. Carried.

Artistic:

1. **Artistic Committee (Julia)** – The AC has not met since the last Board meeting. They will announce the 2022-23 season at April’s Board meeting. Members are reading *The Secret Garden* script.

2. **Love Letters (Susan)** – The post-mortem for this show occurs tomorrow. Everything went very well with the production. Susan reviewed the updated budget; there was a profit of around \$7,000. Attendance and expenses were both slightly less than originally anticipated. Credit card fees had not been factored into the original budget. The show’s staged photos were very good for publicity; Susan recommends this occur for all shows going forward.

3. **Bernice Trimble (Mary/Howard/Ann)** – Three of the actors from two years ago are again part of the cast, and there is one new actor. Rehearsals are well underway. The set is coming together. Changes were suggested to the budget: add in credit card fees, reduce show capacity to 90, allot \$25 per meal for cast/crew. The Director has been asked if ST's performance date can be changed to May 26, from May 27, at the O Zone festival. Julia will discuss this with the cast.

MOTION by Heather Stefanek that the budget be approved with suggested changes. Seconded by Sherry Bowlby. Carried.

4. **Youth Summer Program (Howard)** – The meeting scheduled to discuss Kelly Coubrough's questions has been postponed until March 20. All materials and scripts have arrived.
5. **Tech report (Ann)** - Marcus suggests we purchase one set of two wireless head microphones to use with our new camera and that we focus on improving ST's acoustics. The house needs acoustic panels; Howard believes we previously agreed to purchase acoustic panels with operational funds, rather than through grant funds. He will check into this. (**Update:** *On March 16, Howard sent an e-mail indicating that baffles are priority 13 on priority list, thus they are a purchase to be made with grant funding, rather than operational funding.*)

Cilla Budda will be ordering blacks. Ann will be mentoring a new volunteer.

Discussion about First Aid training for ST volunteers. Someone on site should have First Aid. Mass training? Members taking it at local college and getting reimbursed? Cost is \$130 for 8 hours of instruction.

6. **TOTE and Push Up Bar (Marcus, Althea)** –

Push Up Bar – Financial statements were distributed and reviewed. Profit to TOTE is around \$1,000. Three shows might have been too many for this sketch-comedy. It would have been nice to have more younger people in the audience, given the nature of the show. There were a lot of communication issues; the production team found themselves in several confusing scenarios.

Three options for how the theatre is used should be defined clearly: rental, co-production, production.

TOTE – Marcus circulated and reviewed the budget. A portion of the building’s utilities should be factored into calculating the TOTE budget in the future.

MOTION by Sherry Bowlby that the 2022 TOTE budget be accepted.
Seconded by Mary Fabian. Carried.

Board Business:

- 7. Changes to Provincial Health Policies (Nedine)** – ST will adhere to the recently updated provincial guidelines regarding masks and vaccine passports. Patrons and volunteers may choose to continue wearing a mask. Proof of vaccination through a vaccine passport will no longer be required after April 8th. All cast and crew of GPBT, as well as FOH volunteers who are trained, have been double-vaccinated. Throughout the pandemic, ST has adhered to provincial health guidelines and has consistently informed the public of this position on our website.

Spring clean-up of exterior of building - A date needs to be set for a work party for the annual clean-up of the exterior.

Building:

- 8. Building Façade Project (Craig, Peter)** – Craig reviewed a 2nd quote submitted for the project. The Design Committee met last week and will meet again in the next few weeks. Brochures were circulated with examples of metal siding options. Discussion about fundraising versus grant funding, stripping the wood off the front exterior, and removing the awnings. Howard will obtain a 2nd quote on an awning to comply with grant application requirements. Craig will obtain a quote for the cost for removal of the current awning. Susan will include information about the façade project in the next *Prompter*.

MOTION by Heather Stefanek that the current awning and its frame be removed (upon determination of the cost not exceeding \$1,500), before

Shuswap Theatre seeks funds for the purchase of a new awning. Seconded by Craig Massey. Carried.

Howard will take steps to get a fund-raising committee established before the fiscal year end of June 30. It would be ideal to have at least one Board member as part of the committee. Howard will speak to Joyce Henderson, who spearheaded a previous fund-raising campaign called Comfy Bottoms.

Sherry will revise the budget to increase capital costs, in order to allow further grant funding to be sought.

Finance:

9. **Treasurer's Report (Sherry)** – Financial documentation was e-mailed to Board members prior to the meeting. ST is in a sound financial position, with almost \$45,000 in the bank. Some funds are in an investment which generates interest and other funds are set aside as emergency funds.
10. **Funding and Sponsorship Committee Report (Howard)** – Please refer to attached report. ST has been notified of its successful application for the UV filtration system in the lobby, but hasn't yet received the funds. Applied for \$4,000 for TOTE. Still waiting to see if we were awarded \$5,000 for the Youth Summer Program. We can't apply on a gaming grant as it is only for program funding.

Marketing and Publicity:

11. **Marketing and Publicity Committee Report (Alex)** – Alex is preparing a write-up about Shuswap Theatre for a tourism brochure. They continue to look at different vendors for merchandising and prefer to work with someone local.

Production:

12. **David and Ken Comedy (Mary)** – Mary has received digital copies of the new posters; ticketing has been underway for a while now. Julia has not received a

response to her email about a possible workshop in June, so will send another email.

13. **WorkSafeBC (Mary)** – Much discussion generated by summary of information presented: honorariums for volunteers, wages for employees, independent contractors. ST doesn't have employees. Most of what was discussed had been shared by Sherry several months ago. Volunteers for TOTE and Youth Summer Program need to understand what is expected of them in terms of coverage from WorkSafeBC (coverage for loss of wages).

Susan will ask Kim MacMillan if he is willing to speak to Marcus Smith about this issue. Julia will also sit in on any discussions.

Meeting adjourned at 9:38 pm

Next meeting: April 19, 2022, at 7:00 pm

Minutes recorded by Mary Fabian