

Board of Directors, Shuswap Theatre Society - Board Meeting Minutes
April 19, 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 (Zoom), Alex Delaney (Zoom), Peter Molnar.

Guests: Marcus Smith (Zoom)

Call to order - 7:08 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 Howard DeLong that the agenda be approved as amended. Carried.

Minutes

Motion by Sherry Bowlby that the minutes of March 15, 2022 be adopted. Seconded by Howard DeLong. Carried.

Finance:

1. **Treasurer's Report (Sherry)** – Financial documentation was e-mailed to Board members prior to the meeting. Two cheques mailed for performance rights for previous shows did not make it; e-transfer payments seem to be the best method for payment of invoices. ST protocols for e-transfer need to be established/reviewed at a later date. Sherry will open an account at the new RONA store; Craig and Cilla Budda will be the names on the account.

MOTION by Sherry Bowlby that the updated 2021-22 budget revisions (to align with our funding requests) be accepted. Seconded by Mary Fabian. Carried.

2. **Funding and Sponsorship Committee Report (Howard)** – Please refer to attached report. We received notice of funding for TOTE and MYST. Funds for

the UN filtration system have now been received. The committee secured many sponsorships for GPBT. Cilla Budda can order “blacks”; would be good to have someone pick them up as shipping costs are very high. We will purchase 4 wireless head mics, instead of 2, as there is an issue with baffling.



Funding and
Sponsorship Report

Artistic:

3. **Artistic Committee (Julia)** – The AC met on March 29th. The recommended 2022/23 season is as follows:

Fall: The Secret Garden; Director: Liz Hobbs; Admin Producer: Susan MacMillan; Tech Producer: Ann Skelhorne; Nov. 18 - Dec. 3

Winter: The 39 Step; Director: Julia Body; Feb 24 - Mar 11

Spring: The Country House; Director: Ann Skelhorne; April 28 - May 13

Motion by Julia Body that the Board accept the proposed lineup for the 2022/23 season. Seconded by Peter Molnar. Carried.

Auditions for the 1st show will be held in mid-May.

The AC is considering tying Theatre 101 to the Open House in September. Both an acting and a tech workshop would be beneficial. A suggestion for a way to connect with people is to place leaflets in programmes, with wording such as, “I’d like more information about _____.” People would complete the sentence and drop the leaflet into a box as they leave the theatre.

4. The Improv group continues, with many talented folks having a good time. Discussion about an Improv Night being organized for June, as a possible fund-raiser for the façade renovation project (Operation Facelift).

Julia has arranged for a 4-hour improv workshop to be conducted by Ken Lawson and David Milchard on Sunday June 5th, the day after they perform 2 nights of their stand-up comedy show.

5. **Bernice Trimble (Mary/Howard/Ann)** – Completion of the set has been slow, but it's almost done. Tech weekend occurs on April 23 and 24. The set has been built so it is easy to put together and take apart. A person who can guide the cast on hair and makeup is still being sought. The Board, Front of House and Box Office volunteers are invited to attend the dress rehearsal on April 28th. Posters have been put up, performance fees have been paid, most arrangements have been taken care of for festival. Still waiting for word on the Stacer van for transporting the set.
6. **Musical Youth Summer Theatre MYST (Howard)** – A productive meeting occurred on March 20th, with discussion about the Memorandum of Understanding, which Kim MacMillan will finalize. MYST staff will be responsible for producing this show; it won't be someone from ST. Susan will mention MYST in the prompter and will also do some Facebook posts.
7. **Tech report (Ann)** – A better setup is recommended if we are to continue with hybrid Board meetings (in-person and zoom). A projector will be used in GPBT. Ann and Kim MacMillan are discussing what kind of projector we should purchase; the projector for which we previously received a quote may exceed our needs. Matteo Thiessen is doing well as a new volunteer; he will work with Ann on the Arts Council drag workshop in June. It is important to introduce new people to theatre and its technical aspects.
8. **TOTE (Marcus)** - A full quota of performance entries was received, the show is currently being curated, they are waiting to receive contracts. Marcus acknowledged Howard for securing more funding; Marcus will continue to apply for additional sponsors. The committee is working on securing a 2nd stage to be located slightly away from ST. Ann would like to do a TOTE presentation at an upcoming city council meeting. The "Edge Club" in the lower parking lot will host a beer garden and sell merchandising.

Board Business:

9. **Shuswap Arts Round Table (Mary)** – Last meeting was on March 30th. RJ Haney Heritage Village & Museum is starting their process for summer staffing. Wednesdays on the Wharf (WOW) sessions are currently being organized, with more touring bands than local bands. PRIDE Project events for the fall are in the planning stages. The next show at the art gallery opens on April 30: *The Pollinators*.
10. **Theatre Insurance (Craig)** - ST would be in a Catch-22 situation if we had, for example, a kitchen fire: our insurance coverage would pay for the damage, but we would need a building permit to undertake the repairs. We would have to do soil reclamation work, which is the issue we've just worked through regarding the façade renovation. Craig will continue looking into this and hopes to have an answer at the next meeting. Sherry advised that we received a rebate of \$43 for building insurance (content coverage).
11. **Retreat** – The retreat will occur on June 11. A few Board members will not be in attendance. Though members of the AC have been invited, it is not certain who will attend.

Building:

12. **Building Façade Project (Craig)** – Things are in a holding pattern, as we wait on financing. The Design Committee will meet again in the next few weeks. The fundraising committee for this project needs a conceptual design which must be included in all funding requests. Craig will reach out to people in the next few days to get this happening, including Ivana who originally submitted a design. The budget for this project was based on the lower of a minimum of 2 estimates received for each item. The new marquee will be attached to the building (not on a pole out front).

MOTION by Howard DeLong that the presented budget for the façade renovation project be approved. Seconded by Peter Molnar. Carried.

13. **Façade Renovation Funding (Howard)** – The fund-raising committee met yesterday and came up with several ideas for fund-raisers. We need a conceptual design so it can be used in fund-raising marketing, as well as a

timeline for project completion. Completion of all phases of the project are dependent on amount of funds raised.

14. **Building General Update (Craig)** – There are now lights installed outside. As part of the façade renovation project, the metal gate at the back will be fixed. Pigeons have been spotted in the rafters since the awning was removed.

Marketing and Publicity:

15. **Marketing and Publicity Committee Report** – Ann suggests placing an ad in the local paper to recruit people experienced in marketing. Discussion occurred about the use of ‘publicity’ versus ‘marketing’ and how ST needs to clarify what we mean when using these terms. (*publicity* is something you hope for, *marketing* is something you pay for)

Production:

16. **David and Ken Comedy (Mary)** – Posters have been put up; everything seems to be on track. Kim is contacting past ticket holders to inform them of the new dates for this event.
17. **WorkSafeBC, standing item** – No new information available. The Board has been talking about this for a few years. MYST is incorporating as a business, we contract with them, they take care of their own WorkSafe coverage. Julia will speak to the director of next season’s first play about this. The cost is around \$1 for \$100 of coverage; this will be added into the TOTE budget. Ann will pass the news about the motion to the TOTE team.

MOTION by Julia Body that ST cover the WorkSafeBC premiums this year for all TOTE “staff”, who ST is engaging as independent contractors.
Seconded by Susan MacMillan. Carried.

Meeting adjourned at 9:30 pm

Next meeting: May 17, 2022, at 7:00 pm

Minutes recorded by Mary Fabian