

**Board of Directors, Shuswap Theatre Society - Board Meeting Minutes
May 17, 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, Alex Delaney, Peter Molnar.

Guest: Kim MacMillan

Call to order - 7:07 pm

Land Acknowledgement

Shuswap Theatre acknowledges that the theatre and the 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 Heather Stefanek that the minutes of April 19, 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. We are doing OK financially, all bills are paid, and there is still money in the bank. The property tax exemption needs to be applied for again; it is required every 3 years. The budget will also need to be updated.
2. **Funding and Sponsorship Committee Report (Howard)** – Please refer to attached report. Heather recently submitted an application for a BC Community Gaming grant of \$6,000 to support programming next year. Howard will be applying for other grants with a potential total award amount of \$40,000 to support "Operation Facelift."



Artistic:

3. **Artistic Committee (Julia)** – The performance rights for all shows for next season have been applied for.
4. **Bernice Trimble (Mary/Howard/Ann)** – Ticket sales have been low. Instagram engagement about the show has been good; Facebook engagement has not been good. We are able to use the Stacer Team van to transport the set to the zone festival, with a cost to us of \$87 for the additional insurance required. A ticket-giveaway was initiated on the 2nd Thursday show which had very few tickets sold.
5. **Musical Youth Summer Theatre MYST (Kim MacMillan)** – 18 out of a possible 20 people have registered for the program. The contract has now been returned and signed. Ann is the ST contact for tech matters for this show. The provincial government logo needs to go on the show's poster; Howard will pass the necessary info on to Kelly.
6. **The Secret Garden (Susan)** – 27 people attended auditions; most of the show has been cast. The show will include a full orchestra. We discussed the pricing options Susan prepared, as well as the number of comp tickets we should be giving to sponsors, family, and friends. The show will be extremely costly to produce. Kim MacMillan drew up a contract; there were no issues and no discussion from the Board.

MOTION by Heather Stefanek that tickets prices for *The Secret Garden* be set as \$30 for adults, \$20 for students, and \$15 for those under 18 (children). Seconded by Sherry Bowlby. Carried.

7. **Laughing Gas Improv (Julia)**— The 4-hour improv workshop to be conducted by Ken Lawson and David Milchard will proceed on Sunday June 5, at the cost of \$125. Members will pay \$20 to attend and non-members will pay \$30. There are currently 12 or 13 registrants of the maximum of 20. The group is not ready to do a show in June as a fundraiser for the building façade project; instead, they will start out with a show for family and friends.

(UPDATE - May 20, 2022, edited email from Nedine Scott: Cost per person is \$125, not the total cost for the whole workshop. We have raised the cost for members to \$50 and \$75 for non-members. We also want to be able to help cover any costs for members who need financial assistance to attend.)

E-MAIL MOTION by Julia Body, that Shuswap Theatre cover the extra costs for the improv workshop with David and Ken to a maximum amount of \$1500. Seconded by Heather Stefanek. Carried.

8. **Tech report (Ann)** – There is nothing to report at this time.
9. **TOTE (Ann)** – 7 contracts have been finalized for the season, which will soon be announced on Facebook. TOTE needs to put logos for its major funders on all promotional materials. A sponsorship package is ready to share, and a poster will soon be ready.
10. **David and Ken (Mary)** – Everything is in place for the shows to occur on June 3 and 4. Ticket sales are not as high as the last time the show was scheduled. Kim MacMillan is sending emails to past ticket holders to let them know the event is finally proceeding. Discussion regarding whether there should be a bar. Julia will contact Teresa McKerral about looking into current process for obtaining a liquor license.

Board Business:

11. **Theatre Insurance (Craig)** – Still waiting to hear back from Maggie O'Brien with answers to our questions from last month.
12. **Retreat** – The board retreat will occur on June 11 in the home of Peter Molnar, starting at 10 AM. Nedine contacted a few possible facilitators but did not hear back from anyone; she will continue trying to connect with a facilitator who would be beneficial in keeping us on target. Nedine will email Board members the topics for discussion. There will be some crucial philosophical topics to discuss.

Building:

13. **Building Façade Project (Craig)** – Howard and Craig will meet to discuss timelines for this project and its funding requirements. The design committee has not yet met. Two significant grants must be received before we can proceed with further steps of this project. We are still in need of a conceptual drawing of the envisioned façade upgrade.
14. **Façade Renovation Funding Committee (Howard)** – A fund-raising event anticipated to occur in November has to be set back due to the facility being used by *The Secret Garden*. Sherry has created a sub-account for donations. The committee will next meet on May 22nd.
15. **Building General Update (Craig)** – Transients continue to use our building as shelter; we might consider contacting police when this happens. The new lighting system is ‘nice and bright.’ Some pigeons made their way into the props room and defecated extensively; there are pigeons living above the entrance to the dressing room. There is indication that a small fire was lit by the wheelchair ramp. The building had a recent annual fire-inspection. The sprinkler system is good.

Meeting adjourned at 8:56 pm

Next meeting: June 21, 2022, at 7:00 pm

Minutes recorded by Mary Fabian