

**Board of Directors, Shuswap Theatre Society - Board Meeting Minutes**  
**June 21, 2022 - 7:00 pm, Salmon Arm, BC**

**In attendance:** Craig Massey, Nedine Scott, Sherry Bowlby, Howard DeLong, Julia Body, Mary Fabian, Susan MacMillan, Heather Stefanek (Zoom), Alex Delaney (Zoom).

**Regrets:** Peter Molnar, Ann Skelhorne (ex officio board member),

**Guest:** Althea Mongerson

**Call to order** - 7:02 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 May 17, 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 Board retreat. A large sum was recently paid for the musical scripts for *The Secret Garden*. Someone from Sage accounting program has been contacting Sherry about purchasing an updated version of the software; Sherry doesn't think ST needs it. If we purchased it, we'd also have to update her computer.
2. **Funding and Sponsorship Committee Report (Howard)** – Please refer to attached report. SASCU awarded us \$5000 for "Operation Facelift." Much discussion about their preference for recognition; Howard will get more information. Has applied to Shuswap Community Foundation for building

renovation funding and will also apply for Community Gaming Grant of \$25,000.



Funding &  
Sponsorship Report

### **Artistic:**

3. **Artistic Committee (Julia)** – The Committee is OK with changing next season’s festival show to *Concord Floral*, instead of *The Country House*; Julia has contacted the publisher to see if we can obtain the rights. Frank Manning facilitated the post mortem for GPBT and will submit a report. Royalties and fees for *The Secret Garden* have been paid. Discussion around how to replace departing AC member Ali Balloun on her Board-appointed position.
4. **Laughing Gas Improv (Julia)**— Last night’s improv show for family and friends turned out very well, earning \$146.50 in donations to put toward the cost of subsidizing the recent improv workshop. Julia would like to do 2-3 improv shows next year. She will start looking for venues where the events can occur, as they would interfere with rehearsal and performances of our regular season. Julia will send Craig an email with dates on which venues are needed; Craig will then chat with Joel at Salmar Cinemas.
5. **Bernice Trimble (Mary/Howard)** – Final budgets were presented for GPBT regular show and O Zone show. We still made money on the regular show, even though ticket sales were low. On June 10<sup>th</sup>, Mary made an email motion to accept a budget for ST to participate in the Main Stage event In Vernon in mid-July. The motion was seconded by Susan MacMillan, but very few Board members responded to the email.  
  

(new) **MOTION** by Mary Fabian that the presented budget for GPBT to participate in the Mainstage Workshop be accepted, with the understanding that funding will be requested from Theatre BC. Seconded by Susan MacMillan. Carried.
6. **Musical Youth Summer Theatre (MYST)** – Nedine read an update from Kelly Coubrough. The program has full capacity, with 22 registrants. One of the

parents took on the role of obtaining sponsorships and secured 2 gold sponsors. There is a lead on costumes/props from Kelowna.

7. ***The Secret Garden* (Susan)** – Susan just received the cast list from the Director; there are still a few roles not yet cast. The show is no longer going to have a full orchestra; this means tickets can be sold for the 2 front rows. A recorded soundtrack is available for rent for \$3,000 USD. It's a challenge to make a budget when costuming requirements are not clear. Susan met this afternoon with the 2 musical directors.
8. **Tech report-** There is nothing to report as Ann is not in attendance.
9. **TOTE (Althea)** – In spite of a few setbacks, things are rolling along. The Edge club will take place on the Salmar lot. A replacement performer is being sought to replace someone who had to cancel due to a vocal cord injury. The Indigenous Director hired in an advisory position will lead a blanket ceremony exercise and also run the concession; she is well-connected with the local Indigenous community. The performance schedule will be ready this Friday. The volunteer form is now available and circulating.
10. **David and Ken (Mary)** – Still waiting for D and K to submit their joint expenses so the final accounting can be completed. A rough calculation of our profit was done – looks as if we made a minimal amount of money for our extensive efforts.

#### **Board Business:**

11. **Theatre Insurance (Craig)** – Maggie O'Brien with SASCU has not yet found a company that will provide insurance for soil remediation. She continues to seek coverage on our behalf. This insurance coverage would be utilized should we have a structural loss that required rebuilding of some or all of our building.
12. **Volunteers (Julia)** – Julia, Mary, and Heather met recently to work on a role description for a Volunteer Coordinator. They also prepared an ad which will eventually run in *The Prompter*. Some names of people who might be interested in this 2-person role were considered. Both Ann and Julia will reach

out to 2 people who have expressed interest in volunteering with Shuswap Theatre.

13. **Fall Fair (Nedine)** – The Board voted in favour of putting a float in the parade (Sept 9-11), and/or having a booth. Someone needs to coordinate this.

**Building:**

14. **Building Design Committee (Craig)** – Craig has connected with Daniel Eden, a structural designer from Vernon, but would still like to meet in-person. Daniel may be interested in doing a conceptual drawing for us of the envisioned façade upgrade.
15. **Façade Renovation Funding Committee (Howard)** – We are looking at hosting a ‘shed party’ fund-raising event at ST on March 17th, to be organized by Peter Blacklock AND a photographer/writer presentation (location TBD) on March 20<sup>th</sup>, by Chris Harris. The Board expressed that there is too much going on to accommodate another fund-raising event by a Barkerville acting troupe.
16. **Building General Update (Craig)** – Craig has set his security camera up in the props room to record possible intruders. Craig has not heard whether Proair has finished installing the air conditioner.

**MOTION** by Heather Stefanek to move in-camera to discuss a matter raised by a Board member. Seconded by Craig Massey. Carried.

**MOTION** by Mary Fabian to end the in-camera session. Seconded by Susan MacMillan. Carried.

Meeting adjourned at 9:14 pm  
Next meeting: July 19, 2022, at 7:00 pm  
Minutes recorded by Mary Fabian