

**Board of Directors, Shuswap Theatre Society - Board Meeting Minutes
July 19, 2022 - 7:00 pm, Salmon Arm, BC**

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

Regrets: Heather Stefanek, Ann Skelhorne (ex officio board member),

Guests: Kim MacMillan, Marcus Smith

Call to order - 7:00 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 Peter Molnar that the agenda be approved as amended. Carried.

Minutes

Motion by Mary Fabian that the minutes of June 21, 2022 be adopted. Seconded by Craig Massey. Carried.

Finance:

1. **Treasurer's Report (Sherry)** – There are several bills outstanding, but we are in a sound financial position. The budget for the 2022-23 season will be presented at the AGM in September.
2. **Funding and Sponsorship Committee Report (Howard)** – No new grant applications were submitted since last month. Howard is working on one for Operation Facelift, due by August 4th.

Artistic:

3. **Theatre BC Festivals, Shuswap Arts Round Table (Mary)** – The O Zone general meeting and Theatre BC AGM had minimal attendance. Kelowna will

host the 2023 O Zone festival. All clubs are reporting lower attendance after COVID. Main Stage 2023 will occur in the Fraser Valley Zone. Meetings for Shuswap Arts Round Table have been scheduled to occur every 2 months, going forward.

4. **Artistic Committee (Julia)** – The spring show has officially been changed to *Concord Floral*. The performance rights have been paid for and scripts have been ordered.
5. **Bernice Trimble at Main Stage (Mary)** – With the bursary of \$2,500 from Theatre BC, ST's cost to attend Main Stage in Vernon was approximately \$187. Julia reports that participating as the workshop play was a wonderful experience; Kathryn Shaw was fantastic to work with. Nedine pointed out that there was not enough time to implement technical suggestions for new blocking into the final performance.
6. **Musical Youth Summer Theatre, MYST (Kim)** – MoU's need to be very clear in highlighting respective responsibilities for all parties; there are a few gaps in our MoU with Kelly Coubrough. Discussion about whether MYST or ST should pay cleaning costs for building; ST will cover this cost. There is nothing in the MoU to clarify what happens with potential profit. MYST's budget was modified to include payment of rent to ST. Kim will modify the MoU, take it to Kelly, and connect with Cilla about the matter of cleaning costs.
7. **The Secret Garden (Susan)** – Musical scripts have been received; musical tracks have not yet been ordered. The cast still needs a few men. It's a challenge to acquire props when it isn't clear what is required. Ticket prices will be revisited before the next Board meeting and a budget should be ready.
8. **Tech report** - No update available.
9. **TOTE (Marcus)** – The festival was a success; feedback from audiences and performers was positive. Performers loved the artist chats. TOTE met its 4 goals: i) artist chats, ii) more young people volunteering, iii) an excellent communication system, and iv) a queerer and more Indigenous event. Due to the huge success of The Blanket Exercise, it is planned to occur every year. Though overall festival attendance was low, engagement was high.

Things fell into place with Laughing Gas Improv taking the stage after an artist cancelled. On behalf of the group, Julia/Nedine donated their profits to TOTE for equal distribution to the 5 artist groups that performed.

Discussion about minimal proceeds for artists due to low attendance.

MOTION by Julia Body that Shuswap Theatre refund \$150 of the \$200 registration fee to each artist group that paid and actually performed at TOTE. Seconded by Sherry Bowlby. Carried.

10. Co-productions and rentals:

David and Ken (Mary) – We made a minimal amount of money for our extensive efforts: 30 % of net proceeds was \$634.09, less ST expenses of \$540.88. Due to limited space for our upcoming season and fund-raising events, and limited volunteer capacity, we are not in a position to do co-productions or rentals in the immediate future. The idea of workshops is also not feasible, as we'd have to charge participants the full rate of \$125 (rather than subsidizing them), and it is not likely folks would be willing to pay this amount.

Further discussion about co-productions and rentals, in general, was tabled.

Board Business:

11. Theatre Insurance (Craig) – Maggie O'Brien with SASCU sent Craig a questionnaire for completion. She located one company which would *consider* insuring us with our soil remediation issues. (example - if ST had a kitchen fire resulting in an insurance claim, we wouldn't be able to proceed with the necessary repairs as we couldn't afford to do the required soil remediation work.)

12. Volunteers (Julia) – No further news to report. Julia, Heather, and Mary will need to meet again.

13. Fall Fair (Nedine) – Craig will get someone to do the float for the parade (Sept 9-11). All booths are already sold out but there is the possibility of us being waitlisted for a booth should one become available. Nedine will register us for the parade. We may be able to leave our 2022-23 season brochure at the Shuswap District Arts Council's booth.

14. **Marketing and Publicity** – The brochure to advertise next season is ready to be printed with the changed line-up; Howard needs to review this to make sure sponsor logos are correct. Julia will oversee organization of the September Open House event, the date for which will be determined according to *The Secret Garden* rehearsal schedule.

Building:

15. **Building Design Committee (Craig)** – Architect Daniel Eden will visit our theatre this Friday. His drawing of our desired revitalization of the building's exterior will be used primarily for grant purposes and may not be our actual design. We want to add some modern touches (metal cladding) yet maintain the traditional elements of the building.

16. **Façade Renovation Funding Committee (Howard)** – Howard is working on a grant application for Operation Facelift, due by August 4th.

17. **Building General Update (Craig)** – It is likely that the water issue in the props room was a result of the new air conditioner dripping. The a/c is working now in both the house and the green room – there was a crossed wire causing the malfunction. An electrician looked at the circuit breaker that was blown during TOTE.

The area outside the actors' entrance where pigeons were gathering is drooping. Nedine will look into hiring professional cleaners to clean the pigeon droppings/damage in the props room. Craig will contact our insurer to see if this is a possible insurance claim.

(Update: On July 20, 2022, Craig sent an email advising "we would not gain anything by filing a damage claim on our policy. We are not insured for rodent or bird damage, nor is that coverage available.")

Meeting adjourned at 9:14 pm
Next meeting: August 16, 2022, at 7:00 pm
Minutes recorded by Mary Fabian