

**Board of Directors, Shuswap Theatre Society - Board Meeting Minutes
August 16, 2022 - 7:00 pm, Salmon Arm, BC**

In attendance: Nedine Scott, Sherry Bowlby, Howard DeLong, Julia Body, Ann Skelhorne (ex officio board member), Mary Fabian, Susan MacMillan, Heather Stefanek (Zoom), Peter Molnar.

Regrets: Craig Massey, Alex Delaney

Guests: Althea Mongerson

Call to order - 7:03 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 Mary Fabian that the agenda be approved. Seconded by Peter Molnar. Carried.

Minutes

Motion by Sherry Bowlby that the minutes of July 19, 2022 be adopted as amended. Seconded by Howard DeLong. Carried.

Finance:

1. **Treasurer's Report (Sherry)** – Financial documentation was e-mailed to Board members prior to this meeting. A report about the depreciation of our assets was shared and discussed.

MOTION by Peter Molnar to accept the financial report as presented. Seconded by Mary Fabian. Carried.

2. **Funding and Sponsorship Committee Report (Howard)** – Please refer to attached report. We received \$10,000 from the Shuswap Community Foundation for Operation Facelift. No grant was awarded from our

application to BC Gaming; they raised an issue with our bylaws that may have contributed to us not receiving this grant. Much discussion about this bylaw and how to amend it. Sherry will craft a new bylaw and share it with Board members. It will then be presented to the general membership for voting on at the September AGM. Suggestion to create a category of “non-voting member.”



Funding &
Sponsorship Report

Artistic:

3. **TOTE (Althea)** - A detailed report is being prepared for later distribution to the Board. In spite of a few mishaps such as extreme heat and change of Edge location, the festival went very well. Artists have been paid; they expressed appreciation for the extra money given to them. A brief post mortem occurred. TOTE needs to be entered into everyone’s planning calendars. There is now a sound base regarding staffing requirements to use for future festivals. IDEA: the TOTE team should form a company that Shuswap Theatre could hire to put on the festival.
4. **Artistic Committee (Julia)** – The AC generally has between 3 and 5 members; there is now a vacancy. General practice has been for the Board to receive names of suggested replacements from the AC, and then appoint or not appoint a new member. Julia will present names of people for consideration to fill the vacancy, at the next meeting.
5. **Musical Youth Summer Theatre, MYST** – tabled to next meeting
6. ***The Secret Garden* (Susan and Ann)** – Lisa Bennett will create the program posters. The show has a large cast and a large crew. An initial budget for the production was presented. The Board agreed to maintain the ticket prices as voted on at the May Board meeting: \$30 for adults, \$20 for students, and \$15 for those under 18 (children).

MOTION by Susan MacMillan to approve the presented budget for *The Secret Garden*. Seconded by Howard DeLong. Carried.

The set is in mid-stages of development. Peter Molnar will be tasked with construction of the set, with the assistance of others. Rehearsals will start in early September.

7. **Tech report (Ann)** – New lightbulbs need to be ordered; we could use some more sandbags. We received a donation of 2 side booms. #17 can come off the theatre's priority list.

Board Business:

8. **Theatre Insurance** – tabled until Craig Massey is able to provide an update
9. **Volunteers (Julia)** – No further news to report. We should take note of what the Edmonton Fringe Festival does to recognize its volunteers.
10. **September Events**

Fall Fair parade and booth (Nedine) – We secured a booth, free for this year. Spot 135. People will be needed to sit at the booth during the 3 days of the fall fair. The Board will cover the cost (if any) of passes for those volunteering at the booth. Nedine's father has donated the use of his trailer and truck for the parade float, and he'll also drive the truck to pull the float. People are needed to decorate the float. Mary will register Shuswap Theatre in the parade.

MOTION by Mary Fabian that Shuswap Theatre cover the cost of supplies, up to \$300, for decorating the float, and for candy which will be handed out, at the parade. Seconded by Susan MacMillan. Carried.

Open House (Julia) – Will occur on September 17th. Volunteers will be recognized, the next season will be announced, and some improv will be presented. This will be mentioned in the upcoming *Prompter*. Kim Macmillan will do graphics for the poster. Teresa McKerral will be obtaining the liquor license. The event will have a new title.

MOTION by Julia Body that Shuswap Theatre allot up to \$500 for the Open House event. Seconded by Mary Fabian. Carried.

Annual General Meeting (Nedine) – The AGM will occur on Sept 26. Annual reports are required from all committees, preferably by August 31. Nedine will send an email reminding people to submit these reports, as well as seeking 2 people to be part of the Nomination Committee. Terms are ending for Peter, Nedine, Craig, Julia, and Sherry.

11. **Marketing and Publicity** – Lisa Bennet is back doing graphics for ST. The brochure for the upcoming season is almost finished. We need promotional items for the booth at the fall fair. New members are needed for this committee. We'll have a table at Piccadilly Mall Sign-Up week. Merchandising has been pushed to the back-burner.
12. **Additional Board Meeting** – A date will be set after the AGM occurs and new board members are in place.

Building:

13. **Building Façade Project**

Operation Facelift Committee (Howard) – A grant application has been submitted to BC Community Gaming Grant-Capital Projects, for \$25,000. This is the grant for which we needed an architectural rendering of the proposed renovation; this was obtained and was submitted with the funding request.

Building Design Committee (Mary, for Craig) – A diagram of Daniel Eden's rendering of our façade re-design was emailed to Board members. According to Daniel: there are not a lot of changes that can be made to an old building such as ours, with our current budget. It is recommended that we keep the front doors, as new sliding doors wouldn't match the old-style of our exterior, plus issues could arise with sliding doors due to the shifting nature of our old building. An awning is outdated and would make the theatre appear too institutional. The colors of the building should fit in with the rest of the buildings in the general vicinity.

14. **Building General Update**

Props room (Nedine) – Nedine's father has donated sealant to repair the floor and the family's neighbour has donated lumber for new shelving to be built. A date will be set in late September for the required work to be

completed, such as building the shelving, discarding props that are no longer relevant, and putting the props room back in order. The input of Cilla Budda will be important.

Sea Can – Peter will arrange for the Sea Can to be moved from its current location to a spot in the Salmar Cinemas lot, as arranged by Craig. Peter will contact Big Steel Box.

Meeting adjourned at 9:07 pm

Next meeting: September 20, 2022, at 7:00 pm

Minutes recorded by Mary Fabian