

Board of Directors, Shuswap Theatre Society - Board Meeting Minutes
September 20, 2022 - 7:00 pm
Salmar Cinema Board Room, Salmon Arm, BC

In attendance: Nedine Scott, Sherry Bowlby, Howard DeLong, Julia Body, Mary Fabian, Susan MacMillan, Heather Stefanek, Craig Massey.

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

Guests: Kim MacMillan, Kelly Coubrough

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 Craig Massey that the agenda be approved. Carried.

Minutes

Motion by Sherry Bowlby that the minutes of August 16, 2022 be adopted. Seconded by Susan MacMillan. Carried.

Finance:

1. **Treasurer's Report (Sherry)** – Financial documentation was e-mailed to Board members prior to this meeting. All bills have been paid. There were no questions.

MOTION by Heather Stefanek to accept the financial report as presented. Seconded by Mary Fabian. Carried.

The Board agreed to open an account with Snow Cap (distributor in bakery and food service supply); the charge card will be in the name of Cilla Budda. A discussion can be had with Front of House head regarding recyclable cups.

Kim MacMillan and Sherry will chat with the folks at Wild Craft Mercantile; Sherry has had challenges obtaining information from them regarding invoicing for ticket sales.

2. **Funding and Sponsorship Committee Report (Howard)** – Please refer to attached report. Activities are underway to get sponsorships for our first show. Changes have been made to the number of complimentary tickets to be given to sponsors, given the higher price for tickets for the season-opening musical.



Funding &
Sponsorship Report

Artistic:

3. **TOTE** - Nothing to report, as no committee members in attendance.
4. **Artistic Committee (Julia)** – The AC met on August 27th. In addition to Ali Baloun, Gloria Cox will also be leaving the committee. They have created a list of potential new AC members. Theatre 101 will have to go on the back-burner at this time. The AC looked at play ideas for next year, as well as putting on workshops. It is a challenge to get space to do things when the theatre is heavily booked.

Discussion with the Board about bringing in some of the workshop presenters from the July MainStage event. Rusty Garr is an expert in all-things technical; bringing him here would be an asset to the 2nd show of the season, which is very tech-heavy. Julia will pursue this idea further.

5. **Improv (Julia)** – The first improv meeting of the season had 2 new people and was well-attended. The Board consented to Julia seeking alternate space for improv events to occur when booking the theatre is an issue for this group. Julia will look into locations and prices and get back to the Board.
6. **Musical Youth Summer Theatre, MYST (Kim and Kelly)** – A 3rd show may be added next year, given the success of the current 2-show run. MYST was able to give \$1000 to Shuswap Theatre for rental of our facility. Due to cheaper

rehearsal-space rental costs and \$900 in community sponsorships, MYST was able to increase their budget for costuming, props, and set.

The Board reviewed some proposed changes to the Memorandum of Understanding between ST and Moving Theatre Performing Arts, which is Kelly's group that produces MYST (Musical Youth Summer Theatre). Our relationship is mutually beneficial; it's a partnership. References to "contractor" and "co-production" have been removed from the draft agreement. Although Musical Theatre Performing Arts is a "for-profit" entity, the goal for MYST is to balance the budget.

There was much discussion about what needs to be done if there is a surplus (if the show makes a profit). What would be done with this year's surplus if there was no show next year? Kelly would like to reinvest the surplus into next year's program, partly to increase bursaries (financial aid) to youth who couldn't otherwise participate; this would need to be reflected in their accounting.

Any profit-making can affect eligibility for some grants; there are grants, however, for professional theatre groups which Howard will look into.

7. ***The Secret Garden (Susan and Ann)*** – There is no graphic for the poster yet. The Board recommends that we promote the show as suitable for children 10-12 years and older. The play is more like the book than the movie.

A few cast members have had to leave the production, resulting in a few cast members doubling-up on roles. Scheduling has been a challenge. Much of the crew is in place. A production meeting occurs every Saturday morning. There is a strict health and wellness protocol in place; if someone feels a cold coming on, they must wear a mask and test for COVID. Family and friends will be invited to a dress rehearsal instead of being given complimentary tickets to watch the show. Directors, stage managers and producers of this production have current Criminal Record Checks.

Discussion about whether to have a concession – no definite answer was arrived at. The production team will make the final decision about whether there is an opening night gala.

8. **Tech report (Ann)** – no report

Board Business:

9. **Theatre Insurance (Craig)** – There is an insurance company willing to insure us but not without a soil analysis being completed. Craig will obtain some pricing on this and bring the info back to the Board. Discussion about whether the land under the theatre is actually contaminated. Testing has been undertaken in the alley behind the theatre in two places, resulting in proof of contamination.
10. **Volunteers (Julia)** – About 36 people signed their names to a sheet at the fall fair booth, indicating they would like to get involved with ST. It's important to make a connection with these folks now, rather than months down the road. Heather, Julia, and Mary will contact everyone ASAP to invite them to tour the building and to learn about the different volunteer opportunities.

11. **September Events**

Fall Fair parade and booth (Nedine) – Our float won 3rd place in the parade. There could have been more candy and handbills to distribute. Mary will send a thank-you card to Nedine's father for his generosity in support of the float. There was great turnout from the cast of *The Secret Garden*. We need new marketing materials such as banners, etc. Volunteers at our booth spoke to over 500 people about how they can be involved in Shuswap Theatre. The booth was in an ideal spot, very near the entrance to the display area. While passes for volunteers were free this year, agencies will have to pay for them next year. Okanagan College would like to partner with ST on some things. A common question was whether ST had programs for children and youth.

Open House review (Julia) – The evening was a success! The caterer was excellent, the program was very entertaining, volunteers were recognized. There were a few new faces in attendance. The evening was under budget. Many volunteers are needed to make this event a reality.

Annual General Meeting (Nedine) – The AGM will occur on Sept 26. Annual reports are required from all committees. The deadline for nominations closed last night at mid-night. Of those with 2-year terms expiring, Julia, Craig, and Alex will be leaving the Board; Sherry and Peter will let their names stand to remain on the Board. An election will not be required, as enough people have put their names forth to fill the vacant spots.

12. **Marketing and Publicity** – A report was emailed to Board members prior to this meeting. Kim MacMillan will upload the 45th anniversary video from the Gala, to the ST website.

13. **Proposed policy change (Susan):** Discussion about Policy 2.5.8.

Current Policy:

“Persons offering themselves to stand or who have been nominated by another society member should submit their information to the President who will ensure it is received by the Nominating Committee.”

MOTION by Heather Stefanek to amend Policy 2.5.8:

“Persons offering themselves to stand or who have been nominated by another society member should submit their information to a member of the Nominating Committee.” Seconded by Susan MacMillan. Carried.

Building:

14. **Building Façade Project**

Operation Facelift Committee (Howard) – A colour scheme needs to be finalized soon so it can be used in fund-raising documentation. Our intention is for the fund-raising campaign kick-off to coincide with the season opener (Nov 18th). Mary obtained an additional quote for a Hardie board exterior; we want to use fire-resistant materials on the exterior. Fund-raising documentation will indicate that the colour scheme in our photos may not be exact.

Building Design Committee (Craig) – Carrying out the next steps of this project are dependent on when sufficient funds can be raised. Howard presented pictures of possible awning styles. Discussion on pros and cons of having an awning. A committee meeting will be arranged for the immediate future, with the main focus on selection of a colour scheme for presentation to the Board at the next meeting.

15. **Building General Update**

Props room (Craig) – Work on the props room (sorting through props and building shelves) will commence “before the snow flies.”

Meeting adjourned at 9:07 pm

Next meeting: October 18, 2022, at 7:00 pm

Minutes recorded by Mary Fabian