

**Board of Directors, Shuswap Theatre Society - Board Meeting Minutes**  
**October 18, 2022 - 7:00 pm**  
**Salmar Cinema Board Room, Salmon Arm, BC**

**In attendance:** Nedine Scott, Sherry Bowlby, Howard DeLong, Laura Demulder, Mary Fabian, Susan MacMillan, Heather Stefanek, Meredith Rusk, Peter Molnar.

**Regrets:** Winston Lee-Hai

**Guest:** Julia Body

**Call to order** - 7:04 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.

**Board Meeting Minutes**

Motion by Sherry Bowlby that the minutes of September 20, 2022 be adopted. Seconded by Susan MacMillan. Carried.

**Annual General Meeting (AGM) Minutes**

Motion by Peter Molnar that the AGM minutes of September 26, 2022 be adopted. Seconded by Howard DeLong. Carried.

**Board Business:**

1. **Change in Board Members** – Welcome to new members Meredith and Laura. Much appreciation for the efforts of those leaving the Board (Julia, Alex, Craig). Looking forward to another successful year with remaining Board members.

2. **Election of Executive –**

President – Molnar nominated Scott; Scott accepted.

Vice-President – Fabian nominated DeLong; DeLong accepted.

Secretary – MacMillan nominated Fabian; Fabian accepted.

Treasurer – Molnar nominated Bowlby; Bowlby accepted.

**MOTION** by Mary Fabian that Nedine Scott be appointed as President, Howard DeLong as Vice –President, Mary Fabian as Secretary and Sherry Bowlby as Treasurer. Seconded by Peter Molnar. Carried.

3. **Appointment of Signing Officers –**

**MOTION** by Sherry Bowlby, that the signing Officers for the Society's accounts with SASCU, including our SASCU Collabria MasterCard Cash Back, shall be any two of Lucile (Sherry) Bowlby, Nedine Scott, Howard DeLong, and Mary Fabian, effective immediately. We certify that none of these Board members directly or indirectly owns or controls 25% or more of the organization. Seconded by Heather Stefanek. Carried.

4. **Appointment of Members to Committees –** The list of volunteer positions was reviewed and updated for posting on our website.

5. **Dates and times for Board Meetings –** Board meetings will be held on the 3<sup>rd</sup> Tuesday of every month, starting at 7 pm. The November meeting will occur on Nov 22<sup>nd</sup>, instead of 15<sup>th</sup>.

6. **Theatre Insurance (Craig Massey) –** On October 18<sup>th</sup>, Craig advised in an email that he has spoken with Triton Environmental and is waiting to hear back from Todd Moore on the cost of a site visit to the theatre for soil testing.

7. **Annual Report to BC Societies –** Sherry has filed the required report. Board members provided personal information in order to complete another report for Registered Charity Information Return.

8. **Volunteers (Julia Body) –** People who had added their name to a sign-up sheet at the Fall Fair was contacted by Heather, Mary, or Julia to attend an information session on Sept 27; about six people interested in becoming volunteers attended. Several people from the list signed up to receive our

newsletter. Julia gave a tour of the theatre, Ann explained the sound and light booths, and Nedine/Susan answered questions about producing/stage-managing. Some folks were interested in assisting with Front of House. Mary/Heather will take care of getting the ad for the Volunteer Coordinator placed in *The Prompter*.

9. **Marketing and Publicity** – A report was emailed to Board members prior to this meeting. Tracey Kutschker is no longer doing her program at Voice of The Shuswap. Kim MacMillan has contacted the station to see if there is another way they can promote our shows.
10. **Google Groups and responding to emails (Kim MacMillan)** – Kim will reset Google Groups so that emails intended for a specific individual only go to that person, instead of to all Board members.

### **Finance:**

11. **Treasurer's Report (Sherry)** – Financial documentation was e-mailed to Board members prior to this meeting. Answers were provided for 2 questions raised by Susan in an email prior to the meeting. We received our new curtains (blacks) which were paid for through grant-funding. Nedine and Sherry will deal with the letter received from the Land Owner Transparency Registry.

**MOTION** by Howard DeLong to accept the financial report as presented.  
Seconded by Heather Stefanek. Carried.

12. **Funding and Sponsorship Committee Report (Howard)** – We will soon be applying for a Rotary Grant and a City of Salmon Arm Grant (Grants-in-Aid Program). Each grant will be towards the *Operation Facelift*.

### **Artistic:**

13. **Artistic Committee (Julia Body)** – The AC strives to make the season balanced between light and dramatic productions. Anyone can propose a play to the AC for future consideration. Laura Demulder is interested in filling one of the vacancies on the Artistic Committee.

**MOTION** by Meredith Rusk to appoint Julia Body, Frank Manning, and Laura Demulder to the Artistic Committee. Should the 4<sup>th</sup> vacancy be filled in the future, the Board will be informed. Seconded by Peter Molnar. Carried.

**Workshops:**

Sarah (Scotty) McLean of Powerhouse Theatre will present a Theatre Makeup Workshop on Oct 30, for 8 participants. The fee will be \$20. Julia will purchase makeup supplies for use at this workshop. There are line-items in the ST annual budget for makeup and scripts, though the Board generally reviews each request as it is presented. The annual budget for workshops is around \$14,000.

**MOTION** by Sherry Bowlby that ST compensate Sarah (Scotty) McLean \$200 for her time/personal expenses for putting on the workshop, AND ST approve up to \$100 for supplies for the workshop. Seconded by Peter Molnar. Carried.

Sarah McLean will speak to the Powerhouse Theatre Board to determine when their building is available for Rusty Gahr to present a projection workshop for interested folks from ST. Our theatre is not available on any dates that worked for Rusty.

***The 39 Steps***: A mini-production meeting has already occurred. There is no fixed set; Craig Massey is creating the many movable set pieces. Discussion about the need for more people to be trained to do lighting and whether we should pay someone to do this.

14. ***The Secret Garden (Susan)*** – Everything is on schedule. Over 30 per cent of tickets have been sold. Poster graphic will be ready tonight, so we'll begin to push publicity. Many props and set pieces have been purchased, and will be sold at the end of the show. The first run-through of the play went pretty well, considering the entire cast had not previously been together to rehearse in sequence.
15. **Tech report (Ann)** – no report

## 16. **October Events –**

**Pride window display:** We participated in the Pride Project window display. ST received positive feedback about having a Pride flag displayed in the building.

**Trick or Treat Trail:** We will participate in this community event. Cilla Budda will purchase items for trick or treaters and she will also hand them out.

## **Building:**

### 17. **Building Façade Project**

**Operation Facelift Fundraising Committee (Howard)** – A sponsorship package has been created which will be hand-delivered to designated businesses once the campaign is underway, in mid-November. Members of ST will also review notification of the campaign through Constant Contact. We will be receiving input from the Building Design Committee about how the exterior of the building should be presented in our sponsorship package. Information about this campaign will be in the program for *The Secret Garden*, as well as on the wall in the Green Room.

**Building Design Committee (Mary for Craig)** – Mary shared computer mock-up images of different colour schemes for the building's façade. These are being reviewed so input can be provided to the Fundraising Committee for the campaign material.

18. **Building General Update** – There have been recent issues with homeless people setting up shelters around the theatre; this is alarming due to the number of minors in the current production. Nedine reported an incident to police last week. City bylaw folks have also been informed about these issues. Pallets that were stored near the building have been removed in order to make the building less desirable as a place to set up shelters. Some exterior lighting is still in need of repair.

Meeting adjourned at 8:46 pm

Next meeting: November 22, 2022, at 7:00 pm

Minutes recorded by Mary Fabian