

Board of Directors, Shuswap Theatre Society - Board Meeting Minutes
November 22, 7:00 pm
Shuswap Theatre, Salmon Arm, BC

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

Regrets: Winston Lee-Hai, Meredith Rusk **Guest:** Kim MacMillan

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 Howard DeLong that the agenda be approved as amended. Seconded by Susan MacMillan. Carried.

Board Meeting Minutes

Motion by Heather Stefanek that the minutes of October 18, 2022 be adopted. Seconded by Howard DeLong. Carried.

Finance:

1. **Treasurer's Report (Sherry)** – Financial documentation was e-mailed to Board members prior to this meeting. Sherry presented Confirmation of Filing of our recent bylaw changes and filing of Land Owner Registry Transparency Report (for BC). Howard will scan changed bylaws to Kim MacMillan for posting on ST website.

MOTION by Peter Molnar to accept the financial report as presented.
Seconded by Laura Demulder. Carried.

Discussion about compensation to Susan and Kim MacMillan for lodging (room and board) of director Liz Hobbs. Payment of lodging for professional

directors is standard practice. This amount was not included in the original budget for *The Secret Garden*; it will be donated back to the show by the MacMillans.

MOTION by Peter Molnar to compensate Susan and Kim MacMillan for lodging (room and board) of director Liz Hobbs. Seconded by Sherry Bowlby. Carried.

It was agreed that all unidentified donations to Shuswap Theatre received through e-transfer will be assumed to be for 'Operation Facelift' for the period of the fundraising campaign.

2. **Funding and Sponsorship Committee Report (Howard)** – Highlights of attached report:

- \$25,000 will be sought from BC Arts Council and \$5,000 from the Rotary
- haven't yet heard back about the \$25,000 Gaming Grant
- the sponsorship goal was met for the current show, with most sponsors contacting ST on their own, rather than being contacted by the fundraising team



Funding &
Sponsorship Report

Board Business:

3. **Theatre Insurance (Craig Massey)** – Much discussion on issues put forth in the attached email from Craig Massey. We'll ask Craig to follow-up on the matter of possible changes to legislation for soil remediation. ST will continue with Operation Facelift fundraising efforts for renovations to the building façade.



C Massey email re
ST environmental iss

Howard will send Board members existing reports about the building:
1) Elyk Ventures, 2020 (feasibility of a theatre entrance renovation); and

2) Omega Engineering, 2014, (structural integrity of the building).

MOTION by Sherry Bowlby that ST maintain its current level of insurance coverage AND continue to monitor legislation about soil remediation.

Should the legislation change, this issue can be readdressed. Seconded by Mary Fabian. Carried.

4. **Chamber of Commerce renewal (Sherry)** - Discussion about whether there is benefit to ST in being a member of the Chamber of Commerce. The Board agreed that ST will not renew the membership at this time.
5. **Volunteers (Mary)** – Mary has held off from placing an ad for a Volunteer Coordinator in *The Prompter*, thinking it might not get the attention it needs, given the abundance of information in recent newsletters about *The Secret Garden* and Operation Facelift. The ad will get placed in the upcoming weeks.
6. **Marketing and Publicity (Ann)** –

T-shirts: Ann consulted with different people about a design for a t-shirt, for which there is now a mock-up. Folks prefer the older-style, polo shirts. The cost is high; if ST is not concerned about making a profit from the sales, this may be OK.

CBC: Susan spoke with Leah Shaw, former CBC correspondent for the Shuswap. Leah has moved on, and there is currently no one covering the Shuswap. Leah will pass our request for *The Secret Garden* and future shows to CBC Kelowna.

7. **Photocopier (Mary)** – Our current lease is up for renewal next year. Rob of Kamloops Office Systems advised in September that we could change things now and save money and have better productivity overall. Kim MacMillan says the photocopier is working well now. Mary will arrange for a discussion to occur between herself, Rob, and Kim.
8. **Caravan Farm Theatre** – Instead of an invitation being extended to all Board members this year, the invitation for the Christmas show was for 2 people only. A draw was made of Board members who wished to attend this show. Heather Stefanek was the winner of the 2 complimentary tickets.

Artistic:

9. **Artistic Committee (Laura)** – Each of the 3 AC members will be associated with one of the shows from the current season. There has been basic conversation about next year's season.

Workshops: The makeup workshop was postponed until January/February 2023. Howard and Julia Body went to the projection workshop in Vernon on November 20th. Main takeaway for the workshop: an ordinary projector distorts any image that is projected. Though a very expensive projector would correct this distortion, the same goal can be achieved by using 2 regular, inexpensive projectors.

10. *The Secret Garden* -

Susan - Things are going well. Income generated from the show will be close to the projected amount. 90 per cent of seats have been sold. Some of the items purchased for the show will be sold at the end of the run. The final budget will be available towards the end of January, at which time all sales will likely be finalized.

Ann – The strike will be delayed and stretched out over time. Chris Iversen has asked to borrow the collapsible wall pieces. Two of the actors in this show were mic'ed for the first time – this went well.

11. ***The 39 Steps***: Auditions will take place in December. Director Julia Body has asked Laura to be the producer for the show.

12. **Tech report (Ann)** – Refer to attach report. The new speakers have finally been mounted; the old speakers might be put up for sale. *The Secret Garden* pushed us to our levels of technological ability – we saw our limits and now know where we need to expand.



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13. **Theatre On the Edge (Ann)** – Before the Board can give the “go ahead” for TOTE 2023, a budget needs to be presented which includes the amount of administration funding needed. A meeting should occur with the TOTE team before the December Board meeting, so a decision can be made at the meeting. The call for interested TOTE performers opens on January 1, 2023.

14. **Upcoming events:**

Downtown Tree Decorating – ST will participate in this event sponsored by Downtown Salmon Arm. Wendy Hunter and Laura will decorate the tree in front of the theatre.

Unplug and Play – This will occur from January 21-29, 2023 during Family Literacy Week. Nedine will be the lead for this event. She will encourage young members of the current cast to assist.

Salmon Arm Winter Fun Fest – This will occur from February 17-20, 2023. We were invited to participate by the Fall Fair folks. The Board agreed to participate, as long as volunteers can be found for the event. Nedine and Laura will ask Wendy Hunter if she is interested in arranging a float for the parade.

Building:

15. **Building Façade Project**

Operation Facelift Fundraising Committee (Howard) – Fundraising is now in full swing for patrons and supporters; businesses will be targeted for sponsorship in the New Year. The event set for March 17th may not be able to proceed. The committee will work on problem-solving this: ask the Improv group to do a show? trade dates with Chris Harris? Handbills are available for FOH staff to hand out to patrons as they exit the theatre.

Building Design Committee – Nothing new to report at this time. Refer to section **Theatre Insurance**.

16. **Building General Update** – There are still issues with homeless people camping outside the building where there is an overhang. Cilla is looking into getting additional lighting. The caged area by the door to the dressing room was cleaned out and some shelves were built.

Meeting adjourned at 8:50 pm
Next meeting: December 20, 2022, at 7:00 pm
Minutes recorded by Mary Fabian