

Board of Directors, Shuswap Theatre Society - Board Meeting Minutes
December 20, 2022, 7:00 pm
Shuswap Theatre, Salmon Arm, BC

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

Regrets: Winston Lee-Hai **Guest:** Kim MacMillan (Zoom)

Call to order - 7:05 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 Heather Stefanek that the agenda be approved as amended. Seconded by Peter Molnar. Carried.

Board Meeting Minutes

Motion by Peter Molnar that the minutes of November 22, 2022 be adopted. Seconded by Heather Stefanek. Carried.

Finance:

1. **Treasurer's Report (Sherry)** – Financial documentation was e-mailed to Board members prior to this meeting. ST has been awarded a \$2,000 grant from Nicola Wealth, which the Board agreed can go to towards the Operation Facelift fundraiser. Two mics were purchased from this same grant last year; Howard will look into what funds remain from last year's allotment with the possibility of purchasing additional mics.

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

Sherry suggests that the treasurer role should have more oversight, especially regarding cheques and e-transfers. What practices have other CBO's implemented?

MOTION by Sherry Bowlby that signing authorities who co-sign cheques must review the supporting documents for each cheque. Seconded by Peter Molnar. Carried.

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

- We still haven't heard back about the status of our application for the \$25,000 Gaming Grant
- We won't hear back about the status of several other grants that were applied for until March 2023.
- Howard applied for a grant for TOTE, and will soon apply for a grant for Musical Youth Summer Theatre (MYST).
- It is becoming more challenging to find businesses to approach about sponsorships for each production.



Funding &
Sponsorship Report

Board Business:

3. **Theatre Insurance (Craig Massey, via text)** – A building inspection completed for SASCU insurance revealed 2 concerns: i) the hot water tank in the theatre's electrical room must be replaced by March 1, and ii) a range hood must be installed over the stove by May 1, 2023.

MOTION by Susan MacMillan that Craig Massey be authorized to have the hot water tank replaced by March 1, 2023 and the range hood installed by May 1, 2023. Seconded by Mary Fabian. Carried.

4. **Volunteers (Mary)** – An ad for a Volunteer Coordinator will run in the first edition of *The Prompter*, in the New Year.
5. **Marketing and Publicity Report** – There was nothing to report at this time.

6. **Photocopier (Mary and Kim)** – Mary and Kim met with Rob of Kamloops Office Systems on Dec 16 to discuss our photocopier lease, which expires in August 2023. It is advantageous to ST to renew the lease now, with a different photocopier (Ricoh MPC4503), as we would save money and have better productivity overall. The current printer prints 30 pages per minute while the suggested model prints 45 pages per minute. Service bills would come down because of a lower cost for printing in both black and white, and in colour. Printing costs would be guaranteed for the first 3 years, but could go up by as much as 10 % in years 4 and 5. Rob proposed 3 different solutions, #1 of which Mary and Kim recommend as the best option for ST.

Some discussion about a 4th option suggested by Howard: that ST purchase a simple black/white printer and have all colour printing done by Wickett's.

MOTION by Meredith Rusk that ST proceed to act on Option 1, as in the attached document from Kamloops Office Systems. Seconded by Heather Stefanek. Carried.



Photocopier
options.pdf

7. **Pay What You Can Thursday, PWYCT (Kim MacMillan)** – In an email to the board on Dec 13th, Kim outlined his concerns about PWYCT's from a ticketing perspective. Only 44 people attended the one PWYCT for The Secret Garden. It seems that "COVID has changed people's buying habits significantly and.... people want to get their tickets ahead of time." Much discussion about Kim's proposed options, with some alternate options suggested. ST needs to do more to make this opportunity known to the public. Meredith will take care of advertising PWYCT at First Nations offices in the Shuswap.

MOTION by Heather Stefanek that the first Thursday of a run, for the remainder of the season, be PWYC. Tickets will be available through TixHub, both on-line and at Wild Craft Mercantile. We will offer \$5, \$10, \$15, \$20, \$25 and \$30 tickets, allowing people to pick their own price. In addition, 4 rows will be reserved (at the discretion of Kim MacMillan) for those who wish to pay cash at the door. Seconded by Susan MacMillan. Carried.

Artistic:

8. **Artistic Committee (Laura)** – The committee has not met since the last board meeting. Laura will access the Theatre BC library for scripts to read. The AC is looking for directors for future shows. The AC can access the volunteer list (obtained during the fall fair) for names of people who may have expressed interest in directing. As well, those who have already expressed interest to the AC can be considered.
9. ***The Secret Garden* (Susan)** – Julia Body was the AC member overseeing this production; she will report back to the Board in January with post mortem information. A synopsis in the program could have cleared up some confusion expressed about the play. A budget update was shared with the Board by email prior to this meeting. Estimated expenses and actual expenses were fairly close, while revenue was higher than originally estimated. 8.2% of tickets were purchased for children. 73% of tickets for this production were purchased online. Prop items for sale will be advertised in *The Prompter*.
10. ***The 39 Steps* (Laura)** - Auditions have been held and all 4 roles were filled by newcomers to ST. About 80 % of crew roles have been filled; production meetings have already taken place. An initial budget was emailed to the Board prior to this meeting. The show likely won't sell many tickets for children.

MOTION by Laura DeMulder that the presented initial budget for *The 39 Steps* be accepted. Seconded by Heather Stefanek. Carried.
11. **Tech report** - No report at this time.
12. **Theatre On the Edge TOTE (Nedine)** – No meeting occurred due to Marcus Smith being ill. Discussion about whether ST is in a position to continue with TOTE. Howard informed Marcus Smith that he prepared a budget (with more dollars requested for administration) for TOTE and then applied for a \$17,000 grant (with only 24 hours submission notice) for programming. Ann Skelhorne may be the sole TOTE team member committed to proceeding with the festival. Nedine will speak to Ann and Marcus before the New Year and report back to the Board, with Howard joining the meeting if needed.

13. **Unplug and Play (Nedine)** – ST has been officially registered for this event and has many young people lined up to help out.

Building:

Building Façade Project

14. **Operation Facelift Fundraising Committee (Howard)** – Our March 25th event fundraiser is still proceeding with nature photographer Chris Harris. Howard will approach Laughing Gas Improv about doing a show on March 17th, to replace the Shed Party event. Discussion about annual endowment of \$2,500 from Shuswap Theatre Endowment Fund. Kim MacMillan has updated our website so that it identifies Operation Facelift as the sole "donation type."

MOTION by Susan MacMillan that \$2,500 received from the Shuswap Theatre Endowment Fund in August 2022 be earmarked for Operation Facelift. Seconded by Mary Fabian. Carried.

Building Design Committee – Craig Massey sent the Design Committee an email advising we will meet in the New Year. Included in the email is an updated quote for a digital billboard.

15. **Building General Update (Peter)** – Salmar Theatre contacted us to advise that our sea can needs to be moved to another spot on the parking lot. As funding to move the sea can is an operational cost, no motion is needed to approve such funds. The bill can simply be forwarded to Treasurer Sherry for payment.

Meeting adjourned at 8:46 pm

Next meeting: January 17, 2023, at 7:00 pm

Minutes recorded by Mary Fabian