

Board of Directors, Shuswap Theatre Society - Board Meeting Minutes
January 17, 2023, 7:00 pm
Shuswap Theatre, Salmon Arm, BC

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

Guest: Elizabeth Ann Skelhorne

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 Sherry Bowlby that the agenda be approved. Seconded by Peter Molnar. Carried.

Board Meeting Minutes

Motion by Peter Molnar that the minutes of December 20, 2022 be adopted. Seconded by Heather Stefanek. Carried.

Finance:

1. **Treasurer's Report (Sherry)** – There was no Financial Report circulated because Sherry's computer hard-drive was in for repairs. She had to purchase an annual subscription (\$529.95) to continue using the accounting program Sage, though it had been previously purchased outright. Discussion about pros/cons of purchasing an external hard-drive.

MOTION by Peter Molnar that Shuswap Theatre purchase an external hard-drive for the Treasurer's use. Seconded by Heather Stefanek. Motion withdrawn.

The 2023 Property Assessment Notice indicates that the value of our building and land have decreased by 15 %.

Discussion about forming a 2-person committee in charge of finding a bookkeeper for ST. This person would not be a Board member, but someone who knows ST well. The Board would still maintain a Treasurer. Winston, Sherry, and Nedine will meet before the next Board meeting to discuss ideas for the financial direction of ST; they will report back at the next Board meeting. There should be a plan – do we want to remain small or grow? That choice will influence the accounting.

2. **Funding and Sponsorship Committee Report (Howard)** – Highlights of recent email: we've already received one gold, and 1 silver season sponsor - \$800 in total for *The 39 Steps*; still waiting to hear back from Rotary about our grant application.

Board Business:

3. **Theatre Insurance (Sherry)** – Sherry will pay the bill for theatre insurance when she receives it.
4. **Volunteers (Mary)** – An ad for a Volunteer Coordinator ran in the first edition of *The Prompter* in the New Year. No one has reached out to Mary expressing interest in this position. Discussion about ways to get people interested: posting an ad at the 5th Avenue Seniors Activity Centre, placing an ad in Friday AM, reaching out to specific people individually.
5. **Marketing and Publicity Report** – There was nothing to report at this time.
6. **Photocopier (Mary)** – The new photocopier was installed today. A big thank-you to Kim MacMillan who met the installers at the building. Mary will email Sherry a copy of the lease agreement.

Artistic:

7. **Artistic Committee (Laura)** – Frank Manning will be leaving the AC in May, after 5 years; his time, passion, and expertise over the years has been much appreciated. The previously postponed makeup workshop will potentially be rebooked after March. Criteria for making a good season for Shuswap Theatre

were discussed. The AC will have another meeting in February to finalize their recommendations for the next season. Discussion with Board about the need for ST to invest in technical expertise (sound/light operators) – further discussion will be required as no decisions were made.

8. ***The Secret Garden (Susan)*** – \$300 has been made from the sale of set pieces and props, with a possibility for \$60 more. The net revenue for the show will be about \$16,576.
9. ***The 39 Steps (Laura)*** – March 2nd is the date for the Pay What You Can show. Meredith will promote this event to folks who may not follow Shuswap Theatre on social media, or otherwise be aware of theatre activities. There will be no relaxed performance for this show. Laura will contact high school drama teachers to see if there is interest in bringing students to the show. Sound and light operators are still needed.
10. **Tech report** - No report at this time.
11. **Theatre On the Edge TOTE (Nedine)** – Nedine met with TOTE Executive members who expressed interest in carrying on with the event this year. A contractor relationship between ST and TOTE members would resolve some of the past issues. Ann Skelhorne envisions the same type of contract for TOTE folks as the one ST uses with Kelly Coubrough to present Musical Youth Summer Theatre. As there are still some questions about what type of contractual agreement should be in place, Nedine will meet with Ann and other TOTE Executive members to discuss further. Howard will email Board members and Ann Skelhorne the TOTE budget he prepared as part of a recent grant submission.

MOTION by Sherry Bowlby that Shuswap Theatre hire a Contractor, or Contractors, to present TOTE in 2023. Seconded by Howard DeLong. Carried.

Nedine will be heavily involved with TOTE to make sure all is going well. One entry form and entry fee have been submitted, and 3 other artists have expressed interest.

Building:

Building Façade Project

12. Operation Facelift Fundraising Committee (Howard) –

Will not hear back until the end of January regarding application to BC Gaming for \$25,000; currently working on an application for Shuswap Regional District Grant-in-Aid of \$5,000; Awaiting notification on a number of other grants; Have sent out 30 sponsorship packages to local businesses; So far have one silver sponsor valued at \$750; donations from individuals are still coming in; McLennan-Walker Foundation donated \$1,000; currently have raised \$23,626 of the target of \$85,000; planning has started for two fundraisers to be held in March.

Building Design Committee (Howard for Craig Massey) – We need quotes for signage, as this was not part of the original budget for the project. A contractor needs to be hired and a date needs to be set for the work to begin. The Committee is meeting on January 23.

13. Building General Update – The sea can was moved to a different location in the Salmar parking lot. Folks from the Legion believe the sea can is now in one of their designated spots. If they have questions about this, they need to bring the matter up with the City of Salmon Arm.

Meeting adjourned at 8:53 pm
Next meeting: February 21, 2023, at 7:00 pm
Minutes recorded by Mary Fabian