

Board of Directors, Shuswap Theatre Society - Board Meeting Minutes

March 21, 2023, 7pm

Shuswap Theatre, Salmon Arm, BC

In attendance: Nedine Scott (chair), Sherry Bowlby (treasurer), Heather Stefanek (acting secretary), Peter Molnar, Winston Lee-Hai, Laura deMulder, Susan McMillan (on zoom)

Call to order: 7:01pm. Land acknowledgment was read by Nedine.

Agenda: there were 3 additions to the agenda.

Motion by Peter Molnar that the amended agenda be approved. Seconded by Heather Stefanek. Carried.

Board Meeting Minutes

Motion by Laura DeMulder that the minutes of February 28, 2023 be adopted.

Seconded by Peter Molnar. Carried.

FINANCE:

1) **Treasurer's report** was presented verbally. Money is still coming in. February's bank transactions had been distributed by email.

Motion by Peter Molnar to accept Treasurer's report. Seconded by Laura deMulder. Carried.

2) **Treasurer Meeting Update:** Winston and Sherry had met to discuss how to split the management of the theatre's finances into two areas. The workload is too much for one person to handle. As well, the Treasurer should not be paid, as this has excluded us from obtaining some government grants. Sherry will continue doing the work until such time as replacements have been found, but no later than the next AGM in September.

Motion by Winston Lee-Hai that Shuswap Theatre will separate the current job into Treasurer/Finance (unpaid board position) and Accountant/Bookkeeping (volunteer, contract or employee) for Fiscal 2023-2024. Seconded by Peter Molnar. Approved. The committee to start search for a bookkeeper will be Winston, Sherry & Nedine. Any one else interested is invited to contact Winston. (*See Winston's email for sample job description of a charity treasurer*)

3) **Funding & Sponsorship Committee:** Howard is on holiday so no written report. Heather said that the grant application for \$25,000 from B.C. Arts Council Infrastructure has been approved. However, we must keep this confidential until the official announcement is made, sometime in April.

BOARD BUSINESS:

4) **Volunteers:** no report. Julia is currently covering this position.

5) **Marketing and Publicity:** Anne and Nedine met. Shuswap Theatre will again be included in the "Destination Shuswap" brochure (*no cost to ST?*). They are still looking for a suitable local merchandise producer.

Motion by Nedine Scott to approve the committee spending up to \$2,000 to order merchandise for resale. Seconded by Winston Lee-Hai. Approved.

6) **Sea-can:** Peter has been told by the City that the Sea-can should be made more attractive. He suggested that high school arts students be approached. Nedine and Laura volunteered to ask Julia, Gloria and Elaine Holmes for direction to get this project underway.

7) **Spring Cleaning:** date change from previous minutes due to rehearsals taking place on Sundays. Interior cleanup of the building will now be on April 1 from 10am - 1pm. Susan will head this up. Food will be supplied. Exterior cleaning will not take place until the siding has been removed, which is expected to happen in early April.

Motion by Laura deMulder that up to \$200 can be spent of supplies and food. Seconded by Peter Molnar. Approved.

ARTISTIC:

8) **Artistic Committee Report:** AC Report March 2023, submitted by Laura.

- The artistic committee had two meetings this past month. One meeting was to discuss potential plays and directors, the second meeting was to finalize the post mortem reports for The Secret Garden and The 39 Steps.
- The directors have been chosen for next year's season, however the committee is still in the process of finalizing one script.
- The makeup workshop that was scheduled for last fall will be rescheduled for fall 2023 and will coincide with the fall play.
- New potential directors will now be required to apply and present a submission form for potential plays to direct in the upcoming seasons.
- Opening night for The 39 Steps was discussed, and the committee feels we may have to look at different alternatives other than having liquor sold, as there were no profits made in this past production of sales. The liquor license comes with a cost and requires staff to be appropriately certified.
- The artistic committee was very pleased with the connection made with the high school drama class to attend The 39 Step production on the pay what you can evening. Many students had fantastic questions for the actors and the crew. They stayed late to look at the set, took

photographs, and suggested that this was a valuable evening for both organizations . The actors of The 39 Steps listed this experience as one of their highlights.

- The committee will continue to find a replacement for Frank prior to the May deadline, where he will complete his term.
- The artistic committee feels that the relaxed performance option will be left to decide with each given performance and the play suitability will be examined.
- Julia continues to act as the volunteer coordinator.
- The artistic committee would like to encourage the Board to spend profits from each performance to help with future productions. Suggestions such as a subwoofer, projector, screen, update the kitchen, and tech support were suggested. (*Winston commented that this is the kind of thing that Rotary likes to support: equipment upgrades/purchases etc.*)

Postmortem reports on last two productions:

9) “**The Secret Garden**” was overseen by Julia. A large cast made for tough rehearsals, also complicated tech and set work. Musically it was very challenging. Hard to cast the male roles. Music director needs to be in place at the same time as the show director. The show was well received and made good money.

10) “**The 39 Steps**” was overseen by Frank. Production made over \$19,000 and was within \$100 of budget (*congratulations to Laura, first time producer!*). 80% attendance. Most challenging tech wise, got a few new folks trained for this part. Cast and crew were enthusiastic. It was great to have new actors. Ellen Gonella (costumes) would like to be a mentor in future rather than do the job.

11) **PWYC**: this was the first time some of the tickets could be pre-purchased. 60 were prepaid online, average of \$15-\$20, with a few at \$25. 36 patrons paid cash at the door, average \$11. (The students paid \$5 each). Tixhub has now been changed so that all PWYC tickets for “Concord Floral” will be “rush” seating rather than assigned seats.

12) **Motion** by Peter Molnar to move “In Camera” for discussion of a volunteer conflict issue. Seconded by Winston Lee-Hai. Approved.

Motion by Peter Molnar to move out of “In Camera” section of meeting. Seconded by Sherry Bowlby. Approved

13) “**Concord Floral**”, director Anne Skelhorne, producer Jaci Metivier. Has minimal set, mostly use of lighting to create atmosphere. Great cast (10) of young people, although still need one more female (age 16-25). Registration for Festival has been submitted. Budget is still being developed. Seeking sponsorships hasn’t yet started, but Jaci and Heather are in discussions.

14) **Theatre on the Edge**: applications have now closed. Several good artists have applied. Marcus is assisting Anne, with Nedine helping when possible. Contracts are being worked on.

Winston noted that we need to find someone who could replace Anne. She has commitments in so many areas and we would be in trouble if she were not able to fulfill these due to ill health, an accident etc.

15) **Salmon Arm Pride Project Request:** Shuswap Theatre has again been asked to support the Youth Drag Workshop on July 2, from 12pm to 5pm, by providing the space, costumes and lighting.

Motion by Laura deMulder that Shuswap Theatre will donate the use of the theatre, costumes and tech on July 2. Seconded by Peter Molnar. Approved.

BUILDING:

Building Facade Project

16) **Operation Facelift Committee:** Heather reported in Howard's absence. Sponsorship received from Royal LePage for \$500. Susan added that other monies are coming in and that these are now noted on the website and the thermometer in the green room has been updated. Current "money in the bank" total is \$41,129.

17) **Fundraising Events:** Laughing Gas improv show on St Patrick's day was very successful and raised almost \$2400. Donations of beer from Crannog Ales and wine from Marionette Winery meant that the bar was very profitable. These 2 businesses are to be noted as sponsors in our publicity. We sold 104 tickets at \$15 each, and brought in many new patrons to Shuswap Theatre. We put out tip jars at bar and concession, noting all monies go to Op. Facelift, which garnered \$53. Drinks were allowed in the auditorium and this was not a problem re: spillage.

Heather suggests that we consider allowing drinks into the auditorium in future productions, as well as having tip jar for Facelift at concession.

We are now preparing for the next event on Saturday March 25, with photographer Chris Harris.

Motion by Susan McMillan that Shuswap Theatre earmark \$10,000 for the Operation Facelift project. Seconded: Heather. Approved. (*This motion tabled from last meeting*)

18) **Building Design Committee:** no report

Item of Concern: towards the end of the meeting, snoring was heard coming from the side alcove which accesses the green room. Someone was sleeping there. It is imperative that a door or gate be installed as soon as possible to secure this area, in particular because there are young people attending the theatre for rehearsals now.

Meeting adjourned at 9:07pm.

Next Meeting: April 18, 2023, at 7pm

Minutes recorded by Heather Stefanek