

Board of Directors, Shuswap Theatre Society - Board Meeting Minutes
May 16, 2023, 7:00 pm
Shuswap Theatre, Salmon Arm, BC

In attendance: Nedine Scott, Sherry Bowlby, Howard DeLong, Laura Demulder, Mary Fabian, Heather Stefanek, Susan MacMillan.

Regrets: Winston Lee-Hai, Peter Molnar, Meredith Rusk.

Guest: Elizabeth Ann Skelhorne.

Call to order - 7:03 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 Susan MacMillan that the agenda be approved as amended. Seconded by Howard DeLong. Carried.

Board Meeting Minutes

Motion by Howard DeLong that the minutes of April 18, 2023 be adopted. Seconded by Laura Demulder. Carried.

Finance:

1. **Treasurer's Report (Sherry)** – Financial documentation was e-mailed to Board members prior to this meeting. ST is in a sound financial position but will have to budget for necessary building renovations in the upcoming years. Question about a \$10,000 deposit - this was an anonymous donation, earmarked for Operation Facelift.

MOTION by Susan MacMillan to accept the May financial report as presented. Seconded by Heather Stefanek. Carried.

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

- Recently, Chances Casino donated \$3,000 and Rotary donated \$7,500 for Operation Facelift.
- Because the new design for the building no longer includes a digital marquee, one grant application for this marquee was withdrawn.
- \$97,738 has been raised for Operation Facelift.



Funding &
Sponsorship Report

Board Business:

3. **Chances Casino Event Request (Howard)** – Howard presented more info on what the Casino is envisioning: a mobster-theme, a yearly event, more public awareness of the Casino, they provide the meal and the venue and ST produces the show. Much discussion about the pros and cons of a joint dinner-theatre production. The Artistic Committee says such a venture would take too much away from our limited volunteer base.

MOTION by Heather Stefanek that discussions continue with the Casino, in consultation with the Artistic Committee, about a possible future joint-production. A dinner theatre could be included as part of our 2024-25 season. Seconded by Susan MacMillan. Carried.

4. **City of Salmon Arm Operational Funds Request (Mary)** – Mary met SA Mayor at a private event in which he presented the City of Salmon Arm plan. Mary asked about non-profits receiving funding from the City. Mayor encouraged Mary to send a letter to him and Council. Susan and Nedine will speak to Tracey Kutschker of the SA Arts Centre and Art Gallery about how they secured on-going City funding for the Arts Centre.
5. **Board Retreat** – Nedine will follow-up with Moxy HR Inc. to see whether they are able to facilitate for ST at a possible Board retreat to be held in the first 3 weeks of July.

Artistic:

6. **Artistic Committee (Laura)** –

Congratulations to the cast and crew of Concord Floral for their successful run.

Auditions for *Treasure Island* will be held on June 8 and 9 for the cast of 12, for those 16 years or older. Someone will be contracted to teach stage-fighting for this family show.

MOTION by Laura Demulder that the run for *Treasure Island* be increased by 2 shows: Thursday, November 2, 2023 and Sunday, November 19, 2023. Seconded by Sherry Bowlby. Carried.

Julia Body is having a bit of a challenge obtaining licensing rights for *Outside Mullingar*.

Discussion about increasing season and individual ticket prices for the 2023-24 season.

MOTION by Heather Stefanek that individual ticket prices for the 2023-24 season be set at: \$25.00 for adults, \$18.00 for students, and \$10.00 for children. Seconded by Mary Fabian. Carried.

MOTION by Mary Fabian that season ticket prices for the 2023-24 season be set at \$69.00. Seconded by Susan MacMillan. Carried.

The AC recommends that ST invest money into production equipment, such as sub-woofers (which were rented for all of this past season's shows) and a cyclorama. Howard recommends that we revisit the priority list that was established a few years ago.

The AC invites Board members to a Friends and Family Night event by Laughing Gas Improv on June 19th.

7. **Concord Floral and Okanagan Zone Festival** – The show was on budget, with ticket sales picking up for the final weekend. No truck rental will be needed.

There is the possibility that *Concord Floral* will have one more show on Saturday, May 20th.

Motion by Sherry Bowlby that the presented festival budget be approved. Seconded by Heather Stefanek. Carried.

8. **Theatre On the Edge (TOTE)** – Ann Skelhorne circulated a preliminary budget based on the \$6,000 grant. 7 shows have been booked, along with one workshop. The EDGE Club will continue this year. Job of admin producer has been added. Cleaning costs have been increased. Same locations as last year for all events. 2 bars, no frills food. Ticket prices will be the same as last year. Artist talks, Sunday AM workshop. Howard will talk to Shuswap Cidery about TOTE sponsorship.

MOTION by Laura Demulder to approve the TOTE budget as presented. Seconded by Mary Fabian. Carried.

9. **Musical Youth Summer Theatre – MYST (Kim MacMillan, via Zoom)** - Kim will revise a budget he presented to the Board and will email it again. Discussion about what happens to any surplus if MYST doesn't continue from year to year. What became of the \$1000 that Moving Theatre Performing Arts was supposed to give ST for rental of the facility? Treasurer advised that nothing can go through bookkeeping unless money actually changed hands. Profit from last year was supposed to roll over to the next-year budget. The M of U was just signed and sent to Kelly Coubrough for signatures.

Building:

10. **Building Façade Project**

Operation Facelift Fundraising Committee (Howard) – The fundraising campaign is officially over. Over \$95,00 was raised, with an initial target of \$85,000. Another meeting will be set to discuss: the ad in the paper thanking donors and sponsors, the wall plaque of donor and sponsors, and the wall plaque for SASCU.

Building Design Committee – email received from Craig Massey on May 12, 2023

The tentative plan is to have BWP Construction add an 8' wide by 6' room on the front of the prop room directly under the shoe room. This will be a stand-alone room that will be used to house electrical switching equipment. By adding this equipment, we can run the 400 amp service within the building up to the current electrical room. By taking these steps we can avoid cutting through any existing concrete and any potential environmental hurdles that may pose. This new structure eliminates the existing mast and conduits, it also allows us to meter our power within the room, thus eliminating the need for hydro gaining access into the theatre in the future.

Because the add on room is less than 100 square feet, we do not require a building permit. The additional switching equipment will add additional costs to our overall budget, preliminary calculations indicate we will remain within our initial numbers.

The timeline for this to occur will begin next week with the framing/pouring of footings, followed by the construction of the new room. The switching equipment will be ordered on Monday but is expected to take 2 weeks for delivery.

Celebratory event (Howard) – Suggestion put forth for ST to sponsor an event to celebrate the completion of the fundraising campaign. The event would be for all Board members and those who worked on the various subcommittees for the Building Façade Project.

MOTION by Heather Stefanek that the discussion of an event to celebrate the completion of the fundraising for Operation Facelift be tabled to the next Board meeting. Seconded by Mary Fabian. Carried.

Meeting adjourned at 9:14 pm

Next meeting: June 20, at 7:00 pm *******Changed to June 22*******

Minutes recorded by Mary Fabian