

**Shuswap Theatre Society Regular Board Meeting Minutes  
Shuswap Theatre, 41 Hudson Ave. NW, Salmon Arm, BC  
Wednesday, April 15, 2015**

**Chair:** Joyce Henderson

**Secretary:** Judith Skelhorne

**Regular Attendance:** *Joyce Henderson, Judith Skelhorne, Sherry Bowlby, Bea Kirkwood-Hackett, John Coulson (Kim MacMillan, Marcus Smith and Althea Mongerson at rehearsal and in and out).*

**Absent:** *Shannon Hecker, Glenda Marchand*

**Guests:** *Jim Sipes*

**Call to Order:** 7:05 p.m.

**Presentation and Alterations to the Agenda:**

- The agenda was accepted with the addition of the Leonard Cohen Tribute Concert to New Business.

**Presentation of Drawings of a Trophy Case and Costs:**

- Jim Sipes detailed his plans for a trophy case which would fit along the back wall. Included in his presentation was what the case would be made of and the possible colours of the case. This would be a wood base and all glass. The approximate cost would be \$200 but up to \$400 should cover the building and installation.

**Motion:** *Bea Kirkwood-Hackett/John Coulson* - That Shuswap Theatre spend up to \$400 for the trophy cabinet and advance Jim Sipes \$250 now. **Carried.**

**Minutes of March 18, 2015:**

- **Additional Note:** Re "Pack of Lies" *Astrid Varnes is an equity actress, so \$75 per performance and insurance will need to be paid up front, Astrid will then donate the same amount back to the theatre - this will be shown as an income and expense on the financial statement of "Pack of Lies".*
- Small errors on page one will be tended to before the minutes are filed.

**Motion:** *John Coulson/Bea Kirkwood-Hackett* - That the minutes be accepted with additional information and changes. **Carried.**

**Business Arising From the Minutes:**

- Appointment of Jean Angers as light technician.

**Motion:** *John Coulson/Bea Kirkwood-Hackett* - That the Board of Shuswap Theatre appoint Jean Angers as the theatre's light technician. **Carried.**

- Joyce's meeting with Jake Jacobson was quite amiable. It was agreed that Jake, Kim MacMillan, Joyce Henderson, Marcus Smith, and Jean Angers meet following the completion of "Pack of Lies."

**Treasurer's Report:**

- Sherry expressed her frustration of once again having no report from Benieta Bookkeeping and Accounting and when she does get a report is not able to understand the numbers. She has a thumb drive with data to September 30, 2014 but is unable to use the same bookkeeping programme because of technical differences. She will purchase a basic SAGE Accounting programme and will work at creating books enabling her to keep an accurate, understandable account of where money is going from each production.

**Motion:** *Sherry Bowlby/Bea Kirkwood-Hackett* - That the treasurer buy and load a new basic SAGE Accounting programme to keep track of income and expenses. **Carried.**

**President's Report:**

- There are new doors in the scene shop thanks to the City of Salmon Arm through the Shuswap Community Foundation and Darrel Rolin. These will be painted during the wok party and the stuccoing around the stage doors will be done once the danger of overnight frost has passed.
- The presentation to City Council by Kim and Joyce went well. Council members voiced their appreciation of Shuswap Theatre's contribution to the cultural life of the city and being updated regarding all that happens at the theatre aside from plays. They also appreciated free tickets to "Pack of Lies."
- Shuswap Theatre has received \$500 from SASCUC for "Theatre on the Edge" - we had asked for \$2,000.
- Saturday, April 18 is cleanup day at the theatre - this is in conjunction with RBC Royal Bank and their community service programme. RBC provides three workers and ST provides 10 for three hours plus one hour lunch. RBC can apply for \$1,000 for the non-profit they work with. Christine Nash is our RBC liaison on the project.
- The letter to Monica re stepping down as administrator for the theatre's Facebook page has not been written.
- Notice re motion conducted via internet on March 25, 2015...

**Motion:** *Marcus Smith/Shannon Hecker* - That Marcus Smith is authorized to purchase equipment needed for repairs and for cables for connectivity costing approximately \$980.00 as detailed in the e-mail from Marcus on March 23, 2015. **Carried.**

...[E-mail list is attached to official minutes]...

- Discussion regarding allocating \$1,000.00 from the Royal Bank toward of the "Theatre on the Edge" Festival.

**Motion:** *Bea Kirkwood-Hackett/Sherry Bowlby* - That the board of Shuswap Theatre agrees that the \$1,000 from the Royal Bank of Canada can be used for the "Theatre on the Edge" Festival. **Carried**



- The glass protective top is in place on the ticket booth.

### **Publicity:**

- Publicity for “Pack of Lies” is well underway; in all the community calendars and there have been several short articles done. Paid ads in papers this week and has been on Facebook. Everyone is getting acquainted with their new jobs and who does what.
- Using [dropbox.com](https://www.dropbox.com) to store and share photos of the show. Very convenient and something the theatre might consider for \$17/month (minus 30% given to nonprofits) to set up a business account. More information coming.
- Many thanks to Susan and Kathy (producers) who have helpful in keeping publicity on track.
- Encourage everyone to send event or promotional information through Althea as she is finding that with transitioning to the new format she is missing events and does not hear about happenings until Susan publishes it in the Prompter.
- Job descriptions for the new positions are still to come.

### **Laughing Gas Improv:**

- Future Improv Shows: June 20, 2015; August 12; November 21 or 28; March 12, 2016; June 18, 2016.
- On April 11 the Laughing Gas Improv company did a workshop with professional actors from the Comic Strippers from Granville Island, Vancouver. The workshop was also opened to the Vernon improv group “Monkey with a Button”. Laughing Gas and Monkey then did FOH for the Comic Strippers show.
- In the planning stages of the June 20 show which will be a theatre sports format with Laughing Gas versus Monkey with a Button.
- Laughing Gas is giving an improv workshop to a new group in Sicamous on April 25 and excited about the contact being made with other improv groups and possibilities opening up.
- Will be meeting with Marcus, Althea and Kim in the near future.

### **Theatre on the Edge:**

- Jaci Metivier is heading up the event and has a healthy committee with 10 plus people involved.
- Seven individuals or theatre groups have indicated an interest in participating.
- \$500 has been received from SASCU for the event (\$2,000 was requested). A motion was made and passed the the \$1,000 from RBC’s community project (work party) can be designated for TOE.

### **Sound/Light:**

- Marcus Smith was not present but had sent the board e-mails of his inventory of audio equipment and a sound booth purchase/work breakdown for Theatre on the Edge. In the latter he included a cost breakdown and supplier list (attached to

minutes). The grand total for items needed is approximately \$970.15 CAD. He had presented an inventory of audio and sound booth equipment.

**NEW BUSINESS:**

**Board's June Retreat:**

- Discussion regarding the date to hold a retreat - June 14 was best for all. A planning committee should be formed. Suggestion that the board should start working on a five-year plan of action. The Artistic Committee will be invited to attend. Any suggestions regarding topics to be looked into can be given to Joyce.

**Shuswap Community Foundation Funding:**

- The theatre has to submit a letter of intent to the Shuswap Community Foundation by May 15, 2015. Discussion followed regarding which project would be best. All agreed that upgrading of lighting efficiency would be beneficial at this time. Joyce will check with Cilla and Jean regarding possible upgrading costs.
- There was also discussion regarding the need to move forward with solving the furnace problem - John noting the importance of being proactive, not waiting until a furnace fails. It was also noted that one good furnace would save in heating costs in the long run. Sherry suggested that we do research on costs, then apply to the Vancouver Foundation for funding.

**Leonard Cohen Tribute Concert:**

- John expressed concern regarding rental for the Leonard Cohen Tribute concert as he feels that Cilla has a conflict of interest. Rates for concert and for use of the theatre for practice need to be discussed with Cilla. Joyce will follow up on this concern. There was also a concert about how much time the performers would be using the theatre for rehearsals and if there would be conflicts.

**Adjournment:** The meeting was adjourned at 8:35 p.m.

**Next Meeting: May 20, 2015**

**Signed:** \_\_\_\_\_  
Chair

**Signed:** \_\_\_\_\_  
Recording Secretary