

SHUSWAP THEATRE SOCIETY
BOARD MEETING MINUTES
AUGUST 16, 2017, at the THEATRE

The meeting was called to order at 7:00 pm

Present: Kathy Moore (Chair), Bea Kirkwood-Hackett, Joyce Henderson, Tracy Nash, Monica Gignac, Sherry Bowlby, Kim MacMillan, Marcus Smith, Hamilton McClymont

Guests: Laura Noakes, Astrid Varnes, Julia Body

APPROVAL OF AGENDA

Agenda was amended and approved (MacMillan, Nash)

MINUTES OF PREVIOUS MEETING

Minutes of the meeting held July 19, 2017 were adopted (Henderson, Gignac)

FINANCE

Bowlby presented the financial report to June 30, 2017 consisting of a balance sheet, an income statement compared to the 2016-17 budget, an income statement compared to the 2015-16 year end, and an analysis of mainstage productions.

There will be some adjustments prior to presentation of the statements to the AGM. Nevertheless, it appears that Shuswap Theatre will have net income of about \$6,000 after depreciation for 2016-17, better than expected.

Henderson noted that the Ozone financial report is nearly finished, and that a profit of about \$17,000 is expected, of which 40 % (about \$6,800) will accrue to Shuswap Theatre. Success of the festival was attributed to promotion and sponsorship.

MacMillan will provide Bowlby with information to reflect season ticket sales more accurately.

Theatre on the Edge results are not identified separately as revenues and expenses tend not to fall in the same fiscal year. Shuswap Theatre does its accounting on a cash rather than an accrual basis.

Henderson noted that revenues have exceeded \$100,000 for the first time in the company's history.

The Board accepted the financial report (McClymont, Kirkwood-Hackett)

COMMITTEE REPORTS

Theatre on the Edge

Nash reported on the success of the festival. The revised site plan was effective. Attendance was down slightly (about 100), likely due to the impact of the wildfires on tourism.

The issue of power for the food truck will be settled between the insurance companies.

The Board endorsed MacMillan's suggestion regarding an expression of thanks to Jaci Metivier.

Artistic Committee (AC)

Varnes reported that a contract has been signed with Elizabeth Hobbs to direct R&J and to prepare and conduct workshops.

Varnes outlined the workshops that Ms Hobbs will be planning and conducting. It was agreed that there will be no charge for theatre members for the pre-audition "Acting Shakespeare" workshops, and that the cost for non-members is the cost of a membership. The fee to participate in the 5 week Scene Study Class will be \$50. The Board determined that if the cost is a deterrent to anyone, assistance may be made to cover the fees. The AC will provide registration and other admin support for the workshops.

A Producer needs to be appointed in advance of the first production meeting, scheduled for Monday, September 4th. Varnes will make an initial approach. A stage manager is also required. The agenda is to include a briefing on theatre etiquette (MacMillan and Noakes to provide source material). MacMillan will update the calendar on the company website.

Body reported that rights have been obtained for "Opening Night", and will circulate the agreement to Treasurer and Publicity Director. She will follow up on rights for "Perfect Pie" by phone.

Open House (Saturday, September 16th)

Gignac asked the AC to provide ideas and people to promote the mainstage season. The program will also include speakers to cover Seniors Theatre, Laughing Gas Improv Troupe and Theatre on the Edge. A pitch person for Season Tickets will be needed. Henderson will speak to Membership. A budget of \$100 for food is anticipated.

New Societies Act Transition

McClymont will file the transition documents before the next board meeting.

Publicity for 2017-18 Season

Laura Noakes has agreed to take on the leadership of the publicity team.

McClymont reported on the meeting held August 1st attended by Astrid Varnes & Julia Body (Artistic Committee), Lisa Bennett (graphics), Roxy Roth & Spencer Keating (Shuswap Event) and Kim MacMillan. The purpose of the meeting was to identify themes for words and images to promote the season with a simple rack card to be available for Roots & Blues (August 17) and a season brochure to be ready for the formal announcement of the season and the launch of ticket sales on September 5th. Both projects are underway.

To meet the deadline for tickets to go on sale, the Board considered last year's season and single ticket prices and resolved the following for the 2017-18 season:

(1) Shuswap Theatre will subsidize Vendini charges for on-line ticket sales up to \$1 per ticket for single tickets and 100% of the cost of season subscriptions.

(MacMillan, Bowlby)

(2) Prices for 2017-18 will be

	Adult	Senior	Student	Child
Single	\$22	\$20	\$10	\$5
Season (3 plays)	\$60	\$54	\$24	

(Henderson, Nash)

Annual General Meeting – Tuesday, September 26

It was agreed that in addition to the business to be conducted, a presentation will focus on the first forty years of the company's operation (MacMillan will update our slide show) as we look forward to the coming decades.

Nominating Committee

Henderson asked that board members let her know whether they intend to stand for re-election on September 26.

The Board currently has nine members. The By-laws permit ten. Two are known to be leaving, so we could have a requirement for up to three new members. Please make suggestions for new directors to either Henderson or Body.

COMMUNITY INITIATIVES

Shuswap Theatre at the Mall

Henderson reported on the opportunity to have an information table at the Piccadilly Mall September 3 to 9. Noakes has agreed to organize this.

Shuswap Community Foundation

Henderson reported that the application to the Foundation for \$5,000 for new theatre seats is still under consideration, and asked that the Board authorize her to contact Janzen Seating to obtain two samples in our price range as soon as we know the decision regarding the grant. The Board agreed.

artsVest

Henderson reported that of the \$14,000 raised in sponsorship for OZone, \$4,500 is new money that will qualify to be matched by the artsVest program.

BUILDING

Aisle Lighting

The Board agreed that dimmable, incandescent rope lighting shrouded with a valance and controllable from the lighting board will meet our needs. Smith will work with his contacts to achieve this.

The Board agreed to replace the LED house lights (which don't dim properly) with incandescent bulbs, as additional electricity cost will be immaterial.

Dimmer pack

Smith recommended that we replace the malfunctioning dimmer pack by purchasing a used unit, which should come with a 3 year warranty. The Board authorized the purchase of a used dimmer pack, up to \$4,000. (McClymont, Smith) MacMillan will instruct Angers to proceed.

Sound for Rentals

Budda is concerned about Smith's departure; we'll need a reliable technician for rentals. MacMillan will begin a search.

NEW BUSINESS

Membership

Membership income increased from just under \$1,300 to \$2,900 this past year, due to increases in life and business/organization memberships.

The Board agreed that at the AGM, all Shuswap Theatre members will be entered in a draw for a pair of seasons tickets for the 2017-18 season. (Henderson, Kirkwood-Hackett)

ADJOURNMENT

The meeting adjourned at 9:25 pm

Submitted

Hamilton McClymont

Kathy Moore