

Shuswap Theatre Society Regular Board Meeting Minutes
Shuswap Theatre, 41 Hudson Ave. NW, Salmon Arm, BC
Wednesday, December 17, 2014

Chair: Joyce Henderson

Secretary: Judith Skelhorne

Time: 5:35 p.m.

Regular Attendance: *Joyce Henderson; Sherry Bowlby; Kim MacMillan; Marcus Smith; Bea Kirkwood-Hackett; Judith Skelhorne; Althea Mongerson; John Coulson; Glenda Marchand*
Absent: *Shannon Hecker* **Guest:** *Paul Kirkwood-Hackett*

1. Welcome/ Additions to Agenda/Approval of Agenda:

Joyce welcomed all to the meeting, with thanks that everyone was able to come earlier than usual owing to a concert that many board members wished to attend.

a) Problems with “Bah Humbug” added to the Agenda.

The Agenda was then unanimously approved as amended.

2. November 19, 2014 Minutes:

The minutes were distributed by e-mail prior to the meeting. Some small changes in wording were noted which will be reflected in the official minutes.

Motion: *Bea Kirkwood-Hackett/John Coulson:* That the minutes of the November 19, 2014 be accepted as amended. **Carried.**

3. Business Arising From the Minutes:

a) A question of whether we should post the September 2014 Annual General Meeting minutes now rather than waiting to do so just before the 2015 AGM. Discussion.

Motion: *Marcus Smith/Kim MacMillan* - That we post the 2014 AGM minutes now. **Carried.**

b) Alice Chin has agreed to look after Comp. Tickets as well as Season Subscriptions.

4. President’s Report:

a) Paul Kirkwood-Hackett and James Bowlby have agreed to give their report on “Bah Humbug!” at the January 2015 meeting.

b) Thanks to Marcus for getting the following quotes for replacement of the Scene Shop doors: \$1000 for double doors (roll-up not feasible); \$600 for labour; \$300 for hardware. Jaci Metivier has submitted a request to the City of Salmon Arm for an \$1800 grant for replacing the Scene Shop doors this week.

c) Caravan Stage Company offered us two tickets for opening night but were sold out so John Coulson represented Shuswap Theatre at the dress rehearsal. Thanks John.

d) Thanks to Kim for bringing the website up to date with the list of non-board positions. Thanks also to Althea for keeping our Facebook page current and posting pictures.

e) Excellent that Tina and Rob Burbridge, authors of “Bah Humbug!” posted an encouraging response on our Facebook page after a notice that the opening night was sold out. They liked the costumes. Thank you Ellen Gonella and team!

- f) Joyce will meet with Michelle Weisinger to work out what she can do in the future for publicity for the theatre and how the job can be divided into different tasks.
- g) Joyce talked to Downtown Salmon Arm representatives and agreed to provide a \$25 gift certificate for one of their handout baskets; she also agreed that we would accept the \$5 Downtown Dollars for entrance to "Bah Humbug!".

5. Treasurer's Report:

- a) Bills are all paid and there is money in the bank!
- b) Not all expenses are in yet for "Bah Humbug!" which took in \$9,200 +/-.
- c) The next quarterly financial statement will come in January 2015 (6 mo.). Benieta is working at simplifying the categories.
- d) A breakdown is needed for accounting purposes of which production Vendini money is from. Sherry, Glenda and Kim will work this out.
- e) Cadgit and Beggit (characters in "Bah Humbug!") collected money (\$72) for the "Orphans" during the run of the play and have asked S.T. to bring the total up to \$100 for donation to the Shuswap Family Resource Centre.

Motion: *Althea Mongerson/ Marcus Smith* - That Shuswap Theatre top up the money and donate it to the Shuswap Family Resource Centre. **Carried.**

6. Committee Reports:

Artistic Committee - No formal report for this meeting. Plural Auditions for "Two By Two" will take place Thursday and Friday, December 19 and 20. Working on Theatre 101 and will have more information soon.

Youth Committee: - Nathan Zwicker and Joy Peters delivered a five-week after school drama club. High enthusiasm and low numbers. The goal is to continue after the holiday break and get the word out to market the program better.

Unplug and Play is happening at Shuswap Theatre on Jan. 31 in the afternoon. A meeting after Christmas to create a solid plan and look at volunteers who wish to be involved.

The goal for the New Year will be to deliver some sort of programming for the 8- to 12-year old crowd.

Building/Rentals/Costumes: - Cilla is busy/no rentals. No formal report.

Advertising/Publicity: - Karen Sansom is working with Michelle Weisinger but they need someone to head up the committee and co-ordinate. Bea will send a copy of a timeline for them to work with.

Vendini/Tickets: - Glenda is working on learning the system and Kim is sorting out the different areas. Vendini has been very helpful when questions are asked.

Gift Certificates are now available from Intwined Fibre Arts. Althea is printing out gift cards.

Motion: *Kim MacMillan/Sherry Bowlby* - That Shuswap Theatre's ticket agent be paid \$0.75 for each gift card sold. **Carried.**

Posters/Programmes: - The production posters this fall/winter are getting noticed and receiving good reviews. Good job!

7. New Business:

Summer Student: - There is some concern about who will supervise a summer student and what work can be found to keep her/him busy. Marcus will go online to research details of what is expected and Glenda or Judith will ask Monica Kriese for information about prior applications.

“Bah Humbug!” Problems: - Problems and bouquets to do with the play will be addressed in January with Paul and James present. An e-mail letter from a patron outlines her dismay and scrambling to find money when she was told that entry to the play was “cash only”. She later saw on the website that admission was by cash only but she had not seen “cash only” mentioned in the newspaper ads which she had read prior to attending. Discussion of the problem disclosed that there are problems with ticketing for “cash only” events which must be looked into. Also, information going out for ads should be carefully proofread before it is presented for printing.

Re Videotaping of Plays: -A cast member was hoping to have Ron Marchand videotape the show and was disappointed to learn that this was not possible because he had not got the needed permission to do so. Susan MacMillan was on FOH that evening and although she explained the logistics of the problem she feels that he still does not understand the reasons for the refusal. She has drafted a letter to the cast member outlining why his request was denied for the board to consider whether to send it or not. Joyce would like to meet with him to explain why recordings are not allowed except in specific, limited circumstances no recording is allowed. Also it was agreed that we need policy and this should be on the audition sheets as parent permission is necessary.

Thanks to.....: Letters of thanks will go to Asparagus Theatre in Armstrong for the use of the piano and to Alan Bensmiller for the use of the Murphy bed as part of “Bah Humbug!”.

Other Items: - Many people forget or are unaware of the price of tickets so we should have a hanging sign placed above the ticket kiosk where everyone can see it.
- A form letter has been received stating that Shuswap Theatre Bylaws are accepted and filed. Glenda will check to see that they are current, then they can be put on line and filed with the official minutes from the AGM.

Adjournment: Marcus Smith moved that the meeting be adjourned at 7:04 p.m.

Next Meeting: 7:00 p.m., Wednesday, January 21, 2015 at Shuswap Theatre.

Signed: _____
President

Signed: _____
Secretary

