

**Board of Directors of Shuswap Theatre Society**  
**BOARD MEETING MINUTES**  
December 13, 2017, Shuswap Theatre

Meeting called to order at 5:05 p.m.

**Present:** Kim MacMillan (Chair), Hammy McClymont, Kathy Moore, Sherry Bowlby, Paula Shields, Tracy Nash, Monica Gignac

**Guest:** Susan McLellan, Susan MacMillan, Astrid Varnes

**Regrets:** Bea Kirkwood-Hackett, Peter Molnar

## AGENDA

- **MOVED by Hammy and seconded by Sherry that the agenda be accepted as amended. CARRIED.**

## PREVIOUS MEETING MINUTES – November 15, 2017

- Errors and Omissions – None
- **MOVED by Hammy and seconded by Tracy that the minutes be approved as presented. CARRIED.**

## FINANCE

- **Capital Reserve Fund** – Report Attached. Discussion regarding the dollar amounts that need to be decided by the Board and the Capital Priorities list compiled. We need a list from Jim Clayton to decide which lights we need in order to take advantage of the new dimmer packs. Kim will speak with Dave Brotsky to see what would be good to have. As everyone is busy right now we will have further discussion and come up with a plan to assess the stage floor. **Hammy will tidy up the Reserve Fund report and Capital Priorities list.**
- **Director's Liability Insurance** – Kim has received a quote from Arts BC for \$1,000,000 with a \$1,000 deductible for \$300 and then a \$2,000,000 with a \$1,000 deductible for \$550 plus \$125 per year for membership. SASCU has given us a ballpark figure of between \$500 and \$1,000 for \$2,000,000 and **Kathy will fill out the forms to get a more specific quote from them.**

## ARTISTIC & PRODUCTION

- **Romeo and Juliet** – Report Attached.
- **Artistic Committee (A/C) Report** – Report on Romeo and Juliet attached. Discussion regarding having a committee to pursue the ideas presented and bring to the Board some suggestions that can be carried out plus just having one report in the future. **Kim, Kathy and a member of the A/C will coordinate a meeting in early January to discuss the recommendations.**
- **Mini Retreat** – The meeting is planned for January 20<sup>th</sup> from 9:30 am to 12:30 pm. The plan is to have a short list for next season, discuss mentorship, recruitment and skill building.
- **Backstage Etiquette Document** – Astrid will send to Kim for distribution and more discussion will be held at the next meeting.

- **Patron Suggestion**– The AC will take the suggestion under advisement that we present a family friendly show each season.

## POLICY

- **Board Member Visibility** – all Board Members are available to come to opening nights free. Kathy will research name tags and bring some suggestions to next meeting.
- **FOH Coordinator Position** – Kim will speak to Liz to see if she is interested. If she is interested, a job description will be written up.
- **Membership Requirement** – is not actually in the policy book. Kim will change.
- **ArtsBC** – We should join this organization. **MOVED by Hammy and seconded by Sherry that we join ArtsBC for the annual membership fee of \$125.00. CARRIED.**

## FUNDING DEVELOPMENT

- **City Grant (Community Foundation)** – will be completed tomorrow.
- **Comfy Bottoms** – 2 sample chairs should be here next week, two events (January 14<sup>th</sup> and March) are planned for fund raising. We need to consider doing the carpet at the same time (estimates received are between \$6,000 and \$8,000). **MOVED by Tracy and seconded by Hammy that we include carpeting in the Comfy Bottoms project, up to \$8,000. CARRIED.**
- **Pre-Christmas gift card social media campaign** – Cards expected soon, sales are low. Will do better next year.
- **Alternatives to Vendini** – Kim has explored other options but the headaches of switching are not worth the small amount of dollars saved.

## BUILDING

- **Stage Floor** – the patched pieces are cracking. Needs to be looked at again as to how long we need the floor to last, etc. Should we get someone who knows stage floors to come and have a look? This should move up the priority list – over the marquee for example.
- **Aisle Lighting** – In progress, modifications to the wiring in the lighting booth will be done around the same time. Doug Kyle has agreed to build the valances.

## SSAC

- **Meeting** – a meeting has been requested by Susan Robinson, Dennis and Peter Budda to discuss the predetermined agenda items. Hammy and Kim will meet with them. Paula will be asked as well.
- **SSAC Monthly Flea Market** – most of the Board does not feel that we have enough time for this.