

SHUSWAP THEATRE
BOARD MEETING MINUTES
FEBRUARY 15, 2017, at the THEATRE

The meeting was called to order at 7:05 pm

Present: Kathy Moore (Chair), Sherry Bowlby, Kim MacMillan, Marcus Smith, Bea Kirkwood-Hackett, Hamilton McClymont

Regrets: Joyce Henderson

Guest: Cilla Budda

Chair Kathy Moore welcomed Tracy Nash and Monica Gignac and thanked them for agreeing to serve as Directors until the next AGM.

Moved by Bea Kirkwood-Hackett, seconded by Marcus Smith, that Tracy Nash and Monica Gignac be appointed Directors for the balance of the current term. Carried

Moved by Sherry Bowlby, seconded by Kim MacMillan, that Glenda Marchand's resignation as Director and Secretary be accepted. Carried

Moved by Sherry Bowlby, seconded by Bea Kirkwood-Hackett, that Hamilton McClymont be appointed Secretary for the balance of the current term. Carried

APPROVAL OF AGENDA

Agenda was approved, with amendments

MINUTES OF PREVIOUS MEETING

Moved by Sherry Bowlby, seconded by Bea Kirkwood-Hackett, that the Minutes of the meeting held January 18, 2016 be adopted as circulated. Carried

REPORTS

Building Repairs

Cilla Budda reported that the leak in the roof has been sealed at a cost of \$89.

Cilla Budda presented three options regarding the alley door.

- Replace the door with a 3' x 6'8" industrial quality insulated steel door with panic hardware, estimated \$1,760
- Replace the door with a 3' x 6'8" residential quality insulated steel door with standard hardware, estimated \$1,092
- Keep the existing door, replace the barrel bolt latches with a deadbolt operated from the inside only. Add weather stripping as required. Repaint.

It was noted that the first two options would not be wheelchair accessible, and widening the door frame would require significant work.

The board agreed to the third option, the funds to come from the maintenance budget.

Cilla Budda presented an estimate of \$5-600 to do the electrical work to

- Install a heater in the Dressing Room bathroom
- Install wiring in the lobby for Vendini

The Board agreed that an alternative solution be found for Vendini power.

Moved by Sherry Bowlby, seconded by Kim MacMillan, that Cilla Budda be instructed to proceed with the electrical work for the Dressing Room bathroom heater, the amount not to exceed \$600. Carried

Cilla Budda reported that there have been no requests for rentals in the past month.

Stage Floor

The presence of the “Stereotype High” set has precluded the examination of the condition of the stage floor until after the spring show. The Board was reminded that in any event, the stage floor should be considered in the context of all capital improvements the theatre needs.

Furnace

Sherry Bowlby pointed out that at its retreat last spring, the Board developed a priority listing of capital items, and that furnace replacement was at the top. Marcus Smith recalled that when last inspected and serviced, the furnace was deemed to be in good repair, but it had been some years since this was done.

It was agreed that the furnace should be inspected and serviced every two years, beginning this year. Kathy Moore is to instruct Cilla Budda to ensure this is done.

Aisle Lighting

Referring to the report circulated earlier, Hamilton McClymont noted that the basic choice to be made is between photo-luminescent tape and LED strings. More research is required, particularly regarding price. Marcus Smith will obtain a price and availability on LEDs. McClymont will ask Salmar for information about their system.

Safety Plan

Kathy Moore and Joyce Henderson have discussed the development of the safety plan. It should be recognized that it will take some time to flesh out the plan in full. The goal is to have it adopted by the beginning of next season.

Meanwhile, a “calling for help” and “evacuation plan” document has been drafted. It is to be shared with stage management and FOH in-charge personnel during the remainder of this season.

Box Office Training

Althea Mongerson, Kim MacMillan and Glenda Marchand are conducting a training session this Friday for four people who will be working on “Stereotype High”.

FOH training

Liz Kingdon and Susan MacMillan will be meeting next month to begin drafting the FOH training plan. It is expected that the plan will be instituted at the beginning of next season.

Rental Agreement

Kim MacMillan will update the website with the change to the rental agreement regarding an increase in the charge for the lighting and sound control booths.

Tech Services List

An audio equipment list and a lighting inventory have been added to the O-Zone page of the website. <http://shuswaptheatre.com/ozone2017/> It was agreed that these lists will suffice for the present.

Unplug and Play

The event was attended by 15 kids and 7 parents - Anne Skelhorne headed it up - Bea Kirkwood-Hackett, Nina Dickens, Nadine Scott and Joyce Henderson also participated.

Stereotype High – Advertising & Publicity

Hamilton McClymont met with Julia Body and Paula Shields on January 24 and offered to develop an advertising and publicity plan (subsequently circulated to the Board), and to help implement it. The only departure from standard Shuswap Theatre sales campaigns is the engagement of Shuswap Event, a company which specializes in promotion through social media. Shuswap Event has produced two video spots which are now on their website, Facebook, Twitter and Instagram platforms, as well as our website and Facebook. They have reduced their price to us by the value of a silver sponsorship, for which we are giving them sponsor credit. We expect the campaign to come in about \$300 over budget.

Kim MacMillan tabled a sales report indicating 189 tickets sold for a value of \$3,312, about 35% of our goal. A little over a thousand seats are available for sale. Members of the Board noted that it is not unusual for sales to be slow before the show opens.

Kim MacMillan will speak to Julia Body regarding the state of preparations for the show.

It was noted that two producers have resigned from “After You”, about which situation Sherry Bowlby will speak to James Bowlby.

Meetings: SSAC, the Mayor

Kathy Moore and Kim Macmillan reported on meetings held with Shuswap Society for Arts & Culture (the organization promoting the Performing Arts Centre concept) and Mayor Nancy Cooper.

The meeting with SSAC was cordial. They are proceeding with their plan (600 seats, \$10 million). We are considering future possibilities.

The Mayor appreciated our comment that there are more realistic options than that proposed by SSAC, and determined that the cultural needs task force should reactivate. We expect to be invited to a further meeting with the Mayor mid-March.

The Board had a brief discussion about getting to know better our municipal and provincial elected representatives. (There is a provincial election in May, and the next municipal election will be November 2018).

artsVest Program <http://www.artsvest.com/artsvest-bc/>

Councillor Louise Wallace Richmond, on the advice of Jaci Metivier, has invited Shuswap Theatre to send two representatives to a fundraising workshop to be held in Salmon Arm March 1st, 1:00 – 5:00 pm. The carrot is that artsVest participants can apply for matching grants from “Business and the Arts”. It was agreed that Kathy Moore and Kim MacMillan will attend.

Treasurer’s Report

Sherry Bowlby reported that we have been informed by the Shuswap Community Foundation that it has received a donation earmarked for the Shuswap Theatre Endowment in the amount of \$10,271.80 from John and Joyce Henderson. Kathy Moore will write a note of thanks to the Hendersons.

Moved by Bea Kirkwood-Hackett, seconded by Kim MacMillan, that the meeting be adjourned. Carried at 9:00 pm

Submitted

Hamilton McClymont

Kathy Moore

Appendix to Board Meeting Minutes

15 February, 2017

Motions

Moved by Bea Kirkwood-Hackett, seconded by Marcus Smith, that Tracy Nash and Monica Gignac be appointed Directors for the balance of the current term. Carried

Moved by Sherry Bowlby, seconded by Kim MacMillan, that Glenda Marchand's resignation as Director and Secretary be accepted. Carried

Moved by Sherry Bowlby, seconded by Bea Kirkwood-Hackett, that Hamilton McClymont be appointed Secretary for the balance of the current term. Carried

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Moved by Bea Kirkwood-Hackett, seconded by Kim MacMillan, that the meeting be adjourned. Carried at 9:00 pm

Action Items

Cilla Budda to proceed with the third option for the alley door.

It was agreed that the furnace should be inspected and serviced every two years, beginning this year. Kathy Moore is to instruct Cilla Budda to ensure this is done.

Marcus Smith will obtain a price and availability on LED aisle lighting. McClymont will ask Salmar for information about their system.

Draft safety plan is to be shared with stage management and FOH in-charge during the remainder of this season. (Hammy will do this.)

Kim MacMillan will update the website with the change to the rental agreement regarding an increase in the charge for the lighting and sound control booths

Kim MacMillan will speak to Julia Body regarding the state of preparations for the show.

Kathy Moore and Kim MacMillan will attend artsVest on March 1st

Kathy Moore will write a note of thanks to the Hendersons.