

Shuswap Theatre Regular Board Meeting Minutes
Shuswap Theatre, 41 Hudson Ave. NW, Salmon Arm, BC
Wednesday, June 17, 2015

Chair: Joyce Henderson

Secretary: Judith Skelhorne

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

1. Welcome/Alterations to the Agenda:

Chairperson, Joyce Henderson called the meeting to order at 7:00 p.m. and asked for any changes or additions to the agenda. Added to the agenda were "Furnace and Lighting".

2. "Pack of Lies" Report :

Joyce and board members offered up congratulations to the cast and crew of "Pack of Lies" who came home from O-Zone with four awards, namely: Best Set Design; Best Props; Best Set Decor and Best Back-Stage Co-operation.

3. Minutes of May 20, 2015:

The minutes were e-mailed to board members before the meeting. No errors or omissions were noted with Bea Kirkwood-Hackett calling for the minutes to be approved as written. Carried.

4. Business Arising From Minutes:

- a) Fred Skeleton's winning production "Our Country's Good" will play at Shuswap Theatre on Saturday, July 4. Publicity is waiting for the poster before putting information on Facebook.
- b) Report on new ticket printer - this has been taken care of with payment pending

5. Treasurer's Report: - Sherry Bowlby

Sherry distributed copies of the Income Statement from 01/07/2014 to 31/03/2015 and the Balance Sheet as at 31/01/2015. The Income Statement shows Total Revenue at \$68,834.59 and Total Expense at \$44,537.43 for a Net Income of \$24,297.16. The Balance Sheet shows Total Assets at \$188,134.95 and Total Liability at \$3,926.72. Total Equity to March 31, 2015 was \$184,208.23. Of note is the Mortgage Payable - this is now \$3,926.72.

Sherry is working on updating the bookkeeping and setting up a more understandable system.

Motion: *Sherry Bowlby/Althea Mongerson* - That the Treasurer's report be accepted as presented. **Carried.**

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6. President's Report: Joyce Henderson - No Report this month.

7. Committee/Other Reports:

Artistic Committee - A motion is required to accept the Artistic Committee's report regarding next season (2015/2016) which was presented at the April meeting. (This is attached to the minutes)

Motion: *Sherry Bowlby/Kim MacMillan* - That we accept the Artistic Committee's Report re the 2015/2016 season. **Carried.**

Discussion followed regarding needs and wants for the next season, one being a suggestion to find a new musical director with experience.

Building/Rentals/Costumes/O-Zone - Cilla Budda - No report this month.
Discussion regarding increasing the honorarium paid to Cilla each month.

Motion: *Marcus Smith/Kim MacMillan* - That Shuswap Theatre increase the Building Manager's Honorarium to \$150 per month starting July 2015. **Carried.**

Vendini/Photocopier - Glenda Marchand - No report this month.
Discussion about purchasing another computer for scanning tickets. Marcus has contacts and has agreed to look into this.

Motion: *Kim MacMillan/Bea Kirkwood-Hackett* - That Shuswap Theatre purchase a second computer for up to \$600. **Carried.**

Publicity - Althea Mongerson (attached to official minutes)

- Advertising for "Pack of Lies": Lakeshore News - \$348.52; Observer/Market News - \$692.28; Friday AM - \$101.30 (discounted \$17 from \$118.00 for non-profit.). Grand Total came to \$1,151.08 out of a \$1,200.00 budget.
- Feedback indicates that paid advertisement was at the right level.
- Will look at EZ Rock advertisement packages for next season. The cost of the package is yet to be confirmed.
- Facebook running smoothly with 762 followers (currently).
- Monica Kriese has yet to remove herself as administrator of the Page.

Discussion regarding whether there should be another letter sent to Monica regarding this issue. Kim agreed to call her.

Youth Committee - Shannon Hecker - Nothing to report.

Improv - Kim MacMillan

- Kim reported that he has not heard anything from the group following Shuswap Theatre's counter proposal as Laughing Gas Improv Troupe has not had a meeting yet regarding this. At the moment we will carry on as usual.
- There is a need to replace two speakers for their upcoming show - Marcus will look into this.
- A concern with lighting at the end of seating rows as the steps are not always seen by some patrons - this is also true of the steps from the lobby into the house.

Theatre on the Edge - Joyce Henderson

- There are seven (7) plays registered for the three days, each of which will perform twice.
- Jaci and Joyce are researching finding food carts.
- Approval has been given to close off the alley for the Festival.
- Joyce is looking into ticketing.
- Kim will provide information regarding potential volunteers to section managers.
- Discussion regarding having speakers to rent out.

Sound/Light - Marcus Smith

- Quote from Dancor Electric Ltd. regarding upgrading lighting in the theatre. Total \$3,822.91. Discussion. \$2,500 has been requested from the Shuswap Community Foundation and most of the remainder donated from Dancor.
- The cost of a new furnace would be \$25,000 to \$30,000 with some breaks for non-profit. Paperwork regarding this to go to Jaci by August for grant purposes.
- Discussion regarding Jake Jacobson wanting to back off his involvement with light and sound in the theatre. ST needs to build a job description for this area using the expertise of Jake, Jean and Marcus.

Grants - Joyce for Jaci Metivier

- Jaci has applied for a grant of \$2,500 from the Community Foundation.
- Possibly try for a 150-Years Federal Grant. Bea will research the criteria for doing this.

8. Report on Retreat:

- Items requiring attention include: Vision Statement changes and a revision in wording of the Artistic Committee's responsibilities.

Motion: *Sherry Bowlby/Bea Kirkwood-Hackett* - That we change Shuswap Theatre's Vision Statement to read "To enrich the lives of community members through diverse and inspiring live entertainment and opportunities for creative, dramatic experiences." **Carried.**

- Revise the Artistic Committee's responsibilities to read "A representative from the Artistic Committee meets with Director and Producer at the beginning of each production."
- Discussion about different levels of mentoring.
- Discussion regarding prices for the Christmas play.

Motion: *Sherry Bowlby/John Coulson* - That prices for the Christmas play be \$9.99 for adults and \$4.99 for children 12 and under. **Carried.**

9. New Business:

- **a) Making our website more mobile friendly:** In response to questions about accessibility of S.T.'s website Kim contacted Ryan Anderson of Perimeter Design regarding making the website mobile friendly. Ryan recommended a complete redesign and rebuild of the site making it fully responsive to all sizes of screens. A rebuild could also include an editable slideshow on the homepage which could be easily changed to keep it fresh. The estimated cost of the change would be in the range of \$900 to \$1,200. Kim suggested we take a closer look at this change, noting some of the problems and Sherry recommending that we wait for the next fiscal year before going ahead with it. Ryan will be asked to submit a detailed quote of cost which could possibly be brought to the next meeting.
- **b) Shuswap Theatre subsidy for Vendini charges:** In answer to questions, Joyce explained the current subsidizing of tickets through Vendini. Discussion followed around current and future subsidizing practices and pricing for on-line ticket purchases as well as if there could be any problems arising for those purchasing season's tickets. It is felt that most theatre-goers are now accustomed to paying convenience fees for other purchases and would not be confused should the theatre drop the subsidy altogether.

Motion: *Glenda Marchand/Marcus Smith* - That we eliminate the subsidy of on-line convenience fees by Shuswap Theatre. Carried

- **c) Extra person in F.O.H.:** It has been recommended that there be an extra person in F.O.H. to direct people regarding tickets.
- **d) Questionnaire:** Discussion arose around producing a questionnaire for the AGM regarding the types of plays audiences would like to attend throughout the year. This will be looked at more closely.

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

Next Meeting: July 15, 2015

Signed: _____

Signed: _____