

Shuswap Theatre Society Regular Board Meeting
Wednesday, March 20, 2013
Shuswap Theatre, 41 Hudson Ave. NW, Salmon Arm, BC

Chair: Kim MacMillan **Secretary:** Judith Skelhorne **Call to Order:** 7:05 p.m.

I. Roll Call: Present: *John Coulson; Joyce Henderson; Kim MacMillan; Judith Skelhorne; Sue Simmonds; Rebecca Marchand.* Present via Conference Call: *Monica Kriese.*
Regrets: *Julia Body; Shannon Hecker.*

II. Approval of Agenda: Following discussion the following additions were made under New Business: f. Senior's New Horizon Grant; g. Play Dates; h. Salmon Arm Strategic Plan.

Motion: *Joyce Henderson/Sue Simmonds* – That the agenda be approved with additions.
Carried.

III. Approval of Minutes from February 20, 2013:

No errors or omissions were noted in the minutes at this time.

Motion: *Judith Skelhorne/Joyce Henderson* – That the minutes of the February 20, 2013 meeting be accepted as presented. **Carried.**

IV. President's Report: Monica Kriese

Monica's report was short and centred on the donation of three (3) used computers (PC's) from O.K. College and how they would be used.

Motion: *Monica Kriese/Rebecca Marchand* – That one computer be used in the office; one would be for Cilla's use and the third to be decided at a later date. **Carried.**

V. Treasurer's Report: Sue Simmonds

1. Income Statement July 2012 to February 2013 shows Total Revenue of \$31,066.97 and Total Expense at \$42,545.42 for a Net Income of \$ - 11,476.45.

2. Year to Date Statement shows not much action on the revenue side. Expenses were high because of insurance payments (\$1,218.00) and utilities (\$2,152.92). Net Income was \$5,383.44.

3. The Balance Sheet at February 28, 2013 shows **Total Current Assets** at \$20,024.12 and **Total Fixed Assets** at \$141,850.90. Liabilities include total **Current Liabilities** at \$2,944.47 with **Long Term Liabilities** of \$7,333.48. **Total Member's Equity** is \$151,597.07 and **Total Liabilities and Equity** at \$161,875.02.

Questions Arising from Treasurer's Report: The following issues came out of discussion of the treasurer's report:

- Fund-raising is becoming a necessity and where to start
- Mending Fences final report is being updated

- Kim wants to prepare a spreadsheet containing the detailed figures for all shows in the past three years to aid in budget planning for future productions. Sue put together the figures for this and will attempt to identify which version of each financial statement is the “final” one if possible.

Motion: *Sue Simmonds/John Coulson* – That the treasurer's report be accepted as presented.
Carried.

VI. Old Business:

a) Policy on Life Memberships (Policy 4.12.1): wording changes coming (Postponed to May).

b) Raising ticket prices: Discussion centred on several issues. No consensus. (Postponed until Retreat.)

c) Grant Options: More are coming for research by Joyce.

d) Next steps on fund raising, new society, etc.: Needs more research and could be brought up at the Retreat.

e) March 16 Workshop Report: Fun time, informal look at the theatre but would have been nice to have more new people present. Thanks to Rebecca for fine work in setting up the workshop. Should we offer further workshops for free? Another in September? Possible booth at the Fall Fair and at Sign Up at Piccadilly in the fall?

f) *Curious Savage* - Rebecca gave an informal report and said the official report will be presented at the April meeting.

g) *The Herbal Bed* - Kim is happy now that he has a cast in place and they are now blocking the play. Actors like both the play and the characters in it. A few changes will be made in the budget and it will be re-presented. Sponsorships are needed for the play. Discussion regarding the budget for festival and whether we might have to pay Theatre BC membership fee for actors not able to afford the cost.

Kim presented the budget for the production and this was discussed with changes to Revenue Program Ads Share up to \$500 bringing Gross Revenue to \$12,049. Expenses had changes in props to \$200 and Ticket Printing dropped to \$70 with Total Expenses coming in at \$5,720.

Motion: *Monica/Sue* – That we accept the budget for *The Curious Savage* with changes.
Carried.

h) The New Safe: Everyone is very happy with the new safe as it is so easy to use. Codes can be changed to suit the occasion and it has a key override if necessary.

i) Student Employment Grant Update – Monica reported that we got the application in just in time and is now being processed. Discussion about what a student could do over the summer. Further to grants –\$2500 has been granted through the City of Salmon Arm Community Foundation for new blacks. Sue will write a thank you note to the City. Joyce

will make a report of spending in the fall.

j) Theatre Visioning Process: This will be gone into at the Retreat. Discussion ensued regarding difficulties finding actors and directors for plays. Discussion regarding the Retreat, May 25 being the possible date, **facilitator to be found** (Nancy Pryor?) and food.

Motion: *Joyce Henderson/Rebecca Marchand* – That the Shuswap Theatre Board hold a retreat on Saturday, May 25, 2013 from 9 a.m. to 4 p.m. to track the vision of the theatre's future. **Carried.**

Kim will set up the venue (possibly at Brian and Eva Smith's) Please send ideas to Monica before the next board meeting.

VII. New Business:

a) Review of Preview Performance policy – Retreat item.

b) Artistic Committee : The committee is now reading scripts for the next season. Finding directors could be a problem. The process is up in the air as they look at whether to pursue money or art. Discussion centred on the merits of several plays and how they might be accepted by audiences.

c) Publicity Report: None for this meeting.

d) Building, Rentals & Costumes – Cilla Budda

- Cilla has purchased two new sconces for the top of the lobby stairs, this was necessitated when the bulb in the light there blew up. Cost was about \$35. The old lobby lights are available for sale.
- Housework done includes Joyce Henderson planting primroses and Evelyn Birch vacuumed the theatre post show. Many thanks.
- Carpets in the lobby need cleaning - **Cilla will check prices** – Joyce would help out with cost if necessary.
- New blacks are being ordered.
- A new “Cillascope” (TV monitor) for the ticket booth is on the wish-list for grants.
- The theatre made over \$500 in rental fees and concession when Ballet Kelowna was in town.
- Costumes: New period items thanks to Donna and several hats. Rentals to mall and to SASCU coming up.
- O-Zone – Must be a member of Theatre BC to participate, forms in the lobby for the Scholarship and Ozzie nominations. Deadline is April 15 to get either of them in.

e) Costs of Zone and Provincial Festivals: This was discussed briefly with concern for the price of accommodation, if *The Herbal Bed* won and carried on.

f) Senior's New Horizon Grant: Shuswap Theatre has won a grant of \$28,000 – \$8,000 to go to the theatre and 20,000 to Seniors Theatre. Peter Blacklock is working on renovations and Monica is waiting to hear from him re his schedule. We are to wait 60 days for an official presentation. **Monica will call a meeting for the board and Peter re logistics.**

g) Play Dates: This will be taken up at the Retreat in May.

h) Salmon Arm Strategic Plan: Joyce will send out a copy of the plan for our perusal and feedback, the latter should be submitted by April 9. List our priorities.

i) Possible Directors: Kim is looking into finding director possibilities for future plays.

Adjournment: The meeting was adjourned at 9:20 p.m.

Next board Meeting: Wednesday, April 17, 7 p.m.

Date: April 4, 2013

Date: _____



Chairperson: Kim MacMillan (acting)

Recording Secretary: Judith Skelhorne