

**Shuswap Theatre Society Regular Board Meeting Minutes
Wednesday, March 19, 2014
Shuswap Theatre, Salmon Arm, BC**

Chair: Joyce Henderson

Secretary: Judith Skelhorne

Call To Order 7:00 pm

Regular Attendance: *Joyce Henderson, Kim MacMillan, John Coulson, Sherry Bowlby, Judith Skelhorne, Althea Mongerson, Julia Body, Glenda Marchand, and Aidan Sparks from the Artistic Committee - (Marcus Smith in partial attendance).* **Absent:** *Shannon Hecker.*

Guests: *Teresa McKerral, Evelyn Birch, Kathy Moore.*

1. **Welcome and Opening Remarks:** Joyce welcomed everyone to the meeting, introduced the guests and invited those around the table to introduce themselves for the benefit of the guests.
2. **Approval of Agenda and Additions:**
The agenda was approved with the following addition: Improv Report and Correspondence.
3. **Minutes of February 19 Meeting:**
The minutes were circulated by e-mail. Only slight wording errors noted before the minutes were approved by the board.

At this point the meeting left the regular agenda and focused on the guests at the meeting.

4. **Play Reports and Other Related Concerns:**

Report on “Distracted”:

- Teresa, Kathy and Evelyn gave a brief wrap-up regarding “Distracted” which led to discussion regarding the pros and cons of the production and the problem of people not being on time for rehearsals and the “strike” on Sunday morning - this leading to some unnecessary unpleasantness for the Admin. Producer and Director. It was agreed that there must be a consensus on what time a “strike” is to be undertaken and that everyone be made aware that they need to take part on time or notify the Producer(s) if they can not be there.
- Lois Towgood (Stage Manager) sent a list of responses she received regarding the production with feedback from three actors, one crew and her own observations. This was discussed.
- Joyce will be forwarding Adele Kuyek’s (Director) feedback regarding the play. A thank-you card for Adele was circulated for signatures and a short discussion regarding having an outside director for future plays. The suggestion of presenting Adele with tickets for the next play arose with the following motion being made:
- **Motion:** Kim MacMillan/Sherry Bowlby - That the board of Shuswap Theatre send the thank you card along with two complementary tickets to Adele Kuyek. **Carried.**
- Re budget for “Distracted” : All the bills and claims have not come in or been submitted yet so the final reckoning is still to come.

Budget for “The Complete Works of Wm. Shakespeare”:

Evelyn Birch (Director) presented a budget for the production and asked for input from the board. This was discussed with only a few questions being asked regarding Royalties and Programmes for the play.

Motion: Sherry Bowlby/Althea Mongerson - That the budget presented for “The Complete Works of Wm. Shakespeare” be accepted as presented. **Carried.**

Letter From Susan MacMillan re Theatre BC Membership:

Susan MacMillan sent a letter to the board outlining the requirements for being a part of Festival plays and the requirement that all cast and crew of a Festival production must be members of Theatre BC (TBC). It is the duty of the Administrative Producer of such plays to make sure that everyone is a member of TBC which is not an easy job. Other theatres now pay for TBC memberships for all of their festival cast and crew and Susan suggests that Shuswap Theatre follow suit and pay for the memberships upfront then have the Administrative Producer collect the fees from everyone involved. She also suggests that the memberships not be purchased until close to the deadline because of possible last minute changes.

Susan’s letter was discussed with everyone agreeing it was a good idea and that ST should go ahead and purchase memberships in TBC at the appropriate time.

At this point the guests departed and the regular meeting agenda continued.

5. **Business Arising From The Minutes:**

- Tim Dunn is working on his report re the theatre structure and this should be coming soon.
- Report re Fortis Energy Assessment has not come yet. Discussion.
- June 1 retreat. Joyce suggests that this be used as a work session to focus on what committees we need, job descriptions and what to do if our publicity person decides to move on. John and Joyce will work on focus.

6. **Financial Report:** No report for this meeting.

7. **Committee Reports:**

Youth: Shannon Hecker - No formal report but a reminder about Shuswap Middle School’s Wellness Week beginning on May 12.

Artistic Committee: - Julia Body

- Not able to meet end of March deadline for next year’s three MainStage productions, should be ready by end of April.
- Still waiting for commitment from directors. Discussing shape of next season’s shows. Julia to contact Paul Kirkwood-Hackett regarding directing Christmas show - he has voiced interest.
- SATfest - Julia will call meeting in next two weeks.
- Workshops: Committee feels that Theatre101 workshop should be an annual event held at the beginning of the season. Free and open to anyone. Also sound and lighting workshops should be offered.
- Re workload of the committee. Rather than add another person the committee set up committees from membership to work on workshops and SATfest.

- Finding producers not part of AC job description. Need a list of available persons who can and will produce. AC will assist if possible, but it is the job of Producers to find crew for shows.
- Re AudreyII - puppet has been sold for \$750 and transported to Peace River. Small bits left behind in Vernon are being sent by mail for about \$100 - Peace River will pay postage - Julia to confirm.

SSAC Report: - John Coulson and Jake Jacobson

- Since the new Shuswap Society for Arts and Culture was officially formed the former Building Committee is no longer recognized as an official committee of the Shuswap Theatre Society, nor should the SSAC suggest that it is representing ST without written permission to do so.
- Jake wrote a report for March 12 but is no longer the chairman of the committee. For the most part the report concerned a meeting with the mayor and possible sites for a new facility. No resolutions were made. John filled in some of the background of recent happenings within SSAC.
- In August, 2013, Shuswap Theatre voted to give the new society \$200 as a gesture of good faith. In our letter of August 26, 2013 ST's position was clearly outlined; a copy of that letter will be sent to the new society along with a cheque and a covering letter clarifying and reiterating the board's position regarding a new community theatre. Kim will draft a letter to be sent to SSAC.

Publicity, Tickets, Grants: - Monica Kriese

Publicity:

- "Distracted" programme late and over cost owing to changes, lateness of copy, miscommunication and organizational issues. Compiling instructions for producers of next play to avoid extra work.
- Ideas of artists designing for posters did not work out well.
- Lots of publicity coverage for "Distracted" but competing with other Arts events.
- Sponsorships now have more paperwork owing to accounting needs, need to keep to deadlines to avoid extra work.
- Ad for "Complete Works" at the Salmar are finished and will run through April.

Grants:

- End of year approaching for Seniors Theatre New Horizons Grant. Monica and Peter Blacklock completing.
- Still waiting for breakdown of costs/invoices for dressing room bathroom and ladies washroom renovations. Glenda can follow up on this.
- Did not qualify for a Phase 2 of the Srs. Theatre Grant Program. Looking at other sources.
- Received \$2000 of the \$2500 requested from the City to purchase the hardware needed to be able to sell tickets online. See if there money left in the budget or put the additional amount needed in the next fiscal year as of July and make the purchase then.
- LiveSmart Business Program (through Fortis) assessment report coming soon.

Tickets:

- Vendini can't begin training and programming needed until the credit card has been issued and we finish setting up the accounting and back office.

- New ticket sales paperwork for FOH onerous for most and mentoring will be needed. Suggest that Glenda and Monica share ticket sales for the last show of the season.
- Clarification needed on how tickets are stamped - whether a sale, reservation or hold.
- Improv had calls/e-mails for tickets in advance. (Contrary to some doubts voiced Althea says she is happy to sell tickets at Intwined Fibre Arts.)

Building, Rentals, Costumes - Cilla Budda - No report this month.

O-zone - Sherry Bowlby and Aidan Sparks

- Sherry and Aidan attended a very interesting meeting. Don Rampene who was in charge of running the festival has since quit. Looking for nominations for Ozzie awards. Tickets will be \$10 - \$25. Fundraising likely necessary to cover expenses.

Improv: - Julia Body

- Julia reported that the new format was good and the evening well attended by people who do not regularly attend plays at the theatre. There has been some confusion over rehearsals and these will need to be choreographed better in future with Producers made aware of when regular rehearsals for the Improv group run - the board supports that the group is one of ST's core programmes. Possibly a check list and calendar item.

Other Business:

Correspondence:

- A thank you note from the Shuswap Trail Alliance re ST's donation.

Budget for Broadway Musical Review Fund Raiser - Jake Jacobson

Jake sent a proposed budget for the Review for the board's approval. There was some discussion regarding the legality of selling a CD and DVD of the show and it was decided that this should be taken out of the budget. It is anticipated net proceeds could be \$2000+

Motion: *Sherry/Kim* - That the proposed budget for the Broadway Musical Review Fund Raiser be accepted with changes. **Carried.**

Work Needing To Be Done:

1. Review of by-laws for the annual meeting as there is a need to look at getting nominations in early rather than from the floor at the AGM. Kim will look into this.
2. Marcus and Sherry will review ticket prices as well as liquor prices, taking into account Vendini rates.
3. Aidan and Glenda will review the style of programmes and posters for next year and bring back suggestions.
4. Kim and John will look at future capital needs of the theatre.
5. Spring cleaning of the theatre will take place on Saturday, March 29 between 10 a.m and 12:30 p.m. Joyce circulated a list of work which needs to be done and there were suggestions of other tasks necessary.

Garage Sale:

Set for Saturday, April 12 between 9 a.m. and 12:30 p.m. Please collect saleable items (except for clothing) for this event.

Other Items:

- Mary Jo Barnes would like to photograph the theatre as information for a film company. Althea will link with her to set a time.
- Marcus has a booking for a Willie Gaw show in August.
- Question of when the proper cameras are coming for backstage as those in use 5now are not working properly.

Next Board Meeting: Wednesday, April 16, 2014

Remember to have your reports in the week before the meeting so a complete agenda can be made ahead of time. Thank you.

Signed: _____ Chairperson

Signed: _____ Secretary