

SHUSWAP THEATRE SOCIETY
BOARD MEETING MINUTES
MAY 16, 2017, at the THEATRE

The meeting was called to order at 7:02 pm

Present: Kathy Moore (Chair), Bea Kirkwood-Hackett, Tracy Nash, Joyce Henderson, Sherry Bowlby, Kim MacMillan, Hamilton McClymont

Regrets: Monica Gignac, Marcus Smith

Guests: Jaci Metivier, Aidan Sparks

APPROVAL OF AGENDA

Agenda was amended and approved (Henderson, Bowlby)

MINUTES OF PREVIOUS MEETING

Minutes of the meeting held April 19, 2017 were adopted as circulated (MacMillan, Bowlby)

GUEST SPEAKER

Jaci Metivier presented the budget for Theatre On The Edge 2017 (July 21-23) and noted the following:

- Included this year are payments to musicians in accordance with the undertaking in our grant application to BC Arts Council (\$1,200)
- Building expense is offset by Shuswap Theatre donation (\$800)
Henderson noted that in future, Shuswap Theatre will have to recover some costs from TOTE, as we do from other productions
- Convenience fees are reduced as the Vendini system is not being used to sell tickets. The Board agreed that, to ensure the house is not oversold for any performances, a full set of tickets be printed for each performance.
- A new sponsor is forecast in the budget on the basis that the artsVest training program will produce results. (The artsVest matching grant of up to \$5,000 has been confirmed.)

The Budget for TOTE 2017 was adopted (Kirkwood-Hackett, Henderson)

Tracy Nash will act as “comptroller” for TOTE.

COMMUNITY INITIATIVES

Spring City Council Meeting

President Moore and VP MacMillan were a delegation to City Council at its meeting on Monday, May 8. They reported on Shuswap Theatre’s status and planning initiatives, and MacMillan made an impassioned speech about the value and impact

of theatre. It was clear from their responses that members of Council heard what was said. Council was also pleased to know that we will be working with SSAC regarding a new facility. Mayor and Council were presented with tickets to the OZone Festival opening night.

40th Anniversary

Directors agreed with the Retreat consensus that the 40th Anniversary of Shuswap Theatre be celebrated during the 2018/19 season.

Shuswap Society for Arts & Culture (SSAC) relationship

Following the direction given at the Retreat, Moore and McClymont met with James Bowlby, who is now President of SSAC. A protocol for pursuing funding of a feasibility study for a new performing arts facility was developed for the approval of the boards of the two organizations (attached). It was emphasized that, following adoption, a proper contract be prepared and executed. Henderson will research potential legal assistance.

The proposed protocol was adopted (Henderson, Nash)

PRODUCTION REPORTS

Jewel

Producer Moore reported that, due to the short run and the long weekend, it has been difficult to find people for all the jobs that need doing. Nevertheless, the production is in a good state of preparedness.

Timetable for 2017/18 Season Announcement

It was agreed that the goal should be to have the Artistic Committee outline its next season plans at the Board/AC Retreat in April. The board would give formal approval at its May meeting. Marketing materials would be prepared for publication by the end of June, in time for TOTE and Roots & Blues.

It is recognized that circumstances require an extended schedule this year. The Artistic Committee will present its recommendations for the 2017/18 season at the June 21st board meeting.

A committee, comprised of the Head of Publicity (Paula Shields), Graphic Designer (Lisa Bennett), Website (Kim MacMillan) and the Artistic Committee will meet to scope out the marketing approach for the season and for each of the plays as a way of informing the design of the season brochure, which is to be ready for the opening of TOTE on July 21. McClymont agreed to convene the committee.

Improv

Laughing Gas Improv Troupe will be doing a show in the theatre, sharing the evening with Monkey With A Button on Saturday, June 3rd at 7:30 It was

recommended that an issue of The Prompter be published in advance of the performance to promote it.

COMMITTEE REPORTS

OZone

Henderson has acquired two dozen wooden chairs to accommodate Coffee Critique participants on the stage. Public overflow will be accommodated in the front rows of the house. Access to the Coffee Critiques will be through the scene shop.

MacMillan reported on sales. Figures include sales for performances, workshops and the banquet. Online - \$4,748. Intwined - \$2,837. Total \$7,585. Budget target for these items is \$14,000.

Artistic Committee

Sparks reported that the committee has been meeting about twice a month,

- planning a stage management workshop during the year, and lighting and sound workshops in the fall
- finalizing directors with shows is nearly complete. (Will “beta test” the director recruitment form presented at the Retreat to see how it works.)
- working on a program of additional activity for the director of the fall show.

At the June 21st Board meeting, the AC will present

- Technical Director/Coordinator job description (Sparks, McClymont)
- Recommendations for the 2017/18 season
- Plans for ancillary workshops, “mini-Masterplan”
- Budget requirements

BUILDING

Stage Floor

MacMillan reported by email on the repairs made to the stage floor on April 24.

Seat Replacement

McClymont read the motion which had been proposed by email on May 5th, to wit,

Moved by MacMillan that Shuswap Theatre begin a fund raising drive to replace the seating in the house and that a committee be struck to plan the campaign. Further moved that we seek a grant of \$4500 from the Community Foundation to purchase 15 seats at a cost of approximately \$300 each. Seconded by Kirkwood-Hackett.

While some board members had cast votes by email, others wanted an opportunity to discuss the first part of the motion regarding fundraising.

Asked if they were willing to amend the motion by splitting into two motions, mover and seconder agreed.

The board agreed to seek a grant of \$4,500 from the Community Foundation to purchase 15 seats at a cost of approximately \$300 each. (We have advised the Community Foundation of our intention to apply, which application will need to be submitted by June 15th.)

The motion that Shuswap Theatre begin a fundraising drive to replace the seating in the house and that a committee be struck to plan the campaign was tabled until the fall. (MacMillan, Kirkwood-Hackett)

Aisle Lighting

Board members agreed that the lack of aisle lighting is a safety issue that needs to be addressed and that rope lights, controllable from the lighting booth should be the best solution.

Henderson will ask Dancor Electric and Inskip Electric for quotes.

We will build a valence to protect the lights ourselves.

Garage Sale

Henderson reported that the garage sale made \$900. She added that a person attending the sale, noting the amount of effort and time the sale requires, offered to make a donation of \$1,000 provided Shuswap Theatre not do another garage sale.

The board agreed to meet the donor's condition and resolved to get out of the garage sale business next season. (Henderson, MacMillan)

Roof Repair

Moore will speak to Budda regarding the current state of the roof.

NEW BUSINESS

New Societies Act Transition

McClymont asked the board to confirm that, as the Society's bylaws were reviewed and revised only three years ago, we will not be making any changes other than those required by the new Societies Act. Confirmed.

ADJOURNMENT

The meeting adjourned at 9:08 pm

Submitted

Hamilton McClymont

Kathy Moore