

**SHUSWAP THEATRE**  
**BOARD MEETING MINUTES**

NOVEMBER 16, 2016

The lobby of Shuswap Theatre was being painted so this meeting was convened in the Board Room of the Salmar Theatre.

**Present:** Kathy Moore, Sherry Bowlby, Joyce Henderson, Bea Kirkwood-Hackett, Hamilton McClymont.

**Regrets:** Glenda Marchand, Kim MacMillan, Marcus Smith

Amendments to the Minutes of the October 12 meeting: Hamilton McClymont made two amendments to the minutes as follows: Althea Mongerson was a guest and he had suggested at this meeting that ST look into presenting more productions to the community.

Dough Boyz Pizza brought over two lovely pizza's for our enjoyment.

Bylaw Binders need to be returned by John Coulson and Althea Mongerson and one needs to be given to Hamilton McClymont.

**Motion:** Joyce Henderson moved to pass the minutes of the October 12 meeting as amended. Hamilton McClymont 2<sup>nd</sup>. C.

**Lobby:** Jim Clayton is presently painting the lobby of ST. He is not charging for his time, he will only charge for the time of his assistant and the cost of the paint and materials. He would like a pass to the dress rehearsal of Mary Poppins. A big thanks to Jim! The lobby looks great!

**Auris Loop:** is installed.

**Lighting Board:** has been purchased for \$3,673.95 and Jean Anger is happy.

Signing Officers for the 2017 O-Zone Festival are Joyce Henderson, Paula Shields and Bea Kirkwood-Hackett

**Mary Poppins:** is sold out and the method of admitting people to the Pay as You Can Thursdays was discussed. Hamilton McClymont suggested it may be a good idea to have a longer run of such popular shows providing the cast and crew are advised of this at auditions. He said it was a good company, a happy company and he was excited. TABLED TO RETREAT

**Stage Floor:** Shuswap Community Foundation grant application must be submitted by December 31 but we will not be ready in time. Hamilton McClymont will work with Randy Brogden to obtain prices on materials and installation.

**Motion:** Joyce Henderson moved that the stage floor be replaced and that Hamilton McClymont research the best solutions. Sherry Bowlby 2<sup>nd</sup>. C.

**President's Report:** Kathy Moore spoke briefly about taking care of emails and learning about the Society.

**Treasurer's Report:** A report on TOTE finances and the first quarter of ST was circulated. A discussion regarding composition of balance sheet and clarification of the budget followed.

**O Zone Report:** Bea Kirkwood-Hackett said there were no changes. Joyce Henderson added that the City has promised \$1,500, and that it is time to apply to Shuswap Community Foundation for a grant. The application must be submitted by December 31<sup>st</sup> and that the 2017 O Zone Festival is a good project to apply for the funding.

**Motion:** Sherry Bowlby moved we ask Shuswap Community Foundation for \$4,000 for the 2017 O Zone Festival. Joyce Henderson 2<sup>nd</sup>. C.

**Rental Agreement:** Joyce Henderson spoke about our facility and what all it offers to renters. Rental rates are currently \$200/\$100 and the renter pays the technician directly for technical support if needed. Discussion followed. It was decided that all measurements and technical information for ST should be compiled and posted on the website. A fee for sound and lighting technicians should be included in the rental fee. TABLED

Joyce Henderson will find out what the Jazz Club pays for rent at the United Church.

It was decided to invite Cilla Budda to the December board meeting to discuss rentals.

Setting up a separate TOTE bank account followed. Would it simplify the bookkeeping?

**Dough Boyz Pizza:** Kathy Moore said that ST will give a \$150 sponsorship in the Stereotype High program to Dough Boyz Pizza in appreciation for all their free pizza's and support.

**Unplug & Play:** Joyce Henderson will contact Shuswap Literacy to let them know we would like to participate in this event.

**Motion:** Joyce Henderson moved we spend \$100 for refreshments at Unplug & Play in January, 2017. Bea Kirkwood-Hackett 2<sup>nd</sup>. C.

**Motion:** Hamilton McClymont moved that we pay \$90 for Kathy Moore to attend the Governance Workshop at the Comfort Inn. Sherry Bowlby 2<sup>nd</sup>. C.

**Motion:** Joyce Henderson moved to accept automatic credit card billing by Perimeter Design Website Domain & Hosting. Hamilton McClymont 2<sup>nd</sup>. C.

**Adjourn meeting:** Sherry Bowlby @ 8:50 p.m.

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Bea Kirkwood-Hackett

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Kathy Moore