

Shuswap Theatre Society Regular Board Meeting Minutes
Wednesday, October 15, 2014
Shuswap Theatre, 41 Hudson Ave. NW, Salmon Arm, BC

Chair: Joyce Henderson **Secretary:** Judith Skelhorne **Time:** 7:00 pm

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

Guests: *James Bowlby and Paul Kirkwood-Hackett*

Welcome: Joyce Henderson in the chair welcomed everyone to the meeting and introduced new board member Bea Kirkwood-Hackett along with guests James Bowlby and Paul Kirkwood-Hackett re “Bah Humbug”. Board members then introduced themselves around the table.

Additions to Agenda:

1. Under “Treasurer’s Report” - Pass the budget.
2. Under “New Business” - Appoint Signing Officers”

Re Christmas Show - “Bah Humbug”:

James and Paul reported that preparations for the Christmas production “Bah Humbug” are moving ahead nicely and presented their proposed budget for the show. The first read-through was held on Oct. 14 and they are moving along with casting. Rehearsals are being held at a venue across from the Art Gallery. Discussion revolved around the cost of tickets (which will be rush at the door). It was noted that tickets would not be sold through Vendini so there would be no commission and that we are now able to print our own tickets - this lowered the expenses by \$225 and added approximately \$720 to revenues. The following motions were made:

Motion: *Bea Kirkwood-Hackett/Glenda Marchand* - That the price of adult tickets for the Christmas show be \$12. **Carried** (unanimous)

Motion: *Sherry Bowlby/Bea Kirkwood-Hackett* - That the family ticket rate be \$25. **Carried** (5 for/4 against)

Motion: *Sherry Bowlby/Marcus Smith* - That we accept the budget for “Bah Humbug” as amended. **Carried**

James and Paul then left the meeting.

Minutes of September 17, 2014 Meeting:

Minutes of the September 17, 2014 meeting were distributed by e-mail prior to the meeting. No errors or omissions were noted.

Motion: *John Coulson/Marcus Smith* - That the minutes be accepted as presented. **Carried**

Business Arising From the Minutes:

a) E-mail conversation re use of monies from Musical Reveue. Discussion regarding our priorities of where spending money would be most useful and how much to use. These include:

- Setting priorities for repairs/purchases.
- Replace door to stage - quote of \$2000 to replace.
- Crumbling door foundation needs to be looked at and considered. John was asked to follow up on quotes for repairs.
- Joyce Henderson has written to the Salmar asking for money. They will decide whether to give the theatre money at their next meeting, Oct.16.
- Consider taking \$2000 out of the bank for immediate repairs. Discussion.
- When all information is in there can be a vote by e-mail.

b) Job description for treasurer/bookkeeper. Discussion regarding duties, etc. which led to the following motion being made:

Motion: *John Coulson/Shannon Hecker* - That we establish a policy and procedure committee to look into job descriptions. **Carried**

c) Job description re sponsors - this would be looked into by the committee.

Correspondence:

A letter dated September 27, 2014 to the community groups of Salmon Arm from the Shuswap Society for the Arts and Culture, Jake Jacobson, president outlining that a new facility would be primarily designed for the performing arts, office and studio space and be the permanent home for many of the non-profit community groups. No site has

yet been selected and once determined, the project would likely be completed in 3 - 6 years. SSAC has asked local groups to respond to the letter with their the level of interest in the project. Joyce will reply for S.T.

President's Report:

- Open House a big success. Thanks to Shannon, Julia, and Evelyn Birch for organization and Peter Blacklock for emceeing as well as everyone else who helped to make the evening special.
- Painting the Building. Jim Clayton has been given two season's tickets for his donation of time and expertise in painting the outside of the building. He will be doing another coat on the west wall. L&A Signs has painted SHUSWAP THEATRE on the west wall. Elaine Holmes has painted the logo on the front wall. Neighbours say the building looks good!
- Sherry B. and Joyce H. signed the agreement with the Shuswap Community Foundation to set up the **Shuswap Theatre Society Endowment Fund**. Instructions on how to donate will be on ST's website. The Foundation will do a press release.
- Joyce attended the Shuswap Community Foundation AGM and thanked them for the generous donation of \$2,500 from the Gertrud and Ludwig Klein Memorial Fund for new sound equipment - picture included.
- Eighteen people signed up for the Director's Workshop, one from Penticton, one from Kelowna, remainder from Shuswap Theatre. A total of \$730 was raised, \$600 went to Michael Armstrong for 12 hours of teaching and \$250 for travel. O-Zone had agreed to subsidize up to \$200, we will request \$120 from them.

Update re Revised Bylaws Passed at AGM - John:

John reported that the revised bylaws are ready to send off to the Registrar of Companies in Victoria along with a cheque.

Treasurer's Report:

a) The proposed budget was prepared and presented to the board in September 2014. This has not yet been ratified.

Motion: *Glenda Marchand/Althea Mongerson* - That the budget - as prepared by the bookkeeper in consultation with board members be

accepted with the note that the \$7,242 in capital items and the \$2,004 in mortgage payments be subtracted from the \$14,782 noted when expenses are subtracted from income. **Carried**

b) The Quarterly Report (July to September 2014) was sent to board members via e-mail prior to the meeting. A question re \$387.32 account payable over 90 days to Broadway Play Publishing (page 4) arose with a query as to which play and if it could be “exchange”. Joyce J. should have the answer.

Motion: *Sherry Bowlby/Marcus Smith* - That the Quarterly report be accepted as presented with clarification of over 90 days account. **Carried**

Election of Officers:

The following persons were elected to be officers of the Shuswap Theatre Board for the 2014/2015

- a) President - John/Marcus - That Joyce Henderson be president. Carried.
- b) Vice-President - Sherry/Marcus - That Kim MacMillan be vice-president. Carried.
- c) Secretary - Marcus/Althea - That Judith Skelhorne be secretary. Carried.
- d) Treasurer - Bea/John - That Sherry Bowlby be treasurer. Carried.

Appointment of Committees:

Artistic Committee - Julia Body, James Bowlby, Ellen Gonella, Althea Mongerson, Paul Kirkwood-Hackett (5 members).

Motion: *Sherry Bowlby/Althea Mongerson* - That we accept the five individuals listed above as the Artistic Committee for the 2014/15 season. **Carried.**

Youth Committee - Shannon Hecker, Julia Body, Nathan Zwicker, Aidan Sparks, Norma Jean Gomme - membership for this committee will be confirmed at the next meeting.

Policy & Procedure - Kim MacMillan, John Coulson, Marcus Smith and invitees from time to time.

Motion: *Althea Mongerson/John Coulson*- That the Policy & Procedure Committee be composed of the above individuals with invitees for consultation from time to time. **Carried.**

Appointment of Other (non-board) Positions: See list attached.

Committee Reports:

Artistic Committee - Althea - No meeting yet. Reported that rehearsals and preparations for “The Odd Couple” are coming along well.

Youth Committee - Shannon - No official report this month but related that the Youth Intensive workshop was very informative and well attended. Notes coming.

Building/Rentals/Costumes - Cilla - No report this month.

Publicity - No report.

Tickets/Vendini - No formal report - but outline that season tickets are out; Vendini is up and running and possible “bugs” are being worked out. A portable booth for computer/money is being built by Bob Scales and should be delivered soon.

Posters/Programmes - These are being designed. Discussion.

Motion: *John Coulson/Marcus Smith* - That the outer pages of the programmes be kept for all year and that the inner pages be removable. This to be reviewed at the end of the year. **Carried**

Motion: *Sherry Bowlby/Bea Kirkwood-Hackett* - That Shuswap Theatre pay the designer of the poster \$100. **Carried**

Discussion followed regarding how much the designer should be paid for the inner removable pages for the programme.

Motion: *Marcus Smith/Althea Mongerson* - That Shuswap Theatre pay \$100 for the design of the first programme including cover and insert, and \$75 for those inserts succeeding the first. **Carried**

New Business:

a) Appointment of Signing Officers - Informal discussion. **Motion:** *Bea Kirkwood-Hackett/John Coulson* - That the signing officers for Shuswap Theatre for 2014/15 be: Joyce Henderson (president), Kim MacMillan (vice-president), Sherry Bowlby (treasurer) and Joyce Jackson (bookkeeper).

Carried

b) Re-sending e-mail re router and secondary router - passwords. Further communication to follow.

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

Next Meeting: Wednesday, November 19, 2014 at Shuswap Theatre.

Signed: _____ Signed: _____
President Secretary

These are the minutes as approved.