SHUSWAP THEATRE SOCIETY

BOARD MEETING MINUTES

OCTOBER 18, 2017, at the SALMAR GRAND BOARD ROOM

The meeting was called to order at 7:00 pm

Present: Kathy Moore (Chair), Bea Kirkwood-Hackett, Tracy Nash, Sherry Bowlby, Kim MacMillan, Paula Shields, Peter Molnar, Hamilton McClymont

Regrets: Monica Gignac

APPROVAL OF AGENDA

Agenda was approved (Kirkwood-Hackett, Shields)

MINUTES OF PREVIOUS MEETING

Minutes of the meeting held September 18, 2017 were adopted (Bowlby, Kirkwood-Hackett)

McClymont read the following motions and votes made electronically into the record:

28 August, 2017

Moved (Bowlby), seconded (MacMillan), as of 28 August, 2017, the signing officers for the Salmon Arm Savings and Credit Union bank account and the Master Card be any two of Joyce Henderson, Kathy Moore, Kim MacMillan, Lucile Bowlby; carried

19 September, 2017

Moved (Henderson), seconded (Kirkwood-Hackett) that the revised production budget for Romeo and Juliet be accepted; carried, McClymont dissenting

20 September, 2017

Moved (Nash), seconded (Henderson), that to show good faith, Marcus Smith, Ann Skelhorne and Jaci Metivier be paid the additional $100 that was in the approved TOTE budget; carried

3 October, 2017

Moved (MacMillan), seconded (McClymont) that Althea Mongerson be given signing authority for receipts for charitable donations on behalf of Shuswap Theatre Society; carried

WELCOME TO NEW DIRECTORS

Moore welcomed Paula Shields and Peter Molnar, elected directors of the Society at its AGM on 26 September.

ELECTION OF OFFICERS

Elected Officers for the 2017-2018 year were

President Kim MacMillan
Vice President Hamilton McClymont
Secretary Kathy Moore
Treasurer Sherry Bowlby

(McClymont, Nash)

Moore turned the Chair over to MacMillan for the remainder of the meeting.

ANNUAL GENERAL MEETING

Minutes of the Annual General Meeting held on 26 September were approved (Bowlby, Moore)

It was agreed that a summary of the feedback received from members at the AGM will be prepared and posted to the company’s website and featured in The Prompter.

COMMITTEE APPOINTMENTS

Appointments to committees were made, subject to the agreement of appointees, as follows (Moore, Kirkwood-Hackett):

Archives/Historian Susan MacMillan, Lois Higgins
Bar management Teresa McKerral
Building maintenance Cilla Budda
Computers/software Kim MacMillan (Mac & sound), Tracy Nash (PC, tix, LX)
Costume room and rentals Cilla Budda
Props Bea Kirkwood-Hackett
Facebook coordinator Paula Shields
Grant writing Jaci Metivier
Laughing Gas Improv Nedine Scott
Membership Patrick Benson
Photocopies Glenda Marchand
Posters/programs Lisa Bennett
Newsletter/Prompter Susan MacMillan
Public Relations/marketing Paula Shields, Hamilton McClymont and team
Scene shop Randy Brogden
Seasons subscriptions,
 comps, gift cards Alice Chin
Seniors theatre contact Joyce Henderson
Sponsors program Joyce Henderson
Box office Glenda Marchand, Alice Chin
Ticket outlet Althea Mongerson – Intwined Fibre Arts
Volunteer data base Kim MacMillan, Monica Gignac, Bea Kirkwood-Hackett
Website Kim MacMillan, Althea Mongerson
Vendini administrator Tracy Nash
Voicemail checker/recorderKathy Moore
Event planning event by event basis

Regarding the Artistic Committee, Julia Body and Astrid Varnes were reappointed. It was agreed the President will recruit a third committee member

Regarding the policy committee, it was agreed to disband the committee and to make policy a regular agenda item at the board’s monthly meetings

Regarding the Heads of Lighting and Sound, it was agreed that the President will seek a person to head up both departments

Regarding the Ozone Rep, the board agreed that the position should be filled by a director, and appointed Bea Kirkwood-Hackett.

2017-18 BUDGET

Following a discussion, during which McClymont explained his reasons for recommending an increase in publicity spending to allow for more investment in production for social media platforms, the board approved the budget presented at the September meeting, and the increase in publicity spending in it. (Bowlby, Kirkwood-Hackett)

McClymont will update the budget estimates, and will consult with the producers of this season’s shows on integrating their production budgets into the context of the overall budget.

For next season, the board will consider a timetable by which the Artistic Committee will submit its recommendation for the following season in April, allowing the board a month to develop a budget prior to announcing the season.

COMMITTEE REPORTS

***SSAC Protocol for Feasibility Study***

McClymont reported on his conversation with Ileana Lang, Program Officer for Heritage Canada’s Canada Cultural Spaces Fund. She advised that a society does not have to hold registered charity status with CRA in order to qualify for Cultural Spaces Fund support, thus SSAC can apply on its own. She also said that Cultural Spaces funding is for organizations that “operate in a professional manner”. She agreed that a community theatre that presented a program of performances featuring professional artists in addition to its own amateur productions could be eligible for support. McClymont has shared this information with Peter Budda of SSAC.

Regarding Budda’s request that Shuswap Theatre provide charitable receipts for donations made to SSAC, the board noted that this would not be allowable under CRA rules, and declined the request.

***Restaurant cooperation***

Joyce Henderson will be asked to consider “official supplier” status for Dough Boyz Pizza, as a way to maintain their support of Shuswap Theatre.

***Update on Romeo and Juliet***

The Artistic Committee’s report is attached. Participants report rehearsals are going well.

***Liquor License for Opening Night***

Moore offered to look after this. It was agreed that it is valuable to serve alcohol at our opening night events even if it does not make money.

***FOH Training***

Two training sessions will be held. Noting that the safety of our audience is a primary concern, the board thanked Liz Kingdon for her initiative in this regard.

BUILDING

***Aisle Lighting***

Ongoing.

***Dimmer Pak***

The Board authorized the President to commit up to $6,000 to replace the faulty dimmer pack before Romeo and Juliet. (McClymont, Kirkwood-Hackett)

***New theatre seats***

Nash presented the attached plan prepared with Henderson, including a budget for the replacement of theatre seats, which the board approved. (Nash, McClymont)

***Electronic Marquee***

MacMillan will continue to research.

NEW BUSINESS

***Board Meeting time***

It was agreed that starting in November, the Board will meet at the theatre at 5:00 pm on the third Wednesday of each month.

ADJOURNMENT

The meeting adjourned at 9:30 p.m.

Submitted

Hamilton McClymont Kim MacMillan

Appendix to Board Meeting Minutes

18 October, 2017

The appendix to the minutes includes a summary of motions made and a checklist of action items which will be reviewed going forward.

***Motions***

Agenda was approved (Kirkwood-Hackett, Shields)

Minutes of the meeting held September 18, 2017 were adopted (Bowlby, Kirkwood-Hackett)

McClymont read the following motions and votes made electronically into the record:

28 August, 2017

Moved (Bowlby), seconded (MacMillan), as of 28 August, 2017, the signing officers for the Salmon Arm Savings and Credit Union bank account and the Master Card be any two of Joyce Henderson, Kathy Moore, Kim MacMillan, Lucile Bowlby; carried

19 September, 2017

Moved (Henderson), seconded (Kirkwood-Hackett) that the revised production budget for Romeo and Juliet be accepted; carried, McClymont dissenting

20 September, 2017

Moved (Nash), seconded (Henderson), that to show good faith, Marcus Smith, Ann Skelhorne and Jaci Metivier be paid the additional $100 that was in the approved TOTE budget; carried

3 October, 2017

Moved (MacMillan), seconded (McClymont) that Althea Mongerson be given signing authority for receipts for charitable donations on behalf of Shuswap Theatre Society; carried

Elected Officers (McClymont, Nash) for the 2017-2018 year were

President Kim MacMillan
Vice President Hamilton McClymont
Secretary Kathy Moore
Treasurer Sherry Bowlby

Minutes of the Annual General Meeting held on 26 September were approved (Bowlby, Moore)

Appointments to committees were made, subject to the agreement of appointees, as follows (Moore, Kirkwood-Hackett):

Archives/Historian Susan MacMillan, Lois Higgins
Bar management Teresa McKerral
Building maintenance Cilla Budda
Computers/software Kim MacMillan (Mac & sound), Tracy Nash (PC, tix, LX)
Costume room and rentals Cilla Budda
Props Bea Kirkwood-Hackett
Facebook coordinator Paula Shields
Grant writing Jaci Metivier
Laughing Gas Improv Nedine Scott
Membership Patrick Benson
Photocopies Glenda Marchand
Posters/programs Lisa Bennett
Newsletter/Prompter Susan MacMillan
Public Relations/marketing Paula Shields, Hamilton McClymont and team
Scene shop Randy Brogden
Seasons subscriptions,
 comps, gift cards Alice Chin
Seniors theatre contact Joyce Henderson
Sponsors program Joyce Henderson
Box office Glenda Marchand, Alice Chin
Ticket outlet Althea Mongerson – Intwined Fibre Arts
Volunteer data base Kim MacMillan, Monica Gignac, Bea Kirkwood-Hackett
Website Kim MacMillan, Althea Mongerson
Vendini administrator Tracy Nash
Voice mail checker Kathy Moore
Event planning event by event basis

Regarding the Artistic Committee, Julia Body and Astrid Varnes were reappointed. It was agreed the President will recruit a third committee member

Regarding the policy committee, it was agreed to replace the committee and to make policy a regular agenda item at the board’s monthly meetings

Regarding the Heads of Lighting and Sound, it was agreed that the President will seek a person to head up both departments

Regarding the Ozone Rep, the board agreed that the position should be filled by a director, and appointed Bea Kirkwood-Hackett.

The board approved the budget presented at the September meeting, and the increase in publicity spending in it. (Bowlby, Kirkwood-Hackett)

Regarding Budda’s request that SSAC be permitted to provide Shuswap Theatre charitable receipts for donations made to SSAC, the board noted that this would not be allowable under CRA rules, and declined the request.

The Board authorized the President to commit up to $6,000 to replace the faulty dimmer pack before Romeo and Juliet. (McClymont, Kirkwood-Hackett)

The board approved the Henderson-Nash plan and budget for new theatre seats. (Nash, McClymont)

It was agreed that starting in November, the Board will meet at the theatre at 5:00 pm on the third Wednesday of each month.

***Action Items***

It was agreed that a summary of the feedback received from members at the AGM will be prepared and posted to the company’s website and featured in The Prompter.

McClymont will update the budget estimates, and will consult with the producers of this season’s shows on integrating their production budgets into the context of the overall budget.

For next season, the board will consider a timetable by which the Artistic Committee will submit its recommendation for the following season in April, allowing the board a month to develop a budget prior to announcing the season.

Joyce Henderson will be asked to consider “official supplier” status for Dough Boyz Pizza, as a way to maintain their support of Shuswap Theatre.

Moore offered to look after the liquor license for R&J opening night.

MacMillan will continue to research the electronic marquee project.