

Shuswap Theatre Society Board Meeting Minutes

Tuesday, September 11, 2012
Shuswap Theatre, Salmon Arm, BC

I. Call to Order & Roll Call:

Meeting called to order at 7:20 p.m. Monica Kriese in chair; Judith Skelhorne taking minutes for this meeting. **Attendance:** *Monica Kriese, Julia Body, Judith Skelhorne, Kim MacMillan*, **Absent:** *Denise Green*

II. Approval of Agenda:

Motion: *Julia Body/Judith Skelhorne* – That the agenda be accepted as presented. **Carried**

III. Approval of Minutes from August 15, 2012:

Minutes of the August 15, 2012 meeting were distributed and discussed with the following amendment being noted:

Amendment: Under “Old Business Arising from Minutes” item b, second paragraph: As follows:*In the end it was recommended that there would be no Snow White play this year. At this point the Board approved the recommendation from the Artistic Committee that the Laughing Gas Improv Group undertake an alternative performance for Christmas Season 2012.....*

Motion: *Kim MacMillan/Julia Body* – That the minutes of the July 12, 2012 meeting be accepted as amended. **Carried**

IV. President's Report:

Monica Kriese gave her report as follows:

- Recruitment of new board members time consuming but worth it. Kim has made sure each new prospective Board Member received an information sheet. At this time five (5) people are interested.
- Most of the loose ends from “Legend!” appear to have been taken care of. Thanks to James and Kenthen, the cast and crew for their perseverance. Thanks to summer student Dani who did an exemplary job around the theatre, including long overdue weeding. A letter of recommendation is going out to her.
- Committee Chair year-end reports are due before the AGM to be compiled into an Annual Report
- Thank you to all members on this Board for the year’s past service

V. Treasurer's Report:

Denise Green was unable to attend the meeting but sent a covering statement along with her financial report(s) which include:

1. 2011-12 Fiscal Year-end Income Statement (07/01/11 – 06/30/12).
2. Balance Sheet 2011-12
3. Budget to Actuals for 2011 -12 season

These reports will be presented to the AGM and show a pretty normal year with both revenue (\$7,000.00) and expenses (\$5,000.00) up, most of the latter being put into the building. Normally Operational costs are approximately \$35,000 and Production costs run around \$30,000. Last Year's final balance was \$998.00 and this year's final number was **-\$3,000.00**

- The Registered charity Return has been completed and sent to Canada Revenue Agency along with the HST Rebate which will be \$2,000.00+
- July wasn't a great month. Theatre received a \$500 grant from SACU and \$96.10 from a Chimp donation (Sherry Bowlby) for *Legend!* Expenses for *Legend!* ended at **-\$5,000.00**
- In August student grant money came in at \$4,848.00. Revenue for *Legend!* Was \$5,421.05. Expenses

were high \$-9,500.00 *Legend!* and with *Mending Fences* royalties of almost \$1,000.00, end of August bank account is in the red \$-3,800.00.

- Budget to Actuals for *Legend!* And House Counts are not final as not all sponsor money is in yet and publicity invoices and set construction costs not finalized.
- The money from opening night bar for *Legend!* has been lost through a series of unfortunate errors. Denise recommends that Ticket Sales/Concession/Bar money be tallied the same night after the box office closes and two people should sign the tally slip. Money should be delivered to the Treasurer the next business day if at all possible. When money/floats are transferred from Treasurer to Person in charge there needs to be a record of signatures when money is passing.
- Denise proposes that our procedure for transferring money between theatre and treasurer be consistent with the following suggestion: The use of Courier envelopes with signature lines which would hold float bags, bar money, ticket money, etc. with both the person dropping off the money and the person receiving the money to sign and date the envelopes, thus leaving a trail of where the money went and who was responsible for it at the time. Discussion followed with several questions arising.

Motion: *Judith Skelthorne/Julia Body* – That the Treasurer's report be accepted as presented. **Carried.**

VI. *Mending Fences* Budget and Update:

Cilla Budda, producer, presented the proposed budget for the fall production, *Mending Fences* directed by Danielle Dunn Morris. Expected revenue would be approximately \$13,400 with expenses hopefully around \$8,500 and Net Revenue about \$5,000 to \$5,500+/- . Discussion followed her presentation with possible economies in the expenses being looked at. Rebecca Marchand will be Stage Manager for this production.

Motion: *Kim MacMillan/Julia Body* – That the Budget for *Mending Fences* be accepted with slight amendments as discussed. **Carried**

VII. Old business Arising from Minutes:

a) Artistic Committee Report presented by Kim MacMillan:

- Artistic Committee (AC) reviewed revised Front of House job description and approved it.
- AC working on a slightly revised job description for Producer. Changes approved. Kim will check that date on policy is updated.
- Karen Sansom to Produce for *The Curious Savage*.
- Aidan Sparks will be invited to join the AC at any or all of the meetings as an intern member.
- Kim reported on his contacts with Danielle Dunn-Morris re the Acting Workshop scheduled for November 11/12 have gone well. Cost would be \$600 for fee and \$100 for travel. AC will seek an O-Zone grant to reduce costs for participants and open to participants across the zone. Billets will be needed for out of town participants. Monica to handle publicity. Julia offered to be registrar. Judith will do coffee and refreshments. Once grant status is known, discussion needed on details re: cost and cost for TBC members.

• **Motion:** *Kim MacMillan/Judith Skelthorne* – That we arrange an introductory acting workshop led by Danielle Dunn-Morris on Nov. 10 and 11, 2012, and that Kim MacMillan be appointed to seek funding assistance from O-Zone. **Carried.**

Kim will co-ordinate with Cilla to write a proposal to ask Zone for \$500 to run a beginning actors workshop.

- AC agreed it would be good to do more public play readings but with a more open, invitational reading to involve more people
- Beginning discussion of several plays which might be considered for next season.
- Would be good to arrange group trips open to all members to plays at Western Canada Theatre Company in Kamloops.

- b) Spreadsheets of Revenue/costs for the past three (3) years have been produced and are a good reference tool.
- c) Policies & Procedures, Job Descriptions: Kim is working on New Member Policy also looking at how memberships can be dropped off at theatre throughout the year, ie. Locking box with outside access or other means.
- d) Fall Fair table was off in corner and hard to find. Check out Piccadilly Mall for Fall Sign up table.
- e) AGM speaker will be Tracy Kutscher from the Arts council.
- f) Monica is working on the final draft Season Brochure and brought along same for perusal, corrections and folding during the meeting. Information provided to Publicity needs to be more accurate.
- g) Re Building committee request to vote on location at AGM - Jake felt a straw poll would not be worth it, asking the audience would be sufficient.
- h) Jake is looking into getting a wooden ladder for the theatre.
- i) Recruitment of new Board Members: Profiles of prospective board members have been done and each has been sent an orientation package and notice of the AGM on September 18. Pamela Dettwiler e-mailed that she regretfully would not be running for re-election.
- k) Information re the Woody Guthrie show on September 29/30 is on the Theatre website. Shuswap is helping with the marketing of the event. The theatre will be covering the additional insured cost of insurance (\$280) as well. Proceeds from concession will go to the Theatre.

VIII. New Business:

a) Publicity Report:

- Monica reported that the brochures have been printed with four (4) errors that will be amended this evening. She reiterated that the process for getting copy needs to be streamlined and forwarded to publicity sooner with a better “feel” and description of what each show is about, including accurate and complete information. Will work with AC on this for the coming year.
- The new design for posters is being favourably received. Only 300 have been printed with the intent to print more as needed on the Theatre's copier.
- Sponsorships need a revamping. Look at contacting sponsors once a year and sell from a variety of possibilities as well as eliminating the business card ads which clutter the program – banners at top and bottom would be an alternative. Costs can be kept down by designing and photocopying in-house, however there will be cost involved for each show. Cilla is wanting to get selling sponsorships for *Mending Fences* asap.

Motion: *Kim MacMillan/Julia Body* – That the Publicity Director be instructed to revamp the sponsorship package to selling banner ads at the same time as sponsorships, and that we not approach sponsors more than once a year. **Carried.**

b) Building Committee Report: Cilla Budda

- The building was visited by a graffiti artist in mid-August with the stage doors and scene shop door and wall written on. Dani the summer student repainted it with what was on hand but it need a second coat to cover the marker. Too costly now to repaint entire building.
- Evidence of mice in the dressing room drawers; cleaning and traps once more.
- September is sprinkler service and check month and we have been asked again by the Fire Marshall to extend the sprinkler heads in the scene shop as they are too short. Cilla is on it and will report back with cost.

- Fire extinguisher will be serviced in the next couple of weeks and October/November will be furnace service month. Cilla will also provide costs.
- Replaced door handle on the Ladies room so no-one gets locked in.
- Water cooler working well again after being disinfected and the buzzer to the lobby needs to be fixed by an electrician.

Building, Rentals & Costumes:

- Rental on Sept. 29 and 30 with the Woody Guthrie concert as a non-profit fundraiser for the food bank
 - Women in Business meet in the lobby once a month on the last Monday of the month.
 - Ballet Kelowna would like to rent the facility again in March 2013. Christian School still tentatively booked for May 2013 and the Ballet School for the first weekend next June.
 - Rehearsal schedule for *Mending Fences* will be posted as soon as soon as finalized.
 - Theatre continues to receive interesting clothing items. Piccadilly Place mall is requesting the military uniforms again for November 11 as they have in the past.
- c) No Building Committee report.
- d) Kim gave a brief rundown of the Planning Agenda.
- e) Peter has sent a poster for Senior's Theatre- which begins Tues. Oct. 2.
- f) A letter was received from Gina Johnny with concerns re payment to Ky Johnny (her son). Monica will handle this.
- g) Director's Report re If I Were You and Legend! from James Bowlby

Next meeting October 9, 2012, 7 p.m. Shuswap Theatre Society

IX The meeting adjourned at approximately 9:00 p.m.

Signed: _____
Monica Kriese, President

Signed: _____
Judith Skelhorne, Acting Secretary