

SHUSWAP THEATRE SOCIETY
BOARD MEETING MINUTES
SEPTEMBER 18, 2017, at the THEATRE

The meeting was called to order at 7:05 pm

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

Regrets: Monica Gignac, Hamilton McClymont, Marcus Smith

Guests: Julia Body, Astrid Varnes, Susan MacMillan, Susan McLellan

APPROVAL OF AGENDA

Agenda was approved (Bowlby, MacMillan)

MINUTES OF PREVIOUS MEETING

Minutes of the meeting held August 16, 2017 were adopted (Bowlby, MacMillan)

ROMEO AND JULIET

Budget Presentation

Susan MacMillan introduced Susan McLellan, co-producer of Romeo & Juliet, and presented the production budget. The publicity budget was increased to \$1,400, the Stage Combat workshop to \$900.

Liz Hobbs travel costs will be allocated \$250 for R & J, \$250 for the Acting/Directing workshop.

Joyce Henderson donated \$700 to be allocated to Derek Metz's fee.

The Board adopted the Romeo and Juliet production budget as amended (Henderson, Nash)

Workshops

Astrid Varnes reported that Derek Metz will come for a 4 hour stage combat workshop to be open to the Zone and a 2 hour workshop for entire cast. Derek will come a second time to set the fight scenes. Three 4 hour sessions for cast members.

Acting/Directing workshop has 8 actors and 5 directors registered. Discussion followed re: publicity, target ages.

Aidan Sparks has taken a leave of absence so the AC needs another person.

FINANCE

Bowlby presented financial statements for the year ending June 30, 2017. The Board approved the financial statements for presentation to the upcoming AGM (Bowlby, Henderson)

Bowlby presented a draft budget for the 2017/18 season. As there was no one to speak to the proposed increase in the publicity budget, the Board tabled the draft budget until the next meeting. (MacMillan, Henderson)

The Board thanked Bowlby for her work. Nash will help Bowlby to use Projects in the Sage accounting program for productions, TotE and possibly other events.

COMMITTEE REPORTS

New Societies Act

McClymont submitted a written report. The transition was completed September 9. Shuswap Theatre is now compliant with the new Societies Act.

Publicity

Paula Shields has agreed to join our publicity team. A meeting is planned for the first week of October with Paula, Kim, Susan, Lisa, and Roxy to set deadlines and coordinate efforts.

Open House

Gignac submitted a brief report, everything went well. Nash suggested increasing the FOH budget for food. It was agreed that the budget be \$200.

SSAC

Henderson reported on her conversation with an official at Canadian Heritage. It appears Cultural Spaces supports professional projects only. The Board determined that we would be willing to proceed with the protocol with SSAC only if we receive a written confirmation that we are eligible for Cultural Spaces support.

AGM

Potluck will be at 5:45 p.m. The meeting will feature a video presentation by the MacMillan's documenting the past 40 years.

Paula Shields and Peter Molnar have agreed to stand for the Board.

FOH Training

Liz Kingdon has offered to put together a training program for FOH volunteers and recommends that volunteers be required to take the training annually.

The Board agreed that FOH training be required annually. (Moore, Nash)

Sound and Lighting technicians

We need Sound and Lighting technicians. These positions need job descriptions. Tabled to next meeting

BUILDING

Aisle Lighting

Tabled pending receipt of quotes. Joyce will phone local electricians again.

Dimmer Pak

MacMillan will talk to Jean Anger re dimmer pack testing.

Replacement of pipes for hanging blacks

The Board authorized MacMillan to approach Jean Anger to replace the pipes and attachments for hanging blacks for a cost of not more than \$300. (Nash, Bowlby)

Kitchen cleanliness

The problem of having to clean the kitchen area and dump garbage before an event was discussed. Henderson and Moore will contact other FOH workers and compile a list of shortcomings. Cilla Budda will be notified.

New theatre seats

The Board appointed a committee of Henderson, Nash and Kirkwood-Hackett to move the seat replacement project forward.

NEW BUSINESS

Season brochure design

Board increased the fee paid to Lisa Bennett for designing the season brochure to \$200. (Henderson, Nash)

Restaurant partnerships

Joyce brought up the idea of partnering with a restaurant for some events. TABLED

TotE

Concerns were expressed regarding technicians being paid less than promised. Nash will investigate.

Electronic Marquee

Henderson will obtain quotes from Brushstrokes and High Impact Signs.

ADJOURNMENT

The meeting adjourned at 9:12 p.m.

Submitted

Hamilton McClymont

Kathy Moore