

## **Shuswap Theatre Society Board Meeting Minutes**

Tuesday, Dec. 13, 2011 7:30pm  
at the home of Julia Body, Salmon Arm, BC

I. Call to order & Roll call - Chairperson: Monica Kriese called the meeting to order at 7:30pm

**Attendance: Board Members:** *Julia Body, Pamela Dettwiler, Sheila Dunbar, Denise Green, Monica Kriese, Russell Nakonesby, Judith Skelhorne.* **Absent:** *Kim Macmillan,*

II. Approval of Agenda - **Motion:** *S. Dunbar/R. Nakonesby-* The agenda be accepted. **Carried.**

III. Approval of minutes from last meeting - **Motion:** *S. Dunbar / J. Skelhorne -* The minutes of the Nov. 15, 2011 meeting be accepted. **Carried.**

IV. Presidents Report: read by Monica Kriese

V. Treasurer's Report- Denise Green; November, 2011 Income Statement and Fiscal year end to November 30, 2011. Discussion re: Shuswap Community Foundation Grant shows up as a revenue and the at year end on the balance sheet as equipment. 'Renovation' did very well financially. Kudos to the members of the production. **Motion:** *D.Green/J. Body -* that the treasurer's report be accepted as presented. **Carried.**

VI. Old Business arising from Minutes;

a) Update on Insurance policy. Policy is due Jan 18 ***Denise is getting quotes.*** At this time Director's insurance is not really necessary because the board does not handle large amounts of money. This should be reassessed when we start raising money for a new building.

b) Fall Youth Theatre Program discussion as per e) below

c) Donations in Memory of John MacVicar will be used to buy a piece of equipment for the shop – there is still money coming in.

d) A special addition to our policy was made for the Youth Theatre Program at the Downtown Activity Centre and it expires when the Fall program ends Dec. 31, 2011.

e) Youth Theatre Program discussion arose from James/Lana making announcement at opening of Stressmas and inserting leaflet in programme re: their new business venture without discussion/authorization from the Board **Motion:** *S. Dunbar/J. Body* that Shuswap Theatre not offer a youth theatre program this spring. The theatre will give three months notice to the DAC effective Thursday Dec. 15. **Carried. *Monica to advise Lana and James and invite discussion as to how their new business venture will look and what Shuswap Theatre's involvement will be.***

f) Stage door gate not erected yet, was to be completed before Stressmas opened, but Cilla got busy. ***Jake will follow up on.***

g) Kim is away so we don't know what is happening with the Mac computer replacement or payout.

h) Paypal on website still in the works – ***Monica and Kim will work on this. A receipt book will be placed in the cash drawer of the kitchen*** and receipts are to be written if cash is accepted in the theatre.

i) Aviva Program – upon further investigation it was realized that this would not be feasible for the theatre at this time. Building Committee will do more research and planning in the Spring.

VII. New business:

a) Building, Rentals & Costumes - Cilla did not send a report

c) Building Committee Report-Jake - Read by Monica

d) Publicity and Marketing & Website - Monica

e) Grants – City of Salmon Arm – Monica – ***We are in the process of applying for grant money to complete***

**sound system** – deadline is December 31, 2011

f) Policies & Procedures, Job Descriptions – Shop Head discussion (tabled to next meeting)

g) *Leading Ladies* auditions and budget – **Motion:** *J. Body/D. Green* to accept the budget for *Leading Ladies* as presented. **Carried** There are a few changes anticipated, an amended budget will be emailed to members. The show still needs a producer, set designer, and choreographer. Auditions Dec. 19 and 20

h) Shuswap Brass Quartet – free concert in support of second harvest coming Dec 20 7:30 We will supply free coffee, hot chocolate and juice to the members of the audience. ***Judith, Russell and Julia will help with hosting.***

Next Board Meeting: Tuesday, January 10, 2012 7pm, at Shuswap Theatre.

VIII. Adjournment 9:45