

# Shuswap Theatre Society Regular Board Meeting Minutes

Tuesday, December 11, 2012, 7:00 p.m.

Shuswap Theatre, Salmon Arm, B.C.

**I. Call to Order and Roll Call** - This was a regular monthly board meeting with potluck social called to order at 7:10 p.m. by Chairperson Monica Kriese, minutes taken by secretary Judith Skelhorne.

**Attending** - *Julia Body, John Coulson, Shannon Hecker, Joyce Henderson, Monica Kriese, Kim MacMillan, Rebecca Marchand, Sue Simmonds, Judith Skelhorne.*

**II. Approval of Agenda** - a) Question regarding “life memberships” being added to New Business (h)

**Motion:** *Joyce Henderson/Rebecca Marchand – That the agenda be accepted as amended.*

**Carried.**

## III. Approval of Minutes from November 14, 2012

Joyce pointed out that she was not to be in charge of the Theatre Grant wish list and asked that wording on page 4 be changed to: .....*We need a plan for granting, and that the Board make up a wish list for the theatre.....* This change is reflected in the Nov. Minutes.

At this time a motion brought forth at a special meeting via electronic media was read into the minutes:

**Motion:** *Kim MacMillan/Joyce Henderson – That effective immediately, the signing officers for the Shuswap Theatre Society be any two of the following: Monica Kriese, President; Kim MacMillan, Vice-President; and Susan Simmonds, Treasurer. Carried (by quorum)*

**Motion:** *Joyce Henderson/Julia Body – That the minutes be accepted with the above amendment. Carried.*

## IV. President's Report – Monica Kriese

- November was a busy month of preparation for the Christmas show and “A Fair Exchange of Gifts.” Many thanks to Vera Schreiber, Kalene Bourque and Susan MacMillan for helping get the building cleaned and decorated for the events.

- The old plaques and awards were taken down for cleaning and it was decided that the certificates would be put into an album for people to look at in the lobby. Cleanliness of the building is an issue which will have to be discussed. **Cilla to get a quote for shelves in the kitchen for dry goods in plastic bins.**

- **We need a guideline or policy about artwork, décor, etc.** put up in the theatre, there were complaints from people about a poster which they felt was mildly pornographic.

- Thank you to Julia Body and Gloria Cox for their efforts to put together a very successful Christmas show.

- Shuswap Theatre co-presented “A Fair Exchange of Gifts” to a sold-out crowd on Dec. 9, with Shuswap Theatre netting approximately \$58 in the concession. Thank you to Judith for baking sold that night.

- Interest in Seniors' Theatre excellent, resumes Jan. 15, 2013. Anyone, any age or ability welcome to join. Prerequisite is that one be/become a Shuswap Theatre member and pay \$2 drop-in fee.

- Would like the Board to give thought as to how to get more youth engagement, perhaps look at our mentoring program as a start

## V. Treasurer's Report – Sue Simmonds

- Sue presented copies of her Income Statement, Balance Sheet and Fiscal to Nov. 30, 2012 and “Mending Fences budget to actual as well as information re: Mortgage. Income Statement,

Balance Sheet and Fiscal were looked over and discussed briefly. Questions arose regarding budget to actual for "Mending Fences" Sue explained that several receipts were still outstanding and the seating plan for Nov. 3 is missing, she is trying to work from dollars received to get a total. Questions and discussion followed regarding working numbers.

- Information re Mortgage with SASCU shows that the City took over the mortgage of \$50,000 with 9% interest in 1991. Discussion followed with several areas of concern being raised. **John agreed to look over the documents for description of the property. It was also felt that someone should look at the title to see if this has been signed off.**

*Motion: Sue Simmonds/Joyce Henderson – That the Treasurer's Report be accepted as presented. Carried.*

## VI. Old Business Arising From the Minutes:

a) **Kim is working on follow-up from the In-Camera meeting last month.**

b) **Following brief discussion it was decided to table motion regarding cash handling until later – Monica will get details on the possibility of installing a safe**

c) Two for one pricing is not policy but needs to be better worded in literature going out. ie 2 for 1 or \$9 per person

d) **Cleaning and organizing of prop room to be arranged for January – tabled for next meeting.**

f) Signing Authority Policy 3.2 has been passed (as seen above) Monica will send email to Kim to reword the motion.

g) Policies & Procedures, Job Descriptions – Kim – Table – Strike.

h) City Grant Application – completed by Joyce Henderson has done, with assistance from Monica who submitted wrap up report of \$1,000 grant for 2012.

i) Clear Com details and cost – Kim – table – to be put on grant wish list.

j) Improv Report – Julia and Monica reported that it was a lot of work putting on this high energy production, but the ensemble had fun putting it on and early feedback has been positive. This was also a learning experience for the group who agree for future shows the minimum age will be established and marketed more effectively. The troupe's next show will be for St. Patrick's Day on Saturday, March 16. *Motion: Kim MacMillan/John Coulson – That a vote of thanks be extended to Julia Body, Gloria Cox, Monica Kriese and the entire cast and crew of "How the Grins Stole Christmas" for an excellent and successful show. Carried.*

## VII New Business:

a) A letter to the President from Kalene Bourque pointed out how the theatre needs regular cleaning and the kitchen especially needs to be kept up to Food Safe standards. She proposes that S.T. form a housekeeping crew from society members to come in at least once a month and before the start of each production run, with a working checklist of cleaning chores would help ensure that tasks do not pile up for Cilla. She also stated that she felt the poster from the 1970s was inappropriate for a community venue and that many patrons would find such offensive, tasteless and possibly vulgar. Another member described it as 'erotica'. (The poster has been removed and a policy re: art work is required)

b) Production Job Description – Director, Policy #6.2 – Kim – Presented to be put in binders.

c) Publicity Report – None.

d) **Building Committee Report – Jake Jacobson.**

- No land price from the School District until at least the end of January. Jake is drafting a letter to be

sent to the Salmar to see if they have come up with a support plan yet. He plans to Send a letter to SD 83 requesting to be put on their list of perspective buyers. Margaret Holland is working on a draft drawing of four possible site plans for both the Jackson and the Hudson St. sites showing different layouts for the building and parking. Honda building is not for sale and would require many renovations in a noisy site. Students from Sullivan SS School would like to do a show to raise money for the new building. New risers have been purchased for use by the community. Lordco will be extending their building and establishing a parking lot which could potentially be used by the theatre.

- John Coulson filled in a few of the blanks reporting possible acceleration of offer for property and that the college has concerns about raising money, also that we don't have money if needed. Securing of the site is of prime importance with discussion ongoing.

- The Board gave John some background regarding previous discussions and that fundraising and building a new building is not in the best interest of the current society. It was suggested forming a link society to fund-raise so that the money is not in ST's books. Think over what we want to do. **Tabled for discussion at January meeting**

e) **Building, Rentals, Costumes & O-Zone– Cilla Budda**

- Safety Man, Wes Henry has not invoiced us yet. Plumber contacted again about furnace servicing which should have been done in Nov.

- Canadian Mental Health providing snow removal around the building again this season.

- Thanks to Kalene for fridge clean-up; Cilla will do dressing room fridge after Christmas.

- Requests for building rentals coming in and is a juggling match for time.

- More costume items have arrived with a good supply of Western-type wear. Could not fill DIA request for costumes because none warm enough for Holiday Train. Post-Christmas is winter clean-up of the costumes.

- Remembrance Day display provided to Piccadilly Mall well received.

- O-Zone – Check the on-line newsletter and theatre website for up-to-date information. Next meeting in Vernon in January.

f) **SOCAN Fees – Society of Composer Authors of Canada – Monica and Kim are looking into this and Rebecca will look up what is entailed.**

g) Re life-memberships. Following discussion around the meaning of life-memberships it was decided to have **Sue write confirmation letters to James Bowlby and Cilla Budda and issue James a cheque for \$10 (refund of membership) .**

**Next Board Meeting, Wednesday, January 16, 2103 at 7 p.m.**

**VIII.** Adjournment: 9:25

**Signed:** \_\_\_\_\_  
**Monica Kriese, President**

**Signed:** \_\_\_\_\_  
**Judith Skelhorne, Secretary**