

Shuswap Theatre Society

Minutes of Monthly Board Meeting, Shuswap Theatre

Tuesday, June 11 ,2011

Monica Kriese, in the chair, called meeting to order at 7:12

Attendance:

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

Agenda:

Motion: *S. Dunbar / J. Skelhorn* - That the agenda be accepted as amended. **Carried.**

Minutes:

Motion: *S. Dunbar / J. Bowlby* - That the minutes of the May 17 meeting be accepted. **Carried.**

President's Report:

Read by Monica Kriese. President's report accepted as read.

Treasurer's Report:

Heartbreak House made 625.24. A nightly record of ticket sales by ticket type was recorded on the back of the seating plan and we now have a better idea of our ticket sales demographics. **Denise will submit a potential budget in August so that the board can comment before the AGM. Denise will also prepare a tentative proposal for paying Cilla an honorarium for the work that she does when the theatre is rented out.** Denise has indicated an interest to stay on one more year to take advantage of the improvements that she has made to our book keeping and in order to groom a successor. **Motion:** *D. Green / J. Skelhorne* - That the Treasurer's Report be accepted as presented **Carried.**

Old Business Arising from the Minutes

- Summer Theatre: Show schedule is on the website. Showtime is 7:30pm, with Sunday Matinees . There will be a Saturday matinee during *Roots and Blues Festival*. Ticket prices are \$12 Adults, \$10 Students and \$30 Family – 2 adults with 2 or more children. Shugo Program will reimburse us the student fee and is good for up to ages 24.
- Hearbreak House: Did well at the Ozone Festival. Julia Body won best actress.
- Prop Room Sorting: The summer student, Dakota, will do some of the tidying and cleaning, a work party/evaluation has not been formed yet. **James is in charge of this**
- Website: The redesigned website is up and running. Three of the Website Committee members, Kim MacMillan, Susan MacMillan and Monica Kriese, will learn how to add

content and update the website. An electronic version of the Prompter will soon be able to be sent from the website rather than from Susan MacMillan's personal email account.

- Community Foundations Grant Application: **Monica Kriese will submit the completed application tonight for a sound computer – as detailed by Kim MacMillan.** If we do get the money there should be a workshop given before the first production, on using the new equipment.
- Change to Annual Membership Renewal date: **Motion:** *S. Dunbar / J. Body* - That September be the annual membership renewal month for Shuswap Theatre, and that all members who have already paid in 2011 have their memberships extended through to September 2012. **Carried.**
- Volunteer Data Base: **Sheila Dunbar and Julia Body (?) will work on developing and maintaining a database of theatre volunteers who are not members of the theatre society.**
- Review of the draft of policy 2.6, *Orientation of New Board Members*: This is to be a separate document from the *Job Description for Board Members*, which should be given to prospective board members before they allow their names to stand for nomination, and from policy 2.2, which outlines the Responsibilities of Directors.

New Business

- Fall Fair: Decision to apply for a bigger display booth (on our own, not with the Arts Council) at the fall fair, Sept. 9 to 11. It will need to be staffed by volunteers; and it is hoped we can have costumes, a mirror, and a photographer so people can have their pics taken in costume. It will be a fundraiser for the Theatre. Display will include information on all of the various jobs in the theatre such as lighting, set construction and front of house and our new season
- Fall Events: AGM will be Tue, Sep 20, To be immediately followed by a meeting of the newly elected board.
- Annual Open house, (the new name for Back Stage Pass) date set for Sat, Sep. 24.
- Workshop for producers and directors, Sept. 30 and Oct. 1. **Julia Body will talk to Peter Blacklock about a date for the improv night. Maybe Oct. 1 or 15. ?**
- Artistic Committee: **Julia Body will talk with Peter Blacklock about finding a producer for the first production which he is directing.**

- Building: **Motion: S. Dunbar / J. Bowlby** - That the Awning and marquee at the front of the building be cleaned. **Carried. Cilla Budda will be directed to arrange the cleaning of the awning and marquee and to also get a quote on putting up screening under the awning to stop birds from using it.** The board will use this information to determine whether it is something that we could ask for grant money for and how it might be included in the new budget. **Cilla Budda is also to be directed to ensure that any advertising for events held when the theatre is rented do not imply that the theatre is responsible for or is hosting the production. The theatre, in the case of a rental, is solely the venue.**
- Improv Report: The last improv night was very successful and raised \$340. In the fall there will be two improv groups: the existing performance group, that will practice twice a month on the 1st and 3rd Monday of each month and a new informal, drop-in group, for those that can't make the same level of commitment – this will be the 4th Monday of each month.
- Volunteer Co-ordination Report: **Sheila Dunbar is working on a plan to help improve volunteer recruitment. Plans will be in place before our September Board meeting**
- New year for Board of Directors 2011/12: **Board Members need to confirm whether or not they will continue to serve on the board. John MacVicar is the Returning Officer and he is to receive direction from the Board as to how to handle nominations – per report by Judith Skelhorne**
- **Summer potluck BBQ for theatre members:** Tentative plan; July 23, Julia Body's house, guests to bring the salads and desserts. **Motion: J. Bowlby / D. Green** - That funding be allowed to the amount of \$150 to pay for burgers and condiments etc for the potluck. **Carried.**
- Monica suggested that the Board would need to meet in the Summer months, however, it was decided that decisions and discussions could be done by email and telephone and if something urgent arised, a meeting would be called at that time.

Meeting adjourned 8:58. Next regular Board meeting Tuesday, September 13, 7pm, Shuswap Theatre

Signed: _____
President

Signed: _____
Recording Secretary