

Shuswap Theatre Society Board Meeting Minutes

Tuesday, May 15, 2012

Shuswap Theatre, Salmon Arm, BC

- I.** Call to Order & Roll Call – Chairperson Monica Kriese called the meeting to order at 7:05 pm, Judith Skelhorne taking minutes for this meeting.
Attendance: *Kim MacMillan, Russell Nakonesby, Monica Kriese, Julia Body, Judith Skelhorne, Sheila Dunbar, Pamela Dettwiler.* **Absent:** *Denise Green*
- II.** Approval of Agenda - **Motion:** *Russell Nakonesby/Kim MacMillan* – That the agenda be accepted with minor adjustments. **Carried**
- III.** Approval of Minutes from April 12, 2012 - **Motion:** *Julia Body/Russell Nakonesby* – That the minutes of the April 12, 2012 meeting be accepted. **Carried**
- IV.** President's Report – Monica Kriese re in-camera section of the April 12, 2012 meeting and results.
- V.** Treasurer's Report – Treasurer Denise Green absent from this meeting, however, sent monthly and yearly statements by e-mail for perusal. She reports that not all expense information for 'If I Were You' is in yet, however, the theatre is still in the black but everyone must be frugal. **Motion:** *Kim MacMillan/Russell Nakonesby* – That the Treasurer's Report be accepted as presented. **Carried**
- VI.** Old Business Arising from Minutes:
- a) *If I Were You:* Discussion regarding rough beginning with actors not entirely ready to present and how this was handled. Discussion about how the Artistic Committee (AC) might handle a situation like this should it arise in the future and do more to work with all Directors, as well as check in periodically during rehearsals. A suggestion that Director/Producer check the time and work commitment of actors that are auditioning to actually do the play be looked into in future. Also the AC should look into having an administrator-type person on their committee in the new year to keep things moving smoothly. Add new clauses to policy re directors job description – AC responsibility to explain that what is expected is Policy NOT Criticism so there are no hard feelings or confusion. **Motion:** *Kim MacMillan/Pamela Dettwiler* - That the Artistic Committee have the responsibility to review and approve all artistic and technical job descriptions and policies. **Carried.**
Motion: *Kim MacMillan/Pamela Dettwiler* - That all policies and job descriptions be posted on the website asap regardless of whether they have been formally approved by the Board or the Artistic Committee. **Carried.** *Possible ad-hoc committees to review job descriptions and make appropriate changes (AC and Producer in particular involved).* *Discussion re the merits of this.*
Motion: *Kim MacMillan/Russell Nakonesby* - That a vote of thanks go out to the cast and crew of *If I Were You* for their heroic efforts in bringing a successful production to the stage under extreme circumstances. **Carried.** *Monica will email James and Teresa*
- [Note: *If I Were You* garnered an award of merit at the O-Zone Festival.]
- b) Summer Threate Update – The AC has talked with James Bowlby regarding items which need to be looked into and possible changes. A budget rewrite is necessary and needs to be attended to as soon as Canada Student Employment Grant info has been received .

- c) Artistic Committee – Discussion about plays selected for the next season, show start time and play ratings for the upcoming season. The committee has decided the following:
Fall Production #1 rated P.G.; Winter Production #2 rated General and Spring Production #3 rated Mature. Play ratings and newshow start times to go on posters and in marketing material.
Motion: *Julia Body/Sheila Dunbar* - That the board accept the Artistic Committee's recommendation of plays (and details) for the upcoming season. **Carried**
- d) Ticket Sales – Discussions regarding ticket sales and venues is underway. Nothing has been finalized yet.
- e) Sponsorship Sales Position – There have been no takers for the position yet. Monica is in contact with Caravan Farm Theatre which has a job description to work with. **Motion:** *Russell Nakonesby/Kim MacMillan* – That the volunteer seasons sponsorship sales person receive a season subscription **Carried**
- f) Children's Festival – Details not finalized yet but Pamela will co-ordinate the costumes for the volunteers that will be helping that day. Children's festival will be providing a dressing room in a trailer and is asking for 2 hour shifts. As many volunteers as possible are welcome.
- g) Fall Fair Booth with Improv Performance – Details not finalized. Need volunteers at booth. More details to come.

VII New Business:

- h) Building Committee Report & Draft Business Plan - By e-mail Jake Jacobson reported that he has run into several technical and shop upkeep problems over the past few months. He recommends that electrical changes be done by professionals; that items used be returned to their appointed positions; that damage be reported to the appropriate person; that someone from the board make sure the theatre is inspected before and after each production. Board has taken this under advisement and will include this information in pertaining job descriptions and duties.

The Draft Business Plan was discussed/presented and there was a good response at their Community meeting. ***Monica will send a letter of thanks to Jake for all the hard work he does for the theatre.***

- i) Building, Rentals & Costumes – Cilla Budda reports that the carpets have been cleaned (as per quote) and that costume rentals have brought in over \$200 over the past month.
- j) Shuswap Community Foundation Grant – May 15 was the deadline for application and an outline of our needs has been sent. Applicants have until June to complete formal application and ***Monica will get quotes for new blacks and an office computer.*** Discussion re: office computer Monica and Kim will look into.

d) Other:

Owing to the board's work load meetings will continue over the summer.

Should be thinking of recruitment for the Artistic Committee, as well as Board positions

Annual Theatre Party: Tentatively set for Sunday, July 15 at Julia Body's residence. Pot-luck salad and dessert. The theatre supplies burgers and buns. Judith will make gluten-free buns. More information to follow.

Next Board Meeting: Tuesday, June 12, 2012 at 7 pm.

VIII The meeting was adjourned at 8:50 pm.

Signed:

President, Monica Kriese

Recording Minutes, Judith Skelhorne