

Shuswap Theatre Society
Minutes of Monthly Board Meeting, Shuswap Theatre
Tuesday, January 11, 2011

Monica Kriese in the Chair. Meeting called to order at 7:11 p.m.

Attendance:

Board Members: *Virginia Verma, Denise Green, Julia Body, James Bowlby, Kim MacMillan, Monica Kriese, Judith Skelhorne.*

Absent: *Sheila Dunbar, Pamela Dettwiler*

Guests: *Susan MacMillan, John MacVicar, Patrick Benson, Cilla Budda*

Agenda:

Motion: Julia Body/Kim MacMillan - That the agenda presented be accepted with minor alterations in order of presentation. **Carried.**

Minutes:

Motion: James Bowlby/Virginia Verma – That the minutes of the December 14, 2010 meeting be accepted as presented with minor spelling of names changes. **Carried**

President's Report:

Read by Monica Kriese. Will be available in archives. Accepted as read.

Treasurer's Report:

Presented by Denise Green who explained that it was incomplete due to computer glitches. Reports to follow by email

- Finances in the black and nothing outstanding.
Not all expenses in for Golden Bird. Show didn't make as much as projected due to lower house numbers and higher expenses than budgeted.
- **Denise to ask if Directors are covered by insurance – when she meets to renew our policy**

Motion: Denise Green/Kim MacMillan – That the Treasurer's Report be accepted as presented. **Carried**

Old Business Arising from Minutes:

- a) Nomination Policy – Tabled
- b) Update on printer/copier – should be installed by January 13, 2011. Instructions for use will be posted, as will codes for use and accounting of copies.
- c) Office space upstairs – Work progressing on all aspects by Jake Jacobson. **James Bowlby to oversee sorting and storage of materials.** Discussion re process.
- d) Update on Scene Shop – Report by Jake Jacobson. Next meeting short talk re junk piling up; how to keep neat. – Policy required.
- e) Long Distance and Front Door Codes – Cilla does not want to give out back door code – in Cilla Budda Report. John MacVicar (and others) would like to have the back door code for work matters. Discussion followed.

Motion: Kim MacMillan/James Bowlby – That John MacVicar be provided with the code to the back door. **Monica Kriese to speak to Cilla Budda and Jake Jacobson Carried.**

f) Sponsorship Sales Sheet – New sheet has been developed. Discussion regarding on-stage mention of sponsors and if they should be present when mentioned. Consensus was that it should be kept simple with no need for sponsors to stand up when mentioned.

Motion: James Bowlby/Denise Green – That the sponsorship program outline be accepted as presented (with amendments as noted by Monica Kriese). **Carried.**

Discussion about what/how to get sponsors and their advertising. **Monica and Susan (Wrong For Each Other Producer) to work out details.**

New Business:

a) Volunteer co-ordination by Sheila Dunbar has not started yet. Sheila Dunbar will work on recruitment and job descriptions (**Sheila will present a draft of this position to the Board**) and Kim MacMillan will continue to do technical work for the volunteer database.

b) Kim MacMillan has offered to do a short tutorial on how to use the Google group and calendar. Monica will send out his instructions. Kim has set up the calendar and will link to the theatre site for info re happenings – including rehearsal schedules, events and renters. **Policy should be made re who has access to make changes to calendar.**

c) Patrick Benson – presentation regarding the Shuswap Inclusion Project which deals with community needs, racism problems and how to cope. Patrick requested that the Board write a letter of interest to support this project. Patrick was asked if he would volunteer to represent the theatre and he said he would. Discussion.

Motion: James Bowlby/Denise Green – That Monica Kriese draft a letter of intent to Shuswap Settlement Services regarding Shuswap Theatre's interest in supporting the Shuswap Inclusion Project. **Carried.**

Motion: Denise Green/Julia Body – That the Board appoint Patrick Benson as the Society's representative at Shuswap Inclusion Project meetings. **Carried.**

d) Patrick Benson. Patrick has supplied an updated list of members as of Jan. 1, 2011, a copy will be put in the binder. **The old lists should be shredded.**

e) Publicity Director Monica Kriese presented her report which included:

-Co-sponsorship with Acoustic Avenue Music in concerts

-Problems with comp tickets – **need to give the presold numbers to Producers before they start giving out comps.**

-Relationships with different media and marketing vehicles

f) Building Committee Report – Jake Jacobson (e-mailed). His report included:

-College town concept, partnership with theatre high on agenda - Re drafting letter indicating our interest in partnership.

-No answer to letter to School Board regarding our interest in the Jackson School Property

g) 'Wrong For Each Other' Report by Producer Susan MacMillan – Presented budget for “Wrong for Each Other.” Discussion.

Motion: Denise Green/James Bowlby – That the budget for “Wrong for Each Other” be accepted as presented. **Carried.**

Susan also says she is finding it time consuming trying to involve people in theatre activities. This is not new to the Theatre or productions. Discussion, no resolution.

h) Youth Theatre Report by James Bowlby – program resumes Jan. 13 and will now be held at theatre on Thursday afternoons instead of Wednesdays. It is hoped that numbers will pick up by the change of location and day of the week.

i) "The Golden Bird" report was presented by James Bowlby, Producer, who reported that all went well. Praised new director Virginia Verma and gave thanks to all involved in the production.

j) Job Descriptions – Work in progress, details coming from Jake Jacobson and John MacVicar regarding the areas they work in. Susan MacMillan is fine tuning the Producer and Front of House job description.

k) Website and Prompter - Susan MacMillan.

Website needs have increased since its inception and a new website is now needed. Ryan from Perimeter has quoted approximately \$500. The committee will meet to hash out details. \$1,000.00 has already been earmarked for new website. Report by January 30, 2011.

Prompter – process is much smoother and timely now, getting good feedback from members, would welcome feedback or ideas.

m) Building/Rentals/Costume Room Report – Cilla Budda.(report submitted)

-Servicing of furnaces, snow removal, scene shop improvements, Paint clogging drain, cracks in asphalt, sinking floor in ladies room, Door codes, rentals and costume room happenings

Question from Virginia Verma re if photographing and recording costumes possible. This needs to be discussed with Cilla Budda

n) Improv Report – Julia Body. Resuming practise Mon. Jan 17 with core group. (they practise the 1st and 3rd Monday of each month). The Improv group is planning a 'Blarney Time Improv' Night on Saturday , March 12 at 7:30pm, with beer and snacks. Cost is \$5 at the door. **More details to come.**

o) Concert partnership proposed by James Bowlby. Musicians want to perform in additional venues when touring – in order to make a profit. The Salmon Arm Folk Music Society is no longer wanting to bring small concerts to town during the off-season. The proposal James had was not a profitable one for the theatre and it was pointed out that it would conflict with our new partnership with Ted Crouch of Acoustic Avenue Music – which doesn't have the same risk of losing money.

p) Summer Theatre - James Bowlby stated the next meeting would be too late for summer production ideas. **He will e-mail proposal before Jan. 30.**

Meeting adjourned 9:20 p.m. **Next meeting Feb. 8, 2011 7 p.m., Shuswap Theatre**

Signed: _____
President

Signed: _____
Recording Secretary