

Shuswap Theatre Society Board Meeting Mins March 17, 2009

Present: Tracy, Ellen, Cathy, Hollie, Patrick, Evelyn
Susan, John MacVicar, Monica Kriese, Diana Wright

Approval of Agenda

MSC: Ellen, Hollie

Minutes from previous meeting

MSC: Ellen, Hollie

Nutcracker: Diana Wright

Diana is hoping to mount the Nutcracker ballet at the Theatre Dec 11-13 and requested that the AC keep that week available for her to do so. The AC will try to work her request into the schedule.

Publicity Person: Monica

Distribution list for posters being compiled, anyone with info please contact her.

Survey info is being compiled to help create a good Publicity "Bible" for future reference and to get things consistent. She is going to work on creating a better working relationship with the Observer and to make it clear to all media how our publicity for each show runs as well as providing support to the show reps of the Theatre so we're all on the same page.

Monica will happily help with press releases, etc

Monica suggests that ALL our print material have the website address on it in the future (consistency!). She'd like us to have an online questionnaire with an "incentive" (ie win a Seasons Pass). This could be linked in the same way the Volunteer questionnaire is hoping to be set up.

The online calendar is in the works.

Membership/Volunteer stuff: Patrick

Kyla's title will be changed to "Coordinator of Volunteers" for clarity.

Action: Susan to change this on the website.

Online Volunteer questionnaire mock up provided. The Board approves the layout with the addition of "pop ups" or links to quick job descriptions.

Action: Monica will write up the "blips" for the job descriptions using the handbook and with proof-reading of said blips by Susan. Monica will then send the blips to Patrick, who will be in contact with the web guy to have him set it all up.

AC: Ellen

Action: The AC is hammering out the details of the proposed Season and will have a tentative outline by the end of the month.

At this time it looks like:

Fall: 2 One Acts

Second Stage?

Christmas production

Nutcracker? – we'll try to make the schedule work

Winter: Merchant of Venice (James to direct)

Spring/Festival: One of 2 Wendy Lill plays (Julia to direct???)

We are considering musicals/reviews for the Nov/Christmas slot and looking to find mentorship opportunities for the One Acts. It does not at this time appear that Lois' play will be one of the One Acts.

Ozone: Ellen

Emily has been submitted for this year.

We need to decide on whether we can host or not next year.

Action: Ellen proposed that we set up a separate meeting to hash out the hosting issue. She will contact the Board and anyone else that wants to participate to set that up.

Emily: Peter

Proposed budget accepted

MSC: Ellen, Cathy

"Follow through": Ellen

In response to concerns about things being brought up at meetings that aren't being followed through on in a clear manner, Ellen will put

"**Actions**" into the meeting notes to try and help with follow through.

Action: Ellen will introduce "Actions". She will contact Jake to get more ideas (besides a follow spot) of equipment we might acquire with the Green's donation. She will then contact the Greens to make sure they are in the loop.

Grants: Cathy

We were given a \$1000 grant by the City towards maintenance, etc

The Arts Council Grants will be handed out March 30 at their meeting. We'll receive \$500 in grant funding towards the projector needed for "Emily".

This funding should be recognized in the publicity.

Action: Ellen will send the meeting info to Hollie so that she can attend on the Theatre's behalf.

Building/Costumes: Cilla

There is more building shifting. The furnace needed maintenance.

Signage: Tracy

Action: Tracy will look into getting us a sticker with the website address for our lit marquee.

Financials: Marion

Nothing weird, but there continue to be really tardy invoices drifting in months after the fact!

Linda Bennett has agreed to take on the Treasurer position.

Move that the signing authority for the Shuswap Theatre Society's Salmon Arm Savings and Credit Union General Account #154989 and the Gaming account #1222900 will be changed from 2008/009 signatories Julia Body(President). Marion Huysmans (Treasurer) and Ellen Gonella (secretary), to 2008/2009 signatories Julia Body (President). Linda Bennett (Treasurer) and Ellen Gonella (secretary).

MSC Evelyn, Cathy

Action: When Linda is available Ellen will contact her and Julia to set up the signatories paperwork at the Credit Union is changed.

Ellen will notify Patrick once the change has been made so that he knows who the Membership money needs to go to, etc.

Building Committee: Cilla/John

Cilla requested in her report that there be a General meeting (Social) with the Building Committee to have Jake share the concept renderings.

John suggested that a "theatre" tour be organized to give people interested a chance to tour other theatres in the area and see what the realities of sizes, shapes, etc really look like and feel like.

Action: Susan will put out an invite for interested parties (of the tour) to contact John.

Scene Shop - John MacVicar

All is well.

Meeting adjourned 8:45