

# Shuswap Theatre Society Regular Board Meeting Minutes

Tuesday, November 13, 2012, 7:00 p.m.

Shuswap Theatre, Salmon Arm, B.C.

## I. Call to Order and Roll Call:

The meeting was called to order at 7:08 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.* **Guests:** *Karen Sansom and Cilla Budda*

## II. Approval of Agenda:

a) The addition of the City Grant under New Business

**Motion:** Joyce Henderson/Julia Body – That the agenda be accepted as amended. **Carried.**

## III. Approval of Minutes from October 9, 2012: No errors or omissions were noted.

**Motion:** Rebecca Marchand/Julia Body – That the minutes be accepted as presented. **Carried.**

**Note:** A special meeting of the Shuswap Theatre Society Board regarding signing officers was held via electronic media between October 30 and November 1, 2012. Moved by Kim MacMillan, seconded by Joyce Henderson and passed by a quorum - *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.*

## IV. Wrap up Report for “Mending Fences” - Cilla Budda - Producer

Cilla reported that the production had been a hit with the public and all concerned receiving many compliments on all aspects of the play. She voiced her gratefulness to those who worked hard, including Danielle, to make the production a success and those who donated items, talent and time to make it work. For the most part they were below budget with a few small exceptions in set décor and props. It was a technically challenging play for lighting and sound but despite a few glitches everything turned out well. All in all she feels they made a decent profit on the show – the concession doing fairly well too, especially with white chocolate macadamia nut cookies.

## Recommendations:

- 1) That technicians arrive at least ½ hour prior to opening for sound and light checks or if they can't, to please notify the stage manager or assistant.
- 2) That Wearabouts (ticket holding only) remind people reserving tickets that the theatre is cash or cheques only and that the credit card is only a holding devise.
- 3) That Tuesday's 2/1 have the same price as preview night of \$9/each for singles (not \$8.50 each) and give it a catchy name. **(This to be addressed at the next meeting.)**

## V. Building, Rentals, Costume Room Report – Cilla Budda

- **Building:** October was a busy month with several housekeeping chores undertaken. Please remember NOT to unplug the emergency light pack in the dressing room – wears it out, expensive to replace. **(Recommend putting in Stage Manager guidelines)**
- Sprinkler system serviced and cages put around sprinkler heads in the loft. Scene shop sprinklers adequate do not need to be lowered. Will need a new set of gauges for sprinkler system in the basement next year – pricy! Furnaces to be serviced. **Cilla to get quote**

- Wooden drop box has been built for the placement of funds and other items for the Treasurer – to be placed in the office area, possibly mounted on the inside of outside door. Lock on it, Sue given a key. Front door closure repaired again!
- **Rentals:** Several inquiries for rentals – Ballet Kelowna tentatively booked for March 14; Jazz Club depending on our use of building; Christian School, May 17 – 26; Ballet school first weekend in June; Leon Power, wanting to have a CD launch in May if possible.
- **Costume Room:** Offerings of many interesting items for costume room. Donna and Cilla planning more amalgamating of items and using totes to free up space. Mall at Piccadilly borrowed several uniforms for their Remembrance Day display. Pulled several pieces for the Christmas show from supply.

**VI. “Curious Savage” Budget – Karen Sansom, Producer**

The Curious Savage by John Patrick, directed by Lois Archer-Duell, produced by Karen Sansom, will run March 1 – 9, 2013. Auditions to be held November 24 and 25, advertising for this being worked on. A Budget was presented showing Revenue at \$12,600.00 and Expenses at \$6,235.00. After perusal and discussion with the “Concession” figures removed leaving Revenue at \$12,100 and Expenses at \$5,985.00 for a possible Net Revenue of \$6,115.00.

Rehearsals and further production meetings will not be held until January 2013.

**Motion:** Rebecca Marchand/Susan Simmonds – That the revised budget for “The Curious Savage” be accepted. **Carried**

**VII. President's Report: - Monica Kriese**

- “Mending Fences had a very solid run and looks to have turned a nice profit. Budget to Actuals at next meeting. Thank you to Danielle Dunn-Morris, cast and crew for a successful show.
- The Artistic Committee has done an exceptional job, deserves recognition from this board and could use support in the area of administration. The Board to discuss and with a recommendation from Julia and another contributing member look to finding someone with an administrative background to lend assistance.
- Some areas of the theatre are becoming “dumping spots” because people don't know where things go. In that case we could ask people for a note left with said items. Remind Directors, Producers, Stage Managers and Department Heads to train crews and help them to put things away as they should be.
- Prop room needs cleaning and organizing – **to be discussed at next meeting**

**VIII. Treasurer's Report: - Susan Simmonds**

The Income Statement for October 2012 showed a Net Income of minus \$6,110.50. Total Revenue was \$1,047.16 with Total Operating and Production Costs at \$7,157.66.

A Balance Sheet as at 10/31/2012 showed Total Assets, Liabilities and Equity at \$162,176.99. (Total Liability at \$15,014.64 and Total Equity at \$147,162.35).

Discussion followed wherein it was agreed that an assessment would give a more accurate book value for the property. 1991 Mortgage with the City of Salmon Arm \$50,000 with 0% interest paid over 25 years at \$166.67/month. Susan will call the City to find out why the money was loaned.

**A Year-to-date Balance sheet will be supplied at the December meeting.**

**Motion:** Susan Simmonds/John Coulson – That the Treasurer’s Report be accepted as presented. **Carried.**

**IX. In Camera –** At this point the meeting recessed to a short in-camera session in order to discuss an ongoing problem and how to go about rectifying that concern. **Kim and Julia will look into this and bring a report back to the board at the next meeting. End In Camera**

## **X. Old Business Arising From Minutes:**

- a) Regarding cash handling procedures and responsibility. This would be taken care of under Policy #3.3 Finance, Handling Cash. Discussion of the problem and several suggestions as to how to handle it. **A motion was tabled for rewording will be brought forward at another meeting**
- b) **Artistic Committee Report.** The Acting Workshop had seven (7) people attend – three of them new. Fabulous stuff came out on how to develop characters, etc., which could be used for a mini workshop. It was felt that the workshop was so successful that Danielle Dunn-Morris be invited back in the future. Kim asked to be excused from the Artistic Committee owing to commitments elsewhere.. **Motion:** Kim MacMillan/Joyce Henderson – That Rebecca Marchand and Julia Body be appointed to the Artistic Committee and that Aidan Sparks be invited to participate as an Apprentice Member of the committee. **Carried.**
- c. **Society Insurance.** Up for renewal January 18, 2013, **Sue and Monica will look into quotes to include coverage of entertainers wanting to rent Shuswap Theatre.**
- d. **Policies & Procedures Policy for Contractor Payments – Tabled**

## **XI. New Business:**

- a) **Publicity -** Monica read her report re publicity and posters for ‘How The Grins Stole Christmas’ were distributed for putting up around town. Please let your friends know about the show. A proposal offering 10% off if two Mainstage show sponsorships are bought has been suggested by James Bowlby who, on occasion sells sponsorships. Discussion. **Motion:** Kim MacMillan/Sue Simmonds – That we offer a 10% discount to those who purchase a sponsorship for two shows, and a 15% discount for those who sponsor three shows in one main-stage season. **Carried**
- b) **Building Committee Report –** Jake Jacobson - e-mailed
- It should be known by the end of November if the School District will build their new office building on the Jackson site and if the CSRD will build there too. Once known, we will know how much land is left for the college and theatre. Purchase price to be determined in the new year.
  - If enough land is available and cost work can begin on plot plan and determine site prep cost. This will give a dollar value to properly compare costs of the Jackson site versus staying at present site and allow an assessment of the pros and cons to present findings to the theatre membership.
  - Lana Fitt requestsed that a Building committee member be present at the DCC monthly meeting for coordination of plans. John and Margaret will serve as liaison.
- c) **Improv Report:** - Julia and Monica report that rehearsals for the Christmas show are going well and there is much excitement over it all coming together.
- d) **Okanagan Zone Festival Entry –** Kim MacMillan - Kim briefly outlined what was involved with entering ‘The Herbal Bed’ in the Okanagan Zone Festival. **Motion: Kim MacMillan/Joyce Henderson –** That Shuswap Theatre enter “The Herbal Bed” in the Okanagan Zone Festival up to a \$200 deposit. **Carried.**

e) **City Grant –** The time for applications for a grant from the City of Salmon Arm is coming up soon, Joyce Henderson will do the application for Shuswap Theatre, Monica Kriese has the list of requirements and past year’s application information to help out. This year’s application will be for new blacks.

Discussion that we need another part for Clear-Com of approximately \$200 **Kim to provide**

**more detail.** We need a plan for granting, Joyce can make up a wish list with help from the board.

**f) Other For future Meetings:**

- Ideas for youth in theatre are encouraged.
- Find out theatre overhead for one year to justify our charges.

Next Board Meeting, **Tuesday, December 11** – a Christmas Appy Potluck – business will be kept to a minimum, if possible

XII: Adjournment: 9:35 p.m.

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

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