

**Board Of Directors, Shuswap Theatre Society
Board Meeting Minutes
October 17, 2023 - 7:30 pm, Salmon Arm, BC**

In person attendance: Nedine Scott, Laura Demulder, Meredith Rusk, Howard DeLong, Sherry Bowlby, Susan MacMillan, Bridgid Hall.

Via Zoom: Meaghan Delaney and Winston Lee-Hai

Regrets: Peter Molnar

Guest: Sue Bolan, Ann Skelhorne

Call to order: 7:36 pm

Land Acknowledgement

Shuswap Theatre acknowledges that its theatre and activities held within it are carried out on the traditional territory of the Secwepemc People. We are grateful and pay respect to the elders, past and present, descendants and custodians of these lands.

Agenda

Motion by Laura Demulder that the agenda be approved as amended. Carried.

Board Meeting Minutes

Motion by Howard DeLong that the minutes of September 12, 2023 be adopted. Seconded by Laura Demulder. Carried.

Annual General Meeting (AGM)

The minutes will be approved as an email motion.

Finance

Treasurer Report (Sherry)

Sue Bolan was introduced as the new bookkeeper. She is a retired banker and sits on other boards as treasurer. She has volunteered with Shuswap Theatre box office and is excited to join us at Shuswap Theatre. Sue presented the Shuswap Theatre Balance Sheet as of September 30, 2023.

Motion by Susan MacMillan to accept the financial report as presented. Seconded by Bridgid Hall. Carried.

Funding and Sponsorship Committee Report (Howard)

A total of \$2950 in sponsorship funds have been obtained. Thank You Howard! A Top 10 Priority List was handed out. The Board will be asked for input on the ranking of the priority list. Ann provided her input on some of the items on the list. Howard discussed the questionnaire on how Shuswap Theatre is impacting local business. The questionnaire will be included inside the programs for Treasure Island.

Motion by Howard DeLong to accept Mary's letter of resignation. Seconded by Susan MacMillan. Carried.

Board Business

1. Change in Board Members - Welcome to new members Bridgid and Meaghan. Much appreciation for the efforts of those leaving the board (Mary). Looking forward to another successful year with the remaining board members.

2. Election Of Executive -

Motion by Meredith Rusk that Nedine Scott be appointed as President, Howard DeLong be appointed as Vice-President,

Bridgid Hall be appointed as Secretary and Winston Lee-Hai be appointed as Treasurer. Seconded by Laura Demulder. Carried.

3. Appointment of Signing Officers-

Motion by Susan MacMillan, that the signing Officers for the Society's accounts with SASCU, including our SASCU Collabria MasterCard Cash Back, shall be any two of Winston Lee-Hai, Nedine Scott, Howard DeLong and Bridgid Hall, effective immediately. We certify that none of these board members directly or indirectly owns or controls 25% or more of the organization. Seconded by Howard DeLong. Carried.

4. Appointment of Members to Committees - tabled to November 2023 meeting.

5. Dates and times for Board Meetings - Board meetings will be held on the 2nd Tuesday of every month. The November meeting will occur on November 14th instead of the 21st.

6. Annual Report to BC Societies - Howard will file the report. Board members provided personal information for the report.

7. Box Office Request - ticket fees update

Our ticket agent - Anna DeWolff of Choose Refill Salmon Arm has seen an increase in business. Ticket fees will remain the same.

Motion by Meredith Rusk to authorize the purchase of a new laptop for our ticket agent up to \$500. Seconded by Susan MacMillan. Carried.

Motion by Meredith Rusk to reimburse Kim and Susan MacMillan \$120 for the use of Zoom for hybrid meetings. Seconded by Bridgid Hall. Abstained (1).Carried

Marketing & Publicity- Susan, Ann & Nedine reported that they are looking for a few more people to assist with promoting shows.

Artistic

Treasure Island (Laura)

Rehearsals are going well. There was discussion and a decision made that there would be a bar for opening night. The lobby bar will be moved to its new home as soon as the facade stairs are moved.

Dry Streak (Howard)

The crew is in place. They are looking for a few more cast members. Rehearsals will start last week of November.

Tech Report (Ann)

No action will be taken at this time, in regards to the Board's recommendations for TOTE.

Building

There is a need for some of our capital funds to finish off Operation Facelift.

There will be a plumber in to fix the toilet in the women's washroom.

There are new LED exit lights in the dressing room.

Meeting adjourned at 9:24pm

Next Meeting: November 14, 2023, at 7:00pm

Minutes recorded by Bridgid Hall