

**Shuswap Theatre Regular Board Meeting Minutes**  
**Shuswap Theatre, 41 Hudson Ave. NW, Salmon Arm, BC**  
**Tuesday, August 11 2015**

**Chair: Joyce Henderson**

**Recording Secretary: Judith Skelhorne**

**Attendance:** *Joyce Henderson, Judith Skelhorne, Sherry Bowlby, Althea Mongerson, Bea Kirkwood-Hackett, Kim MacMillan, John Coulson, Marcus Smith, Glenda Marchand.* **Absent:** *Shannon Hecker.* **Guests:** *Paula Shields and Mike Nash.*

1. **Welcome and Additions to the Agenda:** The meeting was called to order at 7:10 pm in the lobby of Shuswap Theatre. The agenda was accepted as presented.

**2. Minutes of the July 15, 2015 Meeting:**

- Minutes were e-mailed to board members before the meeting. No errors or omissions were noted.

**Motion:** *Bea Kirkwood-Hackett/Kim MacMillan* — That the minutes of the July 15, 2015 meeting be accepted as presented. **Carried.**

**3. Business Arising from the Minutes:**

- Kim is working with Ryan Anderson of Perimeter Design on redesigning and modernizing the website which could feature a slide show and display well on all sides of screens. and display well on all sizes of screens. This could be ready by late October.
- Emergency Preparedness — John Coulson. As requested by the board on July 15, 2015 John has prepared an overview of Shuswap Theatre's ability to handle emergencies such as a fire in the building. [Full report attached to the official minutes.] He noted that there are four serviced fire extinguishers in the building. **Observations: Upstairs** — No push handle on the outside door. No visible fire extinguisher other than the one in the sound/lighting booth, which is usually locked. More needed. **Scene Shop** — The exterior door opens inwards and often has limited access but this would not likely be used in an emergency situation. **External Stage Door** — No push bar to open and ground is uneven outside the door. **Makeup/Change Area** — Door to outside has no push bar. **Main Theatre Exit to Lane** — Has push bar and has illuminated exit signage. Is the main access for wheelchair patrons unless they are physically carried. Stage access steps have a handrail which encroaches on this area and could possibly be shortened. **Front Lobby/Stairs** — Double theatre access doors will likely be used in an emergency. The plant blocking the top of the stairs would have to go. Lights should be added above the doors to eliminate shadows on the stairs. **Recommendations:** (Other than those noted above) 1. FOH staff be prepared to assist wheelchair patrons. 2. FOH staff should have an emergency number to call and be responsible for that call. 3. FOH be aware of the location of all fire extinguishers. 4. FOH to keep patrons clear of the building during an emergency. 5. FOH staff to make sure everyone is out! **Conclusion:** It

should not be difficult to evacuate the building within 90 seconds of an emergency and a detailed evacuation plan to include assembly areas, etc. is likely not required.

- Big Steel Box Update — The Salmar Theatre has decided not to allow a storage container on their property.
- Astrid Varnes' Proposal — It is proposed that the \$500 received from the Pratt-Johnson Private Giving Foundation be paid to Astrid to consult with Youth in the community re theatre. Discussion arose regarding doing research before the proposal is developed and brought forth as well as possible future payment. See draft Policy 3.7 "Payment for Functions Normally Done by Volunteers". Discussion.

**Motion:** *Marcus Smith/Bea Kirkwood-Hackett* — That Shuswap Theatre pay Astrid Varnes a consulting fee to develop a Youth Program. Funds used will be the \$500 donated by the Pratt-Johnson Private Giving Foundation. **Carried.** (John Coulson opposed.)

- Fall Fair Parade update — nothing to report.
- Season Brochure — James Bowlby and Lisa Bennett are working on this. Not all information is in yet. Some discussion over the price of tickets. No changes made from last season.
- Open House — September 19 — Celebrating 35 years in the building. Jake Jacobson has pictures. Discussion regarding possible budget for the event.

**Motion:** *Sherry Bowlby/Marcus Smith* — That we have a \$500 budget for the Open House. **Carried.**

- Annual General Meeting — September 22 — Discussion around drafting of a motion regarding purchasing and installing a new furnace which would be put to the membership for their approval or denial at the AGM. Approval of the motion would give the board permission to go ahead with the project and explore options. Marcus and John will work on drafting the motion for the Annual Meeting.

**4. E-Mail Motion:** *Kim MacMillan/Sherry Bowlby* — That the Improv budget for August 12, 2015 showing a revenue of \$765 and expenses of \$320 be accepted as submitted. **Carried.**

**5. Treasurer's Report:** — No report this month.

**6. President's Report:**

- Shuswap Theatre's request for \$2,500 for upgrading to a more efficient lighting system has been approved by the Shuswap Community Foundation.
- Dave Wood is familiar with the Sage 50 Accounting System and has agreed to work with Sherry to answer her questions.
- Joyce consulted with accountant Winston Lee-Hai re having someone look at ST's financial records for the past year. The three levels of financial oversight (audit, review engagement and notice to reader) are fairly expensive. He suggested ST have

Dave Wood look at what controls we have in place to make sure no money goes missing. Winston agrees that having two signatures with no pre-signed cheques and the Vendini system keeping track of tickets sold are good controls. We need to look at income and expenses for the concession and the bar to see if they seem reasonable.

- Brian Pratt-Johnson is happy to have the money donated from the fund go towards information gathering for a youth program.

#### 7. Theatre On The Edge Report:

- Full report in September. Correspondence has been positive with few complaints. Good pictures in the Observer July 29, 2015.

#### 8. Correspondence:

- Note from Russell Nakonesby re Theatre on the Edge success.
- E-mail thank you from Barbara Grier re Theatre on the Edge with some suggestions.
- Thank you note from salmon Arm Children's Festival Society re ST donation.
- E-mail letter from George Rithaler regarding his withdrawing from the improv group. Kim will follow up with George.

#### 9. COMMITTEE REPORTS:

- **Artistic Committee — Julia.** — Meeting this week to finalize Main Stage for the season.
- **Building/Rentals/Costumes/O-Zone — Cilla.** — The theatre has been rented a lot this summer. Tech needs to know ahead of time if they are needed. We can offer to sell tickets through Vendini.
- **Improv** — Gearing up for their "Summer Fun" show on August 12.
- **Vendini/Photocopier — Glenda** — Reminder to unplug the photocopier when it is not being used — make a sign to this effect. Also recommends that ST use a package deal and look for a fee structure.
- **Sound/Light — Marcus** - No report.
- **Theatre On The Edge — Joyce** — See above.
- **Volunteers — Kim** —

**Motion:** *Kim MacMillan/John Coulson* — That Paula Shields and Evelyn Cook be appointed members of the Volunteer Co-ordination Team. **Carried.**

- Paula and Evelyn are already working on a list of volunteers. Paula was at this meeting to get a feel of what we do. They are welcome to come to board meetings.

#### 10. NEW BUSINESS:

- **Gaming Bank Account** - Shuswap Theatre does have one which was dormant. Discussion regarding how much funding to ask for. Mike Nash suggested that we also contact the School District regarding funding.
- **Questionnaire for Members at Annual Meeting** - Kim has worked out four very simple open-ended questions for the membership, to wit:

- 1. What would you like to see Shuswap Theatre do more of?
- 2. What would you like to see Shuswap Theatre do less of?
- 3. What is Shuswap Theatre doing that you think is just right?
- 4. What else would you like to say to your board?

- **Stage Manager Mikes** - Discussion regarding wireless Clearcom headsets and possible cost.

**Motion:** *Sherry Bowlby/Althea Mongerson* — That Shuswap Theatre spend up to \$500 on a new wireless Clear-Com communication headset and expander for the stage manager’s use. Any further expenditure to be ratified by Board vote. **Carried.**

- **Loose Ends:**

- a) Open House and AGM notices will be in the Prompter.
- b) Annual Report will be mailed to those who do not have a computer.
- c) The plumber has been and there are no more water issues, cost under \$300.
- d) Jaci will give a report at the September board meeting.
- The **End of Season Party** potluck dinner will be held at 6 p.m.on September 22 at the Theatre before the AGM which will follow at 7:30 p.m.

**11. Adjournment by the Chair: 9:00 p.m.**

**Next Meeting: Wednesday, September 16, 2015 at 7 p.m. at Shuswap Theatre.**

**Signed:** \_\_\_\_\_

Chairperson

**Signed:** \_\_\_\_\_

Recording Secretary