

Shuswap Theatre Society – Annual General Meeting

Wednesday September 22nd, 2021 – at 7:00PM

Participation is available in person at 41 Hudson Ave or via Zoom

Shuswap Theatre Acknowledges that our programs and activities 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

1. **AGENDA:**
 - a. Additions/Changes to the Agenda
 - b. Motion to Adopt
2. **PREVIOUS MEETING MINUTES:**
 - a. September 20, 2020. (for information only, approved by the board)
3. **YEAR END FINANCIAL STATEMENTS:**
 - a. Treasurers Report
 - b. Motion to Adopt
4. **ANNUAL REPORTS**
 - a. President
 - b. Technical Director
 - c. Artistic Committee
 - d. Membership
 - e. Box Office
 - f. Marketing and Publicity
 - g. Website
 - h. Ozone
 - i. Laughing Gas Improv
 - j. Building and Capital Projects
 - k. Building Maintenance, Rentals and Costume
 - l. Funding and Sponsorship
 - m. Scene Shop
 - n. Theatre on The Edge
 - o. Summer Program
5. **NOMINATING COMMITTEE REPORT.**
 - a. **ELECTION OF DIRECTORS.**
6. **OPEN DISCUSSION ON THE 2021/2022 SEASON.**

ADJOURNMENT.

Shuswap Theatre Society
Annual General Meeting Minutes
September 22, 2020 – 7:00 pm via Zoom

In attendance: Kim MacMillan, Craig Massey, Nedine Scott, Teresa McKerral, Howard DeLong, Mary Fabian, Elizabeth Ann Skelthorne, Mitch Stefanek, Heather Stefanek, Patrick Benson, Susan MacMillan, Robert Taylor, Althea Mongerson, Marcus Smith, Julia Body and Tracy Nash

1. Call to order – 7:02pm
2. Welcome, Craig.
3. **Moved to approve the agenda as presented.** Susan MacMillan, Sherry Bowlby. Carried.
4. Previous meeting minutes, as approved by the board – for information only
5. Year End Financial Statement:
 - a. Treasurer's Report
 - b. **Moved to adopt the Treasurer's report with financials as presented.** Sherry Bowlby/Mitch Stefanek. Carried.
6. Annual Reports:
 - a. President's Report
 - b. Artistic Committee Report
 - c. Membership Report
 - d. Scene Shop Report
 - e. Technical Director Report
 - f. Box Office Report
 - g. Building & Capital Projects Report: Question re: how well ventilated is the new HVAC system with considerations for Covid etc. The answer to be pursued.
 - h. Laughing Gas Improv Report
 - i. Seniors Theatre Report
 - j. Sponsors and Patrons Report
 - k. TotE Report
 - l. Building Management, Rentals and Costumes Report
 - m. Front of House Report
 - n. Okanagan Zone Report

Moved to accept the annual reports as presented. Patrick Benson/Teresa McKerral. Carried

7. Nominating Committee Report
8. **Moved that the following people are elected as Directors by acclamation: Alexander Delaney, Howard DeLong, Mary Fabian, Kim MacMillan and Heather Stefanek for a one year term and Julia Body, Sherry Bowlby, Craig Massey, Peter Molnar and Nedine Scott for a two year term.** Teresa McKerral/Susan MacMillan. Carried.

Many thanks expressed to outgoing board members and a warm welcome to the new board members. Also many accolades to the Artistic Committee for their amazing work on the 20/21 season which is the envy of other theatre groups.

7:58pm adjourned.

Treasurer's Report 2021

It has been a challenging and rewarding year financially for our theatre, as well as for live arts venues everywhere. It is thanks to a very supportive Government and community that we have been able to continue to deliver a variety of programming through a COVID-19 year, as well as purchasing the equipment to do so, and to make substantial improvements to the HVAC systems in the building to reduce operating costs.

The major grants and donations received came from:

Individual donations by Theatre members

Province of BC

NW Private Giving Foundation

Shuswap Community Foundation- City of Salmon Arm Fund

Shuswap Community Foundation

SASCU

BC Arts Council

ProAir

In all, almost \$54,000.00 was donated, plus in kind donations of equipment and supplies.

We are well positioned to resume operations with live theatre in the coming year.

Sherry Bowlby, Treasurer

Shuswap Theatre Society

Balance Sheet As at 30/06/2021

ASSET

Current Assets

SASCU - Chequing	46,406.49	
SASCU-Gaming	10.59	
SASCU - Savings	1,524.63	
SASCU - Patronage	80.14	
SASCU - Shares	191.10	
Capital Reserve Fund	25,000.00	
Total Bank		73,212.95
Petty Cash Funds	100.00	
Cash Floats	200.00	
Total Cash on Hand		300.00
GST Receivable	278.66	
Total Receivables		278.66
Total Current Assets		73,791.61

Capital Assets

Land		50,000.00
Building	158,779.68	
Building Depreciation	-79,079.82	
Net Building		79,699.86
Electrical - Wiring & Lighting	36,731.10	
Electrical Depreciation	-30,356.24	
Net Electrical Hardwiring		6,374.86
Sound System	12,427.66	
Sound System Depreciation	-11,098.08	
Net Sound System		1,329.58
Renovations	144,128.53	
Renovations Depreciation	-90,224.92	
Net Renovations		53,903.61
Equipment	43,537.87	
Equipment Depreciation	-41,915.87	
Net Equipment		1,622.00
Furniture & Fixtures	60,498.59	
Furniture & Fixtures Depreciation	-59,195.66	
Net Furniture & Fixtures		1,302.93
Costumes & Props	9,092.57	
Costume & Props Depreciation	-9,018.90	
Net Costumes & Props		73.67
Computer Hardware	4,406.67	
Computer Hardware Depreciation	-3,690.27	

Net Computer Hardware		716.40
Computer Software	1,232.41	
Computer Software Depreciation	<u>-1,232.41</u>	
Net Computer Software		0.00
Big Steel Box	4,380.00	
Big Steel Box Depreciation	<u>-3,753.65</u>	
Net Big Steel Box		<u>626.35</u>
Total Capital Assets		<u><u>195,649.26</u></u>

TOTAL ASSET		<u><u>269,440.87</u></u>
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LIABILITY

Current Liabilities

Accounts Payable		<u>0.00</u>
Total Current Liabilities		<u><u>0.00</u></u>

TOTAL LIABILITY		<u><u>0.00</u></u>
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EQUITY

Retained Earnings

Retained Earning - Previous Year	237,734.33	
Current Earnings	<u>31,706.54</u>	
Total Retained Earnings		<u><u>269,440.87</u></u>

TOTAL EQUITY		<u><u>269,440.87</u></u>
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LIABILITIES AND EQUITY		<u><u>269,440.87</u></u>
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Shuswap Theatre Society

Income Statement 01/07/2020 to 30/06/2021

REVENUE

Administrative Revenue

Charitable Donations	6,181.68	
General Donations	15.00	
Qualified Donation	3,500.00	
Total Donation Revenue		9,696.68
Community Grants	24,200.00	
Government Grants	20,000.00	
Total Grant Revenue		44,200.00
Interest Revenue		38.26
SCF Distribution		2,162.00
Co-op profit share		124.63
Total Membership Revenue		2,234.75
Total Administrative Revenue		58,456.32

Operations Revenue

Costume/Prop Rentals	0.00	
Facility Rentals	200.00	
Stage Production Rentals	0.00	
Total Rental Revenue		200.00
Bar Sales	0.00	
Concession Sales	158.10	
Event Sales	55.00	
Workshop Revenue	5,750.00	
Fundraising Revenue	195.00	
Total Sales Revenue		6,158.10
Total Operations Revenue		6,358.10

Production Revenue

Production Ticket Sales	4,150.45	
Season Ticket Sales	0.00	
Total Ticket Sales		4,150.45
Programme Advertising Sales	0.00	
Sponsorship Advertising Sales	1,200.00	
Total Advertising Sales		1,200.00
Total Production Revenue		5,350.45

TOTAL REVENUE		70,164.87
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EXPENSE**Financial Statement Expenses**

Depreciation Expense	10,341.38
Total Financial Statement Expenses	10,341.38

Direct Production Expenses

Backstage Refreshments	0.00
Costumes	32.33
Hair/Makup	0.00
Lighting/Sound	1,602.42
Royalty / Rights	1,398.44
Props	53.17
Scripts	107.93
Set Construction	0.00
Set Decor	0.00
Posters	8.76
Total Direct Production Expenses	3,203.05

Fees & Licenses

Gov't Fees & Licences	0.00
Ticket Agent Fees Expense	8.43
TixHub	655.75
Website Fees	242.80
Paypal Payflow	359.81
Credit Card Processing Fees	375.70
computer software fees	199.95
Total Fees & Licenses Expense	1,842.44

Financing Expenses

Bank Charges	50.00
Transaction Service Fees	78.64
Total Financing Expenses	128.64

Cast and Crew Development

Ozone participation	-350.00
Total Cast and Crew Development	-350.00

Capital Expense

Capital expense	0.00
Capital Expense	0.00

General Service Expenses

Security Services	307.50
Cleaning Services	2,484.38
Contractor Services	173.35

Garbage Service	526.66
Stationery Services	17.43
Repair Services	107.12
Inspection Services	260.21
Total General Services	<u>3,876.65</u>

General Supplies Expense

In-House Photocopies	38.99
Cleaning Supplies	176.49
Costume/Prop Room Supplies	143.38
Food/Beverage Serving Supplies	0.00
Food/Beverage Stock	0.00
Bar Liqor Stock	0.00
Theatre/Office Equipment	0.00
Postage	0.00
Stationery Supplies	6.72
Storage Supplies	0.00
Furniture & Fixtures	0.00
Kitchen/Washroom Sundry Supplies	0.00
Fundraising Expense	200.00
Total General Supplies Expense	<u>565.58</u>

Insurance Expense

Commercial Insurance	6,019.00
Other Insurance	550.00
Total Insurance Expense	<u>6,569.00</u>

Lease/Rental Expense

Photocopier Lease	2,089.32
Total Lease/Rental Expense	<u>2,089.32</u>

Maintenance Supplies Expense

Electrical Supplies	0.00
General Repair Supplies	148.57
Paint Supplies	0.00
Small Maintenance Tools/ Equipment	0.00
Total Maintenance Supplies	<u>148.57</u>

Membership & Dues Expenses

Business Dues	40.00
Community Memberships	198.80
Industry Dues	209.23
Total Membership & Dues Expense	<u>448.03</u>

Professional Service Expenses

Accounting & Legal	1,200.00
Personal Service Contracts	1,200.00
Printing & Design Services	300.00
Website Services	253.26
Total Professional Services	2,953.26

Total Promotions Expense	200.00
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Utilities & Tax Expenses

Heat - Gas	1,941.05
Hydro	2,062.49
Telephone/Internet	1,913.97
Water/Sewer	321.90
Frontage Tax	203.00
Total Utilities and Tax Expense	6,442.41

TOTAL EXPENSE	38,458.33
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NET INCOME	31,706.54
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Notes:

Received prior to YE 2021, spent YE 2022

1. grant and worksho	10,957
2. HVAC grant, not bi	9,000
3. Resilency grants, n	20,000
4. Video Camera grar	2,500
Total	42,457

Presidents Annual Report 2020 – 2021

I will preface this report by stating the obvious, this full reporting period has been deeply impacted by Covid. We, the board, are optimistic that there is light at the end of the tunnel and soon we all will once again be able to share in live theatre.

Artistic:

First and foremost, I would like to express my sincere appreciation to our artistic committee. They are; Julia Body, Frank Manning, Gloria Cox and Ali Balloun . Collectively this group has strived to provide guidance to the board on creative productions and methods of presentation. It was their hard work that resulted in Walkabout theatre in August of 2020, and a full slate of productions for the coming season.

The next group I would like to recognize is the Theatre on the Edge (Tote) committee. They are; Althea Mongerson, Ann Skelhorne and Marcus Smith. This group spent hundreds of hours taking Tote to a new level during very trying times. Their efforts brought talent to the virtual festival from across Canada, parts of the U.S. and Ireland. I am excited to witness what they will accomplish at Tote 2022.

Recently the theatre was recognized by Theatre B.C. for the following Pivot awards:

Tote was recognized for – Most fun and innovative introduction video.

Shuswap Theatre was recognized for – Most innovative theatre performance season and most entertaining Pivot presentation.

The Board and Artistic Committee have recently announced a full slate of productions for the coming year, covid restrictions permitting, we look forward to again performing live to our patrons.

Building:

Over this past year, with ongoing support from Pro Air Heating and Cooling, we have continued with replacing the HVAC system throughout the theatre. Pro Air is a long time supporter of Shuswap Theatre and has been extremely generous during this expensive retrofit.

Administration:

This year's board was the first with staggered terms. The Board terms for Alex Delaney, Howard deLong, Mary Fabian, Heather Stefanek and Kim MacMillan are expiring this year, we are very pleased that four of the five have decided to remain on the board. We are very sad to announce that Kim MacMillan will be stepping away. Kim has been involved with Shuswap Theatre for 30 plus years and has been a member of the board for 15 years. Kim's passion for theatre both on and off stage have been instrumental in the quality of entertainment provided and the building in which the craft is performed.

In the coming months the board will begin refurbishing the front of the building. The committee overseeing the renovation are currently working on overall designs. This will be a significant project which will be undertaken with the assistance of volunteers and paid professionals.

We continue to look for new volunteers within all departments. I would encourage any of our members to get involved whether it be on stage or behind the scenes. Cast and crew from previous seasons have reported that being a part of a theatrical production has been one of the best experiences of their life. Ours is a community theatre which is made possible by the support of a large group of volunteers who bring a vast array of skills which include mentoring and assisting newcomers whenever and wherever possible.

Susan MacMillan continues to keep The Prompter and our Facebook page up to date, we really appreciate Susan's efforts to keep our patrons updated on new performances and undertakings at the theatre.

Last but not least, I would like to extend a heartfelt thank you to the dedicated people of the board for their ongoing efforts to provide quality live theatre to our valued patrons, they are; Nedine Scott, Sherry Bowlby, Julia Body, Peter Molnar, Heather Stefanek, Mary Fabian, Alex Delaney, Howard deLong and Kim MacMillan.

In closing, we remain dedicated to providing engaging live theatre to our valued patrons, we will do so just as soon as possible. In the interim we wish everyone good health and much happiness.

We remain, theatrically yours.

Craig Massey

Shuswap Theatre Board of Directors

TECHNICAL DIRECTOR'S REPORT SEPTEMBER 2021

Our 44th Season (20/21) was unlike any other as we faced the possibility of no theatre at all. Thanks to our adaptive Artistic Committee however, Shuswap Theatre was not left in the dark despite severe audience restrictions. From a technical perspective, productions brought fun challenges as we supported outdoor activities, online events, film and radio recordings, and even a full scale musical.

While things were often quiet this year, we took advantage of the time to clear some unwanted ductwork from the stage ceiling, leaving a little more room for lighting equipment, speakers and blacks.

Our sound department was kept busy recording and was able to acquire two new, much needed microphones to add to our modest collection. Continuing with our sound system updates from the year before, we have also purchased new speakers for both the front and rear of house.

Filming theatre has become “pivotal” this year. Early in the pandemic, our board foresaw the need for us to join a growing community of local artists with professional film equipment and editing skills. Thanks to our proactive funding committee, we were able to find the financial support to purchase a Blackmagic cinema 4k camera. Our core technicians/artists will be training on this equipment soon in the hopes that as we move forward we will be able to integrate video capture and streaming into our regular and extraordinary productions and find new ways to support theatre.

We were unable to host technical theatre workshops this year including the much loved Theatre 101, however there has been interest in creating a youtube series with brief introductory videos to create interest and familiarize potential volunteers with our theatre. With our new video equipment this may well be an upcoming project.

With safety as a priority, our department continues to look for ways it can improve, add support to productions and increase possibilities for innovation by our artists.

Learn how to run a show behind the scenes. Our Technical department is always looking for new members to join our team. If you are tech savvy, love problem solving, working on a team, and sitting around in the dark wearing black, we are the department for you! While some theatre experience is helpful it's not necessary to get started, we'll show you the ropes on the fly.

Email me at housetech@shuswaptheatre.com if you have any questions or would like to volunteer this season.

Elizabeth Ann Skelhorne
House Technical Director
Shuswap Theatre

Artistic Committee Annual Report 2020--2022

As we stated in our 2019—2020 Report, our goals during the covid pandemic were to keep Shuswap Theatre active, and at the same time, maintain our profile in the community.

To meet these goals we planned several activities. :

August, 2020 Walkabout Theatre: Our initial walkabout was very successful; however we had to cancel the August 2021 session as we did not have enough acts to make the program work

September, 2020 “Outside Mullingar:” a staged reading, directed by Kim McMillan. At this point we were allowed a small audience, subject to covid protocols. The reading was taped for future streaming.

October, 2020 Theatre of Thrills

November, 2020 “Dead Men don’t do Radio Plays”: A staged Radio play, directed by Julia Body

December, 2020 Flatbed Theatre : We had a great deal of discussion on the possibility of doing a Christmas show on a flatbed truck and performing at different venues in town. While this idea did not come to fruition, we felt this would be a novel idea for our theatre and certainly worth pursuing in the future.

Jan/Feb, 2020 Trivia Night: The AC and several volunteers held two trivia nights. Prizes were solicited from different businesses in town. Both of these events proved to be quite successful. In particular, with the technology at hand, we were able to offer a most entertaining night via “Zoom”. There were one or two minor glitches, but a most successful evening. It may be worth planning a live trivia night at the theatre when the pandemic is finished.

June, 2020 : Video for Pivot

July, 2020: TOTE

Proposal for the 2021-2022 Season

Fall, 2021: “Hilda’s Yard” by norm Foster. Directed by Chris Iversen

Christmas Show: “The Coyotes Christmas” by Peter Anderson. Directed by Howard Delong

Winter, 2022: “Love Letters” By A.R. Gurney. Directed by Kim McMillan

Festival, 2022: “The Gravitational Pull of Berneice Trimble” by Beth Graham. Directed by Julia Body.

Membership Report August 24, 2021

The following are some comparisons with the membership in September 2020 and September 2019. This year we have seen a definite decline in the number of our Individual memberships, Youth memberships and Business/Non-profit memberships. Covid has sadly left its mark. On the plus side more people are realizing that the \$100 Individual Life membership helps the Theatre coffers at a challenging time and is very good value.

Number of Members by Category

Category	2021	2020	2019
Individual	91	122	127
Family			(1)
Youth	2	5	1
Individual Life	46	40	29
Business or Non-profit	1	5	6
Associates (other organizations)	7	7	7
Honorary Life Members	10	9	12
GRAND TOTAL	157	188	182

Individuals in the 'Family Category' have been added into the 'Individual Category'.

Number of Individual Members by Age

Age	2021	2020	2019
0 - 17	7	8	1
18 - 29	5	5	6
30 - 39	9	5	7
40 - 49	13	17	13
50 - 59	33	26	29
60 +	76	111	108
Not Provided	1	4	4
GRAND TOTAL	144	176	168

This Grand Total does not include Business, Non-profit or Associate members.

Business or Non-profit Members

- Voice of the Shuswap
(Jeanette Clement)

Associate Members

- Asparagus Theatre
- Kamloops Players
- OZone, Theatre BC
- Powerhouse Theatre
- Revelstoke Theatre
- Shuswap Arts Council
- Theatre Kelowna

Honorary Life Members

- Phil Gibbs
- Jake Jacobson
- Glory Kinoshta
- Anne Marsh
- Ralph Owens
- Lyle Petch
- Jane Petch
- James Bowlby
- Cilla Budda
- Joyce Henderson

Submitted by *Patrick Benson*
Membership Secretary
August 22, 2021

Box Office Report 2020-21

There has been little activity with our ticketing system because of Covid but we did use TixHub, our ticketing system supplier, for four events, including Walkabout Theatre, the public reading of *Outside Mullingar* (online only), *Theatre of Thrills* and *Dead Men Don't Do Radio Plays*. For shows where social distancing was required, TixHub created a system that would allow people to reserve seats so that patrons' "bubbles" were separated from other bubbles. It worked flawlessly but limited our capacity to less than 1/3.

We have been using generic ticket stock, but we are awaiting a shipment of our own custom designed stock which will be more professional and distinctive (thank you Lisa). The additional cost will be met by the sale of advertising space on the back of the tickets.

For season subscribers, the system now allows us to automatically hold the seats purchased for the last season that they were available. Any that remain unsold after a date in early October, the seats will be released for general sale.

Our downtown Ticket Agents, Jaymie and Linda of Re-Market, etc, have regretfully decided not to sell our tickets any more due to limitations of their new premises. They have been great boosters and we are grateful for their work. We are pleased to announce, though, that **Wild Craft Mercantile**, located in the old Blue Canoe building, will be taking on this important role. Their location so close to the theatre will be ideal.

The Box Office work for our theatre continue to be shared by Alice Chin and Kim MacMillan.

Submitted by Kim MacMillan

Marketing & Publicity Annual Report

Sept 2021

The Marketing & Publicity Committee is currently made up of Alex Delaney, Ann Skelhorne, Nedine Scott and Howard DeLong, with input and guidance from other members as needed.

We feel that a committee helps provide a continual sharing of needed information within the society between volunteers, thereby building a continuity of services for succession moving forward. This may include the proverbial “hit by a bus” scenario as well as an ongoing rotation of individual members. We have found this group work style also reduces the pressure of trying to fill the role and work load by any one individual. The Board has indicated a preference for a strong professional image and the committee acknowledges that it will continue to need to work in consultation with those who have the necessary professional skills when needed and that those skills are a valued commodity beyond the scope of volunteerism.

In this, our first year, attempts were made to unify a department that has had job outputs in various locations functioning autonomously with little synchronization, intercommunication or harmonized branding. The following is a list of what we have achieved so far and continue to work towards:

- Committee was formed
- Created an overview of the Marketing and Publicity landscape
- Created a shared digital workspace
- Created a resource for marketing templates/calendars/online accounts, etc.
- Distinguished between M&P for STS in general vs individual productions
- Created a list of duties for the marketing team to undertake
- Identified a need for a devoted Community Engagement team as a sub function of marketing our brand - volunteers needed
- Advocated for STS involvement with other community orgs/partners
- Supported productions
- Created a Discord Server to engage members in a new way (<https://discord.gg/6uPk7KdKrZ>)
- Plans for a TikTok channel
- Re-evaluate time lines and due dates
- Set future goals
 - Yearly planning vs long term
 - Our branding
 - In the community
 - Merchandise
 - Content Creation
- Integrate with website - look to redesign with branding
- Photography Database
- Address need for trained publicity volunteers for each production
- Facilitate communication between productions and the committee

As we move into a new year, we look forward to expanding our understanding of how this committee can help grow our society within the community. We will begin with a larger group planning/work session in the next month between all contributing members of our broad portfolio. If Marketing & Publicity is your “jam” please contact us to see if this is a good volunteering fit for you. You do not need to be on the board to sit on a committee.

Submitted by the members of the Marketing & Publicity Committee

Website Annual Report 2020-21

I have continued to be the primary editor and manager of our website, though Althea Mongerson has assisted with certain events. Thanks, Thea.

In late 2020, our local website designer and host, Perimeter Design (Ryan Anderson), was purchased by a Vernon firm, Sproing Creative. They have so far continued to honour the pricing discount (50%) that we had but are now charging for small routine changes that Ryan generously did for free. There will likely be price increase soon as they are upgrading their hosting system though it seems likely we will still get the discount.

Our website is beginning to look a bit old-fashioned, so it's likely we'll be seeking a new design sometime in the next year or so.

Submitted by Kim MacMillan

Okanagan Zone Report

2020/21 was a rough season for all our fellow TheatreBC members and the Okanagan Zone. It was a season of struggles, many zoom meetings, learning how to be flexible and of getting creative.

The 2021 Okanagan Zone Festival which was scheduled for May 2021 was cancelled for the second year in a row. The 2022 Festival is currently scheduled to go ahead and more details around that will be out soon, as regulations and our provincial situation changes.

TheatreBC's MainStage Festival scheduled for July 2021 was cancelled. Mainstage 2022 is currently scheduled to be hosted in Vernon July 8th - 16th.

The Indigenous Initiative Committee formed last year by TheatreBC has been meeting regularly. They have made some recommendations and have worked on establishing an Indigenous Playwriting competition open to BC residents. Details will be publicized in the coming months.

We continue to encourage youth and those going back to school to grow their Theatre Arts education to apply for Scholarships through Ozone and TheatreBC. Secondary Students who want to attend Mainstage are encouraged to apply for a MainStage Scholarship.

Nedine Scott

Okanagan Zone Representative

Laughing Gas Improv

Laughing Gas Improv did not meet during the 2020/2021 season. That being said, there are some exciting announcements for the coming season so stay tuned!

Nedine Scott

The Building Report

As you are all aware we are continuing to provide a community theatre program as near to professional as we can possibly provide in spite major limitations of our building, we put on productions that amaze. Pre-covid we were able to upgrade the stage floor and replace our seating. We also replaced our aging roof with the funding assistance of Shuswap Community Foundation.

Through the generosity of our community partners PROAIR and SASCU through covid we have continued to upgrade our aging HVAC system. We have replaced two furnaces and done some upgrades to the air-conditioning. In the spring of 2022 we are planning to continue with the air- conditioning upgrade.

In the meantime, the board is endeavoring to find funding to provide an ultraviolet filtration system to help reduce the biological impurities ever present in public spaces within the air we breathe. We will do this in two parts as we find funding. First the house and then the lobby.

A committee has been struck to look at what is possible to upgrade the look and functionality of the entrance to the theatre. It is aging and showing serious signs of deterioration. Because of the history of our building there are again limitations to what we can do. It is suspected that the soils under the building are contaminated requiring huge expense if we are to disturb them.

Peter Molnar

Building Maintenance, Rentals and Costume room Reports –2020 –2021

Submitted by Cilla Budda to the Shuswap Theatre General Meeting
Wednesday – September 22, 2021

Building Maintenance Report – The general maintenance has been nearly completed for this coming season.

I am waiting for new batteries for the emergency lights in the house and in the green room, the Safety Man (Wes Henry) came at the end of August and serviced the fire extinguishers and found that the batteries had long past their time of life by about 3 & 4 years. Thank goodness as they are quite expensive. We are still waiting for the sprinkler system servicing, Fire Safe has been backed up for a while but; are coming this month. We had our fire inspection in the late spring and all was well; except for a tote that had to be repositioned in the upstairs costume room which I have done. The Fire Marshall was very pleased with what had been done up in the loft and the clearances of everything. The furnace filters have all been changed and it is now time to turn off what air conditioning we do have. This summer was a challenge with the system not totally completed, we relied on fans for the Kids theatre along with the one unit that is connected. I hope that if we are operating next summer that the systems will be more complete, especially the dressing room and green room, was pretty warm during the heat wave. I have been keeping the sanitizing up before meetings and during the Kids production this summer. We really need a couple of the 8ft. curtains cleaned and the lobby & Green room carpets cleaned!!

We did have issues with the homeless a few times camping out in the green room alley doorway, building small fires in foil and leaving garbage etc. Craig came and boarded it up for most of the summer, until the Kids production happened and we had to remove barricade. I strongly suggest that we purchase a “Roll Shutter” for that doorway, as it is a fire exit; but also a place for people to camp-out, it has been used as a toilet also in the past!!! I also had to clean-up another camp site in the ramp-way and I had to call the police as I was verbally abused by one of the ‘campers’, Craig suggested I ask that we open a file with the RCMP and that we would be patrolled more often by doing that. I did speak to the police when they came and let them know that this is an ongoing problem. Things have been okay since that problem was resolved.

Craig and Peter have repaired the awning again, I think it has done very well, we installed it in **2002** considering it faces south and is at the mercy of the sun and heat, especially this summer it really has taken a beating from the weather these past couple of years especially this past summer.

The flowers out front were volunteers, except for the one pot I bought and a tub of petunias, the fall asters were planted back in 2003 by Shirley Tucker, an amazing plant.

Rentals – We did not have any as there were only Co-Productions and our radio plays. We did however have an AGM in last week, with Sherry at the helm for her housing group.

Costume Rooms – We did not have rentals but; I did loan the military uniforms to the Piccadilly Mall for the Remembrance Day display and received many positive comments for doing so, also the mall was wanting to use the Rabbit costume for Easter which they do every year. Also I loaned our vintage style dresses and shoes to Shuswap Clothing and Shoe for the 100th Anniversary window at the beginning of this month. It was really appreciated! I still have a bit more culling to do and am waiting for Susan from Haney House to come a look at the vintage pieces and extra suits I have put aside for them. I did have a few requests for items we did not have also I had to turn down a few items that we have plenty of already, hats and wedding dresses. Hopefully the coming year will start to return to a more normal routine!

Respectfully submitted by Cilla Budda

Funding and Sponsorship Committee

The past year provided new direction for Shuswap Theatre. Though funding and sponsorship had been applied managed by two individuals, there was no committee. The formation of the new committee resulted in five enthusiastic members. Due to our reduced theatre season, there was little need to concern ourselves with sponsorship, and therefore the committee focused primarily on funding. Funding has three components: operations, programming, and capital needs (major equipment purchases, and major building repair costs along with replacement of building components).

As there was no income from ticket sales, the committees' foremost concern was finding funds for Shuswap Theatre to stay operationally viable so that utility, service, and maintenance bills could be paid. An application to the **British Columbia Arts Council (BCAC) Expanded Arts & Culture Resilience Supplement** resulted in a generous grant of \$18,000 in addition to an additional \$2,000 under the *Resilience Supplement Award*. Shuswap Theatre channeled part of the funding into programming to support *Theatre on the Edge (TOTE)*. The committee understands that in future years, TOTE will be better served through grant applications specific to programming, rather than utilizing operational funds.

Kelly Coubrough's Summer Youth Musical Theatre Program has the makings of another annual program for which Shuswap Theatre will continue to support. The Committee's application to *Shuswap Community Foundation* resulted in a grant of \$5,200, greatly assisting the first year of the program.

The Board's prioritization of capital needs provided excellent direction for the committee to begin seeking appropriate funds. The committees' application to the City of Salmon Arm Grant's-in-Aid Program provided funds of \$2,500 towards the purchase of three video cameras and associated equipment. The committee was unsuccessful in its application to the *British Columbia Arts Council (BCAC) Pivot Program*, which we hoped would provide the funds for the remainder of the cameras and equipment. Consequently, the Board redirected its priority to just one video camera and associated equipment. Following the committees' application, Armstrong Regional Coop announced Shuswap Theatre as the chosen charitable organization for the *Armstrong Regional Cooperative Fuel Good Day*, to be held September 21, 2021 (following the date of this report). The committee projects that the funds from Fuel Good Day will be adequate for the remainder of the camera and equipment costs, with an additional surplus towards other capital needs.

Lastly, the committees' application to *SASCU Community Support* resulted in a generous award of \$9,000 towards completing the replacement of our heating, ventilation, and air conditioning system. Proair Heating & Cooling deserves thunderous recognition as they have donated components and in-kind service, already completing a significant portion of the project.

Though it may seem at times to be thankless work, I do indeed wish to give thanks to the committee members: Kim MacMillan, Heather Stefanek, Jaci Metivier, and Sherry Bowlby. A special thanks needs to be given to Jaci Metivier, who used to do this all on her own. Though it was a combined effort, Jaci still completed the bulk of the grant applications. Also, a tremendous thank you to our granting organizations.

Howard DeLong, Chair Funding and Sponsorship Committee

Scene Shop Report for Shuswap Theatre AGM 2021

The scene shop remains adequate for future productions. Once we return to set construction, we will need to purchase a new set of cordless drills. We are pleased that lumber prices are now declining, making set materials more affordable.

We anxiously await a return to making sawdust and noise.

Craig Massey

Theatre on the Edge was yet another example of Shuswap Theatre innovating during the pandemic. Since 2021 marked the second year of performance restrictions due to the pandemic, it was decided to move the festival online for one year. The aim was simple - maintain relationships between the festival/Shuswap Theatre, artists, and audiences.

But how?

It came down to 3 actions:

1. Get the festival online.
2. Remove barriers to entry for audiences and artists - ie. no entry fee.
3. Provide a curated platform for artists to share their works and get them paid in the process.

Moving online seemed like a good time to update the logo, and friend of the festival Teak Sato (<http://www.teakspedition.com/>) was gracious enough to create not only a new logo at well below market value, but also build out our brand assets across the entire site. This included colour schemes, font, relative scale and all kinds of other fun things.

Squarespace was chosen for hosting the website, Vimeo for the videos, and we were off to the races for our web presence. Google Drive was set up with all past TotE documentation and assets available in a well-developed folder hierarchy used as an online shared document repository and workspace.

Content for the website and social media was created entirely in-house, using a combination of videos, still images and text-based graphics. One of those videos, the "How to Watch" video won the *"Most Fun and Innovative Instructional Video on How to Watch a Live Zoom/YouTube Performance"* Pivot Award from Theatre BC.

Artists were selected from as far away as Pennsylvania and as close as Celista with works ranging all over the map in a similar fashion, creatively-speaking. Rocky Horror Picture Show Burlesque, Horror Film Noir, eyeball-removal, Star Trek and more. Check out the website to learn more about the artists who helped make this festival a success.

Once the festival began, buy-in from artists was nothing short of inspiring. They promoted their content, and were very engaged in the after-party, showing up with beverages and laughter and tales from the road.

Totefestival.com, our home on the internet, has contributed to the ongoing engagement with our audience. Videos for TotE are still being watched on a weekly basis and since tracking was started in May of 2021, we have received over 2000+ video views and 1410 visits to the site.

The festival has now expanded its cultural reach in other ways. TotE was selected to be a part of BC and Canada Culture Days this year, and a documentary was created to talk about the origins of the festival and how we had managed to pivot the festival through the pandemic.

The documentary can be viewed October 15-24 2021 at:

<https://culturedays.ca/en/events/67a664f8-81bc-49ec-8f38-751bd33d1865> or by heading to <https://culturedays.ca/en/events> and looking for events in Salmon Arm.

This wasn't the ideal festival that anyone wanted. We wanted to have audiences in the house, and music in the alley and actors on our stage. It was normal in one way, however. Thanks to the buy-in from everyone involved with this year's iteration, something magical and theatrical was created.

New relationships were forged in both our local community and the theatre community at large, leading to letters of support from both the Mayor and the Tourism board, the free use of \$7k+ in camera equipment for streaming from the Salmon Arm Roots and Blues Festival, and increased buy-in from businesses eager to engage.

Next year will be inside and outside and semi-normal. (Right?)

By the numbers:

11 Artists/Groups in Festival

7 Feature Length Shows

8 Short Shows

3 Hosted Artist/Audience Zoom Chats

1 Pre-Party Zoom Planning Session with invited key partners

Website Unique Visits: July 16 - 24 = 461

Website Views: July 16 - 24 = 710 on Festival Page

Top Played Video: Waiting for Tayto by Marty Lawton = 76

5 Show Sponsors = \$1,600

8 Private Donors = \$655

Created:

9 Promotional Videos

1 Documentary - BC Culture Days Sept 24 - Oct. 24

1 Website www.totefestival.com

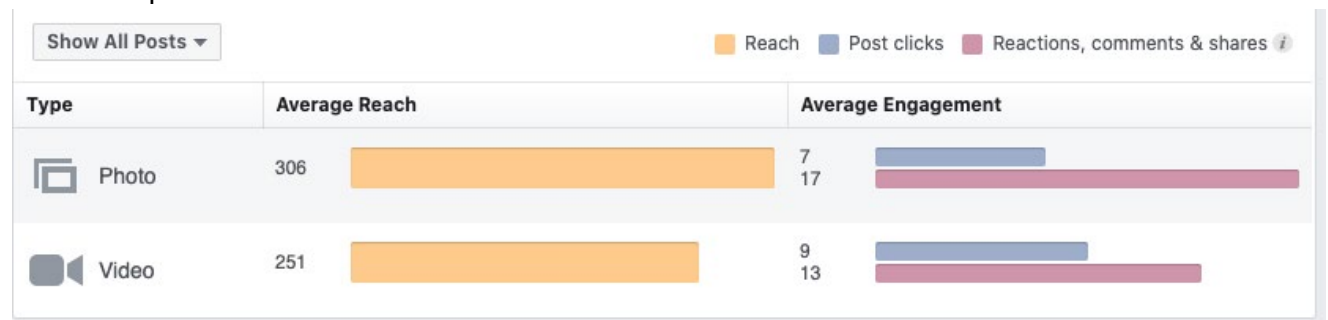
30 unique promotional graphics

New TotE Festival Logo and branding guide

Built:

Facebook: 310 Followers








- 74 post in 2021



Instagram: 401 Followers

Unique Email List: 158 subscribers

Where In the World did Folks Watch TotE Fest 2021 Edition?

Location	Visits
▶  Canada	482 (85.8%)
▶  Ireland	42 (7.47%)
▶  United States	12 (2.14%)
▶  United Kingdom	7 (1.25%)
▶  Spain	4 (0.71%)
▶  Germany	3 (0.53%)
▶  Mexico	3 (0.53%)

From the Office of the Mayor

September 9, 2021

Shuswap Theatre Society
Box 2432
41 Hudson Avenue NW
Salmon Arm, BC V1E 4R4

RE: Fairs, Festivals and Events Recovery Fund Application

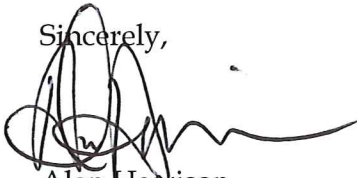
On behalf of Council, I would like to extend our support to the Shuswap Theatre in their Fairs, Festivals and Events Recovery Fund application.

The survival of the Theatre on the Edge (TotE) Festival is vital to our community. Shuswap Theatre provides our community with many diverse cultural events throughout the year including the annual TotE Festival. This event not only provides artistic diversity for our residents but attracts visitors from far and wide to enjoy the entertainment.

Shuswap Theatre has done everything they could to pivot during these unprecedented times and the City commends their efforts. The TotE Festival was offered virtually in 2021 and Shuswap Theatre received an award for the most fun and innovative instructional video on how to watch a live zoom/youtube performance.

Shuswap Theatre has brought the arts community together through the TotE festival and we hope the event can continue for many years to come.

Sincerely,



Alan Harrison
Mayor



September 15, 2021

To Whom It May Concern:

It is my pleasure to write a letter in support of Theatre on the Edge in Salmon Arm, BC.

The Theatre On The Edge, TOTE Fest is an important & key event in our area. This 3 day summer theatre festival (hosted annually by Shuswap Theatre) not only brings tourism & visitors to our area, it creates a meaningful opportunity for local performing artists to share their voices, artistic pursuits & creativity in our local community.

From the Visitor Centre perspective, the TOTE Festival helps build sustainable cultural capital, encourages tourism and offers visitors & community members' quality theater, music & events for all to participate & look forward to. In addition, audiences & guests of the TOTE Festival get to experience theatrical styles, content & ideas not often available in a community of our size.

In conclusion, I fully support the efforts of Theatre On The Edge, as they seek external funding to support their program. Please do not hesitate to contact me directly if you require any additional information.

Sincerely,



Sapphire A. Games
Visitor Services Coordinator
City Of Salmon Arm
(250) 803-4019
visitorinfo@salmonarm.ca

Nominating Committee Report
Shuswap Theatre Annual Meeting
Wednesday, September 22, 2021

There are five vacancies on the Shuswap Theatre Board for directors for two years terms.

The nominating committee nominates the following people:

Heather Stefanek joined the board one year ago and has been learning the ropes in the midst of Covid. She remains enthusiastic about helping to guide the theatre through the coming two years.

Together with fellow board member Howard, she worked on funding applications for Covid relief as well as seeking money from other sources, both local and provincial, for other projects and much needed work inside the theatre. They will be looking for sponsorships from local businesses now that the theatre is once again “open for business”. She is the theatre’s liaison to the Downtown Salmon Arm Business Improvement Association.

After co-producing two previous shows, and despite the restrictions and challenges imposed by Covid, she is excited to be the Producer of the first presentation of this season, “*Hilda’s Yard*”. Much “wailing and gnashing of teeth” has resulted in a protocol which she hopes will enable safe, enjoyable performances for both actors & audiences.

Susan MacMillan’s first experience of live theatre was when her family attended a pantomime in Glasgow every Christmas. Since then, her horizons have broadened and she has sought out theatrical productions of many kinds wherever she lived. She has been a member of Shuswap Theatre since its inception in 1977. Over the years she has taken on many crew roles including producer, stage manager, costumes, props, set décor and front of house. For the last fourteen years she has been the editor of The Prompter. She has served on the Ozone Festival Committee a number of times and is especially proud of her role in the *Comfy Bottoms* project. Her skills as an organizer, being attentive to details and ability to work as part of a team will be an asset on the board of Shuswap Theatre.

Howard DeLong spent the last year on the board of Shuswap Theatre as the chair of the Funding Committee, during which time over \$36,000 in funds were secured for operational, programming and capital needs.

After acting in two plays with Shuswap Theatre in the 1980s, Howard roamed western Canada, attaching himself to six theatre groups from Prince George, B.C. to Prince Albert and Regina, Saskatchewan.

Howard served as president of Prince Albert Community Players for four years. Other involvements with theatre groups included acting, directing, promoting, producing, sound, back stage help, bar duty, and participating in committees for the hosting of two theatre festivals. One of his fondest memories was directing and producing *AlterNatives*, for which he was able to bring Indigenous and non-Indigenous actors together in a highly polarized town. The event included Indigenous musicians and displays.

From 2014 until his return to Salmon Arm in 2020, Howard served on the board of Theatre Regina, the not-for-profit owner and operator of the Regina Performing Arts Centre – home to approximately 13,000 annual performers in dance, theatre, musicals and other community events. His duties focused on fund-raising, in which he was able to secure grants and corporate donations. He organized and produced a fund-raising event that served to spearhead the Regina Performing Arts Centre's campaign to raise additional funds through increased volunteer donations.

Now that he is retired, Howard looks forward to having more energy to devote to theatre and welcomes the opportunity to serve again on the board of Shuswap Theatre.

Mary Fabian returned to BC in May 2020 after a 20 year stay in Saskatchewan, and became a resident of Salmon Arm. Shortly after, she became a member of Shuswap Theatre and joined the board as Secretary.

During Mary's time in Saskatchewan, she developed her fondness for the various aspects of community theatre in Prince Albert and Regina, where she served on the Boards of Prince Albert Community Players and Regina Little Theatre. Mary was also a member-at-large for Theatre Saskatchewan Inc., the umbrella organization representing community theatre groups throughout the province.

She has also been involved in theatrical productions, including acting, directing and producing.

Mary looks forward to continue serving on the Shuswap Theatre Board.

Alexander Delaney has been passionately involved with theatre for 8 years ever since stumbling on set in a high school Christmas musical. Since then he has been vigorously finding outlets for his creative passions from on stage, to backstage, to writing! His love for the language arts, visual arts and music all set him up with a diverse bank of knowledge to pull from to enhance any project he works on. Not only is he knowledgeable and confident with his leading abilities he's also hip with the youth; being only 20 years young and testing the artistic waters himself.

Alex has played several roles in Shuswap Theatre performances, some of his favorites being Romeo in Romeo and Juliet (2017), and Max in Lend Me a Tenor (2019). He has also worked backstage in the sound booth during Stereotype High (2016) and The Wizard of Oz (2019).

He has been a member of the board for the past year. His vision is to see Shuswap Theatre grow and to encourage people from all backgrounds to experience live theatre in new ways.

Submitted by Nominating Committee
Teresa Mckerral and Joyce Henderson