

ANNUAL REPORT 2021/22



Annual General Meeting
September 26, 2022



Shuswap Theatre Society - Annual General Meeting

Monday, September 26th, 2022 - at 7pm at Shuswap Theatre

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.

1. AGENDA

- a) Additions/Changes to the Agenda
- b) Motion to Adopt

2. PREVIOUS MEETING MINUTES

- a) September 22, 2021 (for information only, approved by the board)

3. YEAR END FINANCIAL STATEMENTS

- a) Treasurer's Report
- b) Motion to Adopt

4. ANNUAL REPORTS

- a) President
- b) Artistic Committee
- c) Technical Director
- d) Box Office
- e) Building Management, Rentals & Costumes
- f) Front of House
- g) Funding & Sponsorships
- h) Laughing Gas Improv
- i) Marketing & Publicity
- j) Membership
- k) MYST
- l) Operation Facelift
- m) Ozone and MainStage
- n) Scene Shop
- o) Theatre of the Edge (AD, ED, Marketing)
- p) Website

5. Motion that the Bylaws of the Shuswap Theatre Society be amended as follows:

Whereas there are potential funders for non-profit projects which require organizations which

are members of our Society to have a democratic process in place to assign the vote for their organization; and

Whereas our organization does not have the ability to control the process in another organization;

Be it resolved that group and organization members shall be non-voting members; and

Therefore our bylaws be changed by:

Removing:

ARTICLE 1-MEMBERSHIP

1. The Board of Directors (Board) may establish categories of membership in addition to the following:

Individual membership Life membership Group membership

And replacing it with: ARTICLE 1- MEMBERSHIP

1. The Board of Directors (Board) may establish categories of membership in addition to the following:

- a) Individual membership
- b) Life membership
- c) Non-voting group membership

And by removing:

Voting

1. Each Individual or group member will have one vote

And replacing it with:

Voting

- 1. Each Individual will have one vote.
 - a) Motion to Adopt

6. NOMINATING COMMITTEE REPORT

- a) Election of Directors

7. OPEN DISCUSSION ON THE 2022/23 SEASON

ADJOURNMENT

**Shuswap Theatre Society – Annual General Meeting Minutes
September 22, 2021 - 7:00 pm, Salmon Arm, BC**

In attendance:

in person - Craig Massey, Nedine Scott, Sherry Bowlby, Heather Stefanek, Howard DeLong, Ann Skelhorne, Julia Body, Peter Molnar, Kim MacMillan, Mary Fabian, Mitch Stefanek, Pauline Waelti, Althea Mongerson, Joyce Henderson, Sue Kyle, Susan MacMillan, Doug Kyle, Marcus Smith, Cilla Budda.

Via Zoom – Jake Jacobsen, Tara Knight, Nicole Sjolie.

Regrets: Alex Delaney

Call to order - 7:05 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 Mitch Stefanek, seconded by Peter Molnar, that the agenda be approved. Carried.

Minutes:

The September 20, 2020 minutes of the annual General Meeting were previously approved by the Board and shared on-line. No motion was required at this time.

Year End Financial Statements:

- a) Treasurer's Report – as in the Annual Report for 2020-21
- b) Motion by Howard DeLong, seconded by Heather Stefanek, that the |
Treasurer's Report be accepted as written.

Annual Reports:

The reports below, with the exception of the Theatre on The Edge Report (TOTE), were available on-line for viewing prior to the meeting. Paper copies of the Annual Report were available at this meeting.

- a) President
- b) Technical Report
- c) Artistic Committee
- d) Membership
- e) Box Office
- f) Marketing and Publicity
- g) Website
- h) Ozone
- i) Laughing Gas Improv – Interested folks should be over the age of 18 and preferably members of Shuswap Theatre.
- j) Building and Capital Projects
- k) Building Maintenance, Rentals and Costumes
- l) Funding and Sponsorship
- m) Scene Shop
- n) Theatre on The Edge (TOTE) – This report was presented in person by Marcus Smith.
- o) Summer Program

Motion by Sue Kyle, seconded by Cilla Budda, that the reports be accepted as written.

Nominating Committee Report (Joyce Henderson):

- a) Election of Directors

Kim MacMillan is leaving the Board. There are 5 vacancies of two years each.

Motion by Joyce Henderson, seconded by Sherry Bowlby, that Heather Stefanek, Howard DeLong, Mary Fabian, Alexander Delaney, and Susan MacMillan be acclaimed as Directors of the Shuswap Theatre Board for a two-year term. Carried.

Open discussion on the 2021/2022 season:

Thanks were given to the Artistic Committee for being creative in making theatre happen in spite of COVID, and to the organizers of TOTE for a successful on-line event. The provincial government was also acknowledged for its support of TOTE.

Each of the Directors of plays for the upcoming season provided synopses of their shows. Laughing Gas Improv will start up again.

Upcoming co-production events:

- a) Shuswap Theatre has been approached about sponsoring a performance by former cast members of the comedy team, Comic Strippers.
- b) Singer Devon More has also expressed interest in bringing her recent live show to Shuswap Theatre.
- c) Shuswap Theatre will be the venue for the October 20, 2021 play- reading as part of the Arts Centre PRIDE Project.

Discussion about upcoming capital projects and Co-op's upcoming Fuel Good event, from which ST will be the lucky recipient of funds generated.

Meeting adjourned at 7:50 pm

Minutes recorded by Mary Fabian

Treasurer's Report 2022

Financially this has been another successful year for our theatre. This has been largely due to the strong support for performing arts from both our local community and from the Government grants available to continue to support Arts programs while we are still experiencing challenges with the COVID-19 pandemic.

Audience levels have been significantly lower than pre-pandemic numbers. One of the steps we have taken to address the reluctance some feel to returning to indoor spaces is installing UV filters to sanitize the circulating air. As with most of our capital improvements to the theatre, we rely heavily on donations and grants to fund such projects.

Our three, and sometimes four shows for each season generate enough income to pay the expenses of putting a show on the stage and keeping the building heated- or cooled- and lights on. For each of these shows there are volunteers working for several months to build the sets, decorate the set, cast the play and learn lines, find or make the costumes for each actor and the props they will need. These volunteers are what make the magic happen.

For our special projects such as the childrens' summer program and TotE we have had to hire contractors to deliver those programs. The funds for engaging these contractors have been secured through grants from both local sources and the Provincial government.

Respectfully submitted

Sherry Bowlby, Treasurer

Shuswap Theatre Society

Balance Sheet As at 30/06/2022

ASSET

Current Assets

SASCU - Chequing	60,469.46	
SASCU-Gaming	21.18	
SASCU - Savings	1,553.04	
SASCU - Patronage	80.14	
SASCU - Shares	194.87	
Capital Reserve Fund	25,000.00	
Total Bank		87,318.69
Petty Cash Funds	100.00	
Cash Floats	400.00	
Total Cash on Hand		500.00
GST Receivable	596.05	
Total Receivables		596.05
Total Current Assets		88,414.74

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	-1,232.41	
Net Computer Software		0.00
Big Steel Box	4,380.00	
Big Steel Box Depreciation	-3,753.65	
Net Big Steel Box		626.35
Total Capital Assets		195,649.26

TOTAL ASSET 284,064.00

LIABILITY

Current Liabilities

Accounts Payable	0.00
Total Current Liabilities	0.00

TOTAL LIABILITY 0.00

Shuswap Theatre Society

Balance Sheet As at 30/06/2022

EQUITY

Retained Earnings

Retained Earning - Previous Year	269,340.87
Current Earnings	14,723.13

Total Retained Earnings	284,064.00
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TOTAL EQUITY	284,064.00
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LIABILITIES AND EQUITY	284,064.00
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Shuswap Theatre Society

Income Statement 01/07/2021 to 30/06/2022

REVENUE

Administrative Revenue

Charitable Donations	3,367.80	
General Donations	1,050.50	
Qualified Donation	14,197.00	
Total Donation Revenue		18,615.30
Community Grants	8,319.00	
Government Grants	13,850.59	
Total Grant Revenue		22,169.59
Interest Revenue		32.18
SCF Distribution		2,425.35
Co-op profit share		337.00
Total Membership Revenue		2,009.32
Total Administrative Revenue		45,588.74

Operations Revenue

Costume/Prop Rentals	65.00	
Facility Rentals	125.00	
Stage Production Rentals	0.00	
Total Rental Revenue		190.00
Bar Sales	0.00	
Concession Sales	0.00	
Event Sales	1,664.65	
Workshop Revenue	12,853.50	
Fundraising Revenue	25.00	
Total Sales Revenue		14,543.15
Total Operations Revenue		14,733.15

Production Revenue

Production Ticket Sales	43,342.50	
Season Ticket Sales	4,593.00	
Total Ticket Sales		47,935.50
Programme Advertising Sales	1,760.00	
Sponsorship Advertising Sales	6,475.00	
Total Advertising Sales		8,235.00
Total Production Revenue		56,170.50

TOTAL REVENUE		116,492.39
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EXPENSE

Direct Production Expenses

Backstage Refreshments	560.59
Costumes	677.66
Rental Expense	1,460.00
Hair/Makeup	310.79
Media Advertising	178.35
Lighting/Sound	991.27
Photography	43.45
Foyer Display	41.50
Royalty / Rights	7,124.92
Props	620.59
Scripts	279.77
Set Construction	992.39
Set Decor	963.08
Revenue Share	2,168.01
Posters	426.11
Pogrammes	272.39
Printing and Design Services	806.25
Guest Professional Fees	13,680.00
Total Direct Production Expenses	31,597.12

Shuswap Theatre Society

Income Statement 01/07/2021 to 30/06/2022

Fees & Licenses

Gov't Fees & Licences	0.00
Ticket Agent Fees Expense	1,310.11
TixHub	2,539.33
Website Fees	731.81
Paypal Payflow	392.80
Credit Card Processing Fees	913.16
computer software fees	2,682.21

Total Fees & Licenses Expense 8,569.42

Cast and Crew Development

Workshops	2,969.13
Ozone participation	2,015.98

Total Cast and Crew Development 4,985.11

Capital Expense

Capital expense	24,663.16
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Capital Expense 24,663.16

General Service Expenses

Security Services	343.38
Cleaning Services	3,087.75
Garbage Service	487.16
Stationery Services	87.07
Repair Services	0.00
Inspection Services	179.38
Snow Removal Service	588.00

Total General Services 4,772.74

General Supplies Expense

In-House Photocopies	465.07
Cleaning Supplies	659.90
Photocopier Supplies	41.60
Costume/Prop Room Supplies	29.55
Food/Beverage Serving Supplies	33.55
Food/Beverage Stock	105.00
Bar Liquor Stock	0.00
Theatre/Office Equipment	0.00
Postage	233.11
Safety/First Aid Supplies	390.26
Stationery Supplies	349.02
Storage Supplies	0.00
Furniture & Fixtures	97.75
Kitchen/Washroom Sundry Supplies	64.95

Total General Supplies Expense 2,469.76

Insurance Expense

Commercial Insurance	6,666.00
Other Insurance	637.00

Total Insurance Expense 7,303.00

Lease/Rental Expense

Photocopier Lease	2,089.32
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Total Lease/Rental Expense 2,089.32

Maintenance Supplies Expense

Electrical Supplies	0.00
General Repair Supplies	205.87
Paint Supplies	159.82
Small Maintenance Tools/ Equipment	99.59

Total Maintenance Supplies 465.28

Membership & Dues Expenses

Shuswap Theatre Society
Income Statement 01/07/2021 to 30/06/2022

Business Dues	40.00
Community Memberships	283.50
Industry Dues	0.00
Total Membership & Dues Expense	<u>323.50</u>
Professional Service Expenses	
Accounting & Legal	1,200.00
Personal Service Contracts	4,500.00
Printing & Design Services	0.00
Website Services	0.00
Total Professional Services	<u>5,700.00</u>
Total Promotions Expense	<u>859.98</u>
Utilities & Tax Expenses	
Heat - Gas	2,669.71
Hydro	3,465.03
Telephone/Internet	1,278.49
Water/Sewer	354.64
Frontage Tax	203.00
Total Utilities and Tax Expense	<u>7,970.87</u>
TOTAL EXPENSE	<u>101,769.26</u>
NET INCOME	<u><u>14,723.13</u></u>

President's Report

It was such a wonderful season, one that seemed to grow with momentum the further and further we got. It was not without its challenges, but we once again proved that we can overcome whatever is thrown at us and bring high quality live theatre to the Shuswap, no matter what.

I need to start off by saying Thank you to our Artistic Committee; Julia Body, Gloria Cox, Frank Manning, and Ali Balloun. They brought forward a season that could accommodate the ever changing regulations and unique challenges presented to us this year, but also one that told beautiful and meaningful stories on stage.

A big focus for me, now that we could be in the same room as each other, safely, was to hold our Board Retreat and redefine our focus and priorities not only for the year, but short and long term as well. We've accomplished so many goals, that it was time to set some new ones! It was a wonderful day and reenergized the board after a rough two years. From these discussions, the board prioritized a few items, including volunteer requirement and retention, investing in training and workshops to build our skills, and being more involved and visible in our community. It was also the kick we needed to get moving on projects like the facade renovations and why that is important to our organisation.

It was exciting to see two new directors join us this season with Chris Iversen directing "Hilda's Yard" by Norm Foster as our first show of the season and Howard deLong with "The Coyotes' Christmas" by Peter Anderson over the holiday season. "Love Letters" by A.R Gurney and directed by Kim MacMillan followed in our winter spot. All three of the productions faced strict Covid protocols, and half houses, but all three maintained the high quality we strive to bring to every production. Congratulations to the cast and crew of these shows!

Finally, our Spring show and Ozone entry, "The Gravitational Pull of Bernice Trimble" by Beth Graham. Director Julia Body originally cast this show back in spring of 2020, which, for obvious reasons, never made it to stage. It was so wonderful to be able to welcome back 3 of the original cast members and finally bring this much needed production to our stage. Ozone was held in Oliver, hosted by South Okanagan Amateur Players, and saw 6 shows and 1 workshop play from around the entire Okanagan. We received recognition awards 'Best Newcomer to Sound Design, Marcus Delaney,' 'Honourable Mention, Best Female Role, Meaghan Delaney' and 'Artistic Achievement in Sensitive Portrayal of a Character living with Alzheimer's, Jean Brighthouse.'

To our surprise and delight, we won the Workshop Play spot for MainStage, hosted by the Okanagan Zone in Vernon. Once again we dove back into rehearsals, one fundraising performance, and headed to Vernon. 3 long days were spent with Kathryn Shaw, performing and workshoping. This is a rare opportunity and we thank the Board for supporting this valuable learning opportunity.

It was also wonderful to see Theatre on the Edge back and in person this summer! The planning committee, made up of Althea Mongerson, Ann Skelhorne and Marcus Smith, spent countless hours ensuring this festival would be back and be better than ever! Their team of volunteers did an amazing job and I cannot wait to see what next year holds! Thank you for continuing and growing this festival and bringing diverse artists to Shuswap Theatre.

We continue to struggle on the technical side of productions, trying to build our resources of those who can take on tasks such as design, programming and operation for productions. We also are always looking for those who are willing to become Producers, Stage Managers, Set Designers, Hair and Makeup, and those willing to take on more leadership based roles. We have wonderful mentors who can be there to guide you through the whole process. If you are interested, please let us know!

I want to say a huge thank you to all our amazing volunteers! We do this because we love and believe in the importance of the arts and live theatre. We believe in the value we add to our community. I am in awe of all our volunteers. Their commitment is unparalleled and many balance full time jobs on top of donating their time to make theatre happen!

Finally, I would like to thank all the wonderful board members who gave their time, passion and expertise and have guided us through these ever-changing times. Thank you to Craig Massey (who has been there to answer many, many questions and offer such great guidance as the vice president), Sherry Bowlby (treasurer), Mary Fabian (secretary), Howard deLong, Heather Stefanek, Peter Molnar, Julia Body, Alex Delaney, and Susan MacMillan. I also send a special thank you to Craig, Julia and Alex, who will be leaving the board, for all they have done. We will miss you, but look forward to working with you in other ways.

As we celebrate 45 years, I cannot wait to see what our 46th Season has in store. This milestone has only been reached because of all of you. Those founding members, Board members guiding the organisation, our wonderful sponsors, our patrons and every single volunteer. Here's to all of you!

Nedine Scott

Shuswap Theatre Board of Directors

ARTISTIC COMMITTEE ANNUAL REPORT - SEPTEMBER 2022

2021-2022 was our first full Mainstage season after Covid forced us into a two-year hiatus. During Covid, while the theatre was dark, we still put together a full season. This included: Walkabout Theatre in August, a staged play reading of *Outside Mullingar*, a Halloween show called *Theatre of Thrills*, the radio play, *Dead Men Don't Do Radio Plays*, and two trivia nights.

Once we were able to open, our season began with our fall production of Norm Foster's *Hilda's Yard* directed by Chris Iverson, a first-time director at Shuswap Theatre.

Howard deLong, another first-time director at Shuswap Theatre, directed our Christmas show, *The Coyotes' Christmas*. The cast involved a number of youth.

Our winter production was A.R. Gurney's *Love Letters* directed by Kim MacMillan. This play was a two-hander.

Our festival production was Beth Graham's *The Gravitational Pull of Bernice Trimble* directed by Julia Body. This was the play that was in production when Covid caused us to shut everything down. All of the cast returned except for one and most of the crew also returned. This play was chosen as the Workshop Play for Mainstage which gave us a chance to work with a professional director.

The committee also put together our 2022/23 season starting with the musical *The Secret Garden* directed by Liz Hobbs and opening in November. Because of the scope of the musical it requires a longer than normal rehearsal period. As the run will finish at the beginning of December, we will not be doing a Christmas show. The winter production will be *The 39 Steps*, a comedy, directed by Julia Body and our spring play and festival entry will be *Concord Floral* directed by Ann Skelthorne.

The Artistic Committee continues to plan workshops and has started working on the 2023/2024 season. We also conduct a postmortem for each play with a written report. This report is available to the producers of upcoming productions.

Respectfully submitted
Frank Manning
Julia Body
Gloria Cox
Ali Balloun

House Technical Director's Annual Report

Submitted by: Ann Skelhorne

September, 2022

Our 45th Season (21/22) has been full of performance! While houses remain a little smaller, theatre itself is proving resilient. Our venue was kept busy almost constantly this past year. We produced, Three Regular Season shows including our spring Ozone festival entry(which also went on to Theatre BC's mainstage), a Christmas show, two Co-Productions with visiting artists, one Co-Production with the Pride Project featuring an original writing from James Fagan-Tait, a Drag workshop in partnership with the Pride Project, TotE-fest featuring 5 mainstage shows and a second stage in the Edge club, the MYST children's musical not to mention a musical rental or two! Phewf!

As always, each show brought with it its own technical challenges for our small venue with some fabulous results. With safety as a priority, our department continues to look for ways it can improve, add support to productions and increase possibilities for innovation and expression by artists. In a smaller theatre like ours, it's important to retain the maleability of the space. We were very lucky to have some highly creative designs on our stage this year.

Our Sound Department has had many updates over the past few years and continues to find ways to improve the audio experience at Shuswap Theatre, both for audiences and performers. This should continue to be a priority. Our venue is a much preferred intimate space for musical rentals and our equipment is up to the task for now. Repairs are done as needed and we are always looking to increase our capacity.

Our Lighting department continues to hold up with its classic equipment AND there is plenty of room for expansion in this department. While we eagerly look to the future of LEDs, its important to remember what a great learning opportunity it is to have our current lighting system. We were so lucky to have a Technical Theatre student from the National Theatre School join us as our in-house Lighting Designer for the TotE festival this summer. She was such a pro and the show's were beautiful!

Our Masking Curtains (Blacks) are in good supply although aging. Another rotation of curtains has been sent for cleaning and new flame-retardant, and funding was made available for a new set of curtains, coming to a theatre near you soon. As always, be careful when handling these curtains when they are hung and never put tape on them. Curtains are hung and taken down by show production or building management only.

We had several new helpers in the booth and behind the curtain over the past year, including a strong level of participation from youth. Marcus Delaney returned from OZone's with an award for Best Newcomer to Sound Design for his work on *The Gravitational Pull of Bernice Trimble* this spring. Congrats to him!

Our Technical department is always looking for new members to join the crew. If you like the idea of making theatre but maybe don't always want to be on stage we have plenty of other vital roles to be filled to make a production happen. 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 were unable to host technical theatre workshops again this year but hope to host a theatre 101 sometime next season. If this interests you please reach out!

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

Elizabeth Ann Skelthorne (she/her)
House Technical Director
Shuswap Theatre

Box Office Report

The Box Office system has functioned quite well this year. The mysterious complexities of the TixHub system have gradually been revealed to me and most processes have gone smoothly.

The trend toward more online sales has continued, especially since through the COVID times people have become more accustomed to purchasing online. Over the years we have offered online sales, the proportion of people buying on line has grown from about a quarter to over half. The percentage is higher for non-mainstage events.

This year we engaged a new downtown ticket agent in Wild Craft Mercantile. They have considerable computer knowledge on site and have solved most problems as they arise. Thank you to Hardy and Amber Haase and their staff for a job well done.

I am grateful to Alice Chin who has done an excellent job putting together a box office crew for each event and managing the software so capably. Thanks, also to all of our box office volunteers.

Backup Administrator Needed

There is a need for second person who can learn the “back end” of the TixHub system, to be a backup administrator, and eventually, perhaps, to take over from me. The job includes learning how to:

- Create new seasons, events and individual performances
 - Adding graphical elements to the site for each show
- Set up season subscriptions, gift certificates, etc.
- Make events available for box office and online sales
- Interface with TixHub Technical Support when needed
- Act as telephone support for patrons having trouble with online purchases and sometimes for the Wild Craft staff. At present this would be when I am out of town or not available.

Some of the skills needed:

- Comfort with computers (Mac or PC) and a willingness to learn a new software system
- Willingness to respond in a timely way to phone and email messages for troubleshooting with customers
- A friendly manner when interacting with patrons.

Respectfully submitted
Kim MacMillan

Building, Costumes & Rental Reports

Building report- This past year has been very busy with things building related. The furnace/ air conditioner installs have all been completed with the failure during 'Love Letters' of the last furnace to be replaced, the Auditorium! The ultraviolet filters are also in place. There continues to be some issues with the ability for the basement unit to keep the temperature at a comfortable level when the theatre is full. This will have to be re-addressed this fall as the thermostat had been set by the technician to maintain the house at a comfortable level. We also had a flood in the prop room which caused mold to accumulate in the rug down there, the cause was something to do with the air conditioner condensation unit, as there seemed to be no other leak after the plumber did a thorough search for the source. Donna and I did a clean-up of the area where it had the most damage and I tore up a lot of the floor runner down there.

The general maintenance was done at the beginning of last season, fire extinguishers, emergency lights all brought up to standard along with our sprinkler system service which was a little delayed due to the technician being away, new sprinkler head cages are being replaced on the ones requiring them. We passed our annual fire inspection, without any problems. This past year we also installed more intense lighting in the alley area, to try to help with the homeless problem that keeps occurring. I have had to do several clear-outs of cardboard, wood and other materials down in the ramp area including evidence of a small campfire by the fire exit doors!! Unfortunately the problem only seems to be getting worse. There were attempted break-ins down in the prop room also, so hence the low wattage light being left on down there.

During the Winter we also had the dressing room plumbing freeze, no burst pipes however! I can't stress enough to make certain that the door be kept open when not in use during the winter months. This year we will also have to address our security system as I was called multiple times during August that the fire sensor was being triggered, we are not connected to the fire sensor in that unit. The unit was installed in the late 1990's with a few upgrades done by Graydon; but now it is a part of Telus and it really needs reviewing. The cause I believe was the extreme heat in August and with the awnings gone from the front of the building where the unit is mounted that was what triggered the sensor to activate, I asked Telus to ignore that part of the system as we are not attached and explained what I thought caused the problem. I am continuing with Covid cleaning protocols and we are still providing masks and hand sanitizer for all. Lastly we sent away 3 of the black curtains in most need of cleaning and fireproofing to Coits in Vancouver, and finally ordered 2 new ones from Stagefab. Thank-you goes to Peter Molnar for delivering them and also picking them all up again!! They are now back and look great and it will be nice to have the 2 new ones for this season.

Rental requests were down, as we are all impacted by Covid, the few I did receive often coincided with our productions, also Song Sparrow hall seems to have taken our music dates away. We did however host Christine Hanson in August after the Roots n Blues produced by Ted Crouch. It was great to have music once again in the building! This past summer of course there was TOTE and the Children's Theatre and last winter the Ken & David show, so we did have offerings. We have had requests already for this fall; but with our own large production, rentals will have to wait until we have completed our run.

Costume Room - There have been a few rentals of costumes this past season, Keren Huyter used a few items for Opera Kelowna, some formal wear items for a couple of out of town dates and of course what was needed for our own shows, which does help with production costs. The fall production is going to be using many items from our closet!! The Piccadilly Mall continues to use our Rabbit suit for Easter and borrows multiple Military Uniforms for their Remembrance Day display and have received many compliments for it, great publicity for us also. It was fun to dress the folks for our Fall Fair Parade, and they were excited to dress-up for it. I have only been accepting certain items that I have been offered, namely hats or the odd really unique item and Men's suits. We do have good relations with out of town clubs including Caravan for items that we don't have and Vice/Versa.

That's 2021/22 in a nutshell.

Submitted by Cilla Budda

FRONT OF HOUSE

It has been a good year volunteer wise – I have a list of 26 people to call on to make a schedule for a play.

The FOH volunteers were pleasant and diligent checking vaccine cards and ensuring people wore masks. (We are very pleased not to have to do that anymore).

Not having a concession certainly simplifies our duties.

Pauline Waelti

Funding and Sponsorship Committee

It was another busy year for the committee. Grant applications raised \$34,638, while private giving and a capital project donation contributed a further \$20,000. Sponsorships from our business partners raised \$4,500 to support the four plays during the 2021/22 season.

Funding has three components: operations, programming, and capital needs (major equipment purchases, and major building repair costs along with replacement of building components).

Operations were supported by sponsorships.

Sponsors included:

Gold

- Adam Integrated Industries Inc
- Bowers Funeral Service & Crematorium
- Grant Thornton LP
- TechBrewRobotics

Silver

- Fabricland Salmon Arm
- Forage General
- Hilltop Toyota
- Letourneau Notary Corp
- Linda Rohlf's RE/MAX Shuswap
- Rob's Maintenance Company
- Salmon Arm Chevrolet Buick GMC Ltd.
- Salmon Arm Window & Door Ltd.
- Shuswap Park Mall
- The Woodshop Millwork & Joinery Inc.

Bronze

- DeMille's Farm Market
- Nufloors Salmon Arm
- Royal LePage Access Real Estate
- Salmon Arm Stationary
- TriCrown RV
- Wildwood Flowers Emporium Inc
- Zoe Stevens Notary Public

Applications to the *Ministry of Tourism, Arts, Culture and Sports British Columbia Fairs, Festivals and Events Recovery Fund* (\$4,850) and to the *British Columbia Arts Council, Community Festivals Grant* (\$4,000) provided funds to support the *Theatre on the Edge (TOTE)* program.

Applications to the *Hamber Foundation* (\$2,000) and to the *British Columbia Arts Council, Arts Impact Grant* (\$5,000) provided funds to support the Summer Youth Musical Theatre Program, which was provided under the direction of Moving Theatre Performing Arts. This was the second year of the program and it has all the makings of an annual event.

The Board's prioritization of capital needs provided excellent direction for the committee to begin seeking appropriate funds.

Grants and funds to support capital projects included: *Armstrong Regional Cooperative Fuel Good Day* (\$3,580.82), *City of Salmon Arm Grants-in-Aid* (\$2,000), *Nicola Wealth Private Giving Foundation (Pratt-Johnson Fund)* (\$2,000), *Shuswap Rotary Club* (\$3,700), *Shuswap Community Foundation* (\$3,896.55), and *SASCU Community Support Program* (\$5,000).

Capital funds raised enabled the purchase of black curtains, wireless head microphones, and ultraviolet air disinfection systems in the theatre auditorium and theatre lobby. SASCU also provided funds (\$5,000) towards *Operation Facelift*, the restructuring of the front the theatre building.

The committee was unsuccessful on two of eleven grants:

- BC Gaming Grant (ask of \$6,000) to support regular theatre programming for 2022/23.
- *Ministry of Tourism, Arts, Culture and Sports British Columbia Fairs, Festivals and Events Recovery Fund* (ask of \$5,000) to support the Youth Musical Theatre Program

Proair Heating and Cooling (Proair) provided a generous donation of material and work (\$18,000) to install heating and air conditioning units for the theatre auditorium, and an air conditioning system for the sound booth/office area. Over the last few years their contributions have totalled \$35,000. Thanks to Proair our Heating, Air, and Ventilation Systems are now complete for the entire building.

A special thank you to our funders and business partners who helped to make our season another success. Also thank you to Kim MacMillan and Sherry Bowlby who assisted with funding applications, and to Heather Stefanek who assisted both with funding applications and sponsorships.

Howard DeLong
Chair Funding and Sponsorship Committee

LAUGHING GAS IMPROV ANNUAL REPORT - SEPTEMBER 2022

After a COVID induced hiatus, Laughing Gas Improv is back.

Starting in January 2022, the group reformed with many new members joining in. We continued to meet on the first and third Monday of the month.

This enthusiastic group of improvisors met from January to June, taking a break for the summer months.

Besides having fun and lots of laughs, we participated in a workshop with professional improvisors David and Ken. On the same weekend that they performed two shows at Shuswap Theatre, they also spent a full day teaching us improvisation skills and techniques. This workshop was well attended and enjoyed by all who participated. We would definitely like to offer more improv workshops in the future.

To end our season, we gave an improv performance for family and friends. We also participated in TOTE in July.

We are looking forward to another great season and hope to include more performances in the new year.

SUBMITTED BY Julia Body

Title:	Marketing & Publicity committee: Annual Report
Submitted by	Members of the Committee
Meeting Date:	Sept, 2022
<p>The 21/22 Marketing & Publicity Committee was made up of Alex Delaney, Ann Skelhorne, Kim MacMillan, Susan MacMillan, and Nedine Scott with input and guidance from other members as needed and in collaboration with other committees and departments within STS. We are also pleased to have our long term Graphic Designer, Lisa Bennet back on the team!</p> <p>The M&P committee is responsible for supporting publicity for all regular season shows as well as for refining and promoting the Shuswap Theatre brand. Marketing focus has been on growing relationships within our community all year long, with a lens on activities of Community Engagement, Artistic Collaboration, Inclusivity, and Membership Recruitment.</p> <p>In the past few years Shuswap Theatre has liaised and partnered with local organizations such as Downtown Salmon Arm, The Art's Council, and the Pride Project and has participated in local events* including a booth at the fall fair and parade, the winter parade, Co-op fuel good days and Pride Month. The success of these community events is encouraging and the committee sees them as a priority focus for next year. Measurable success would in theory see an increase in membership and audience participation. The committee recommends that the board continue to create and nurture these relationships and look to the community for more opportunities, including a renewed relationship with city council.</p> <p>As we move into the next season we continue to expand into our team goals including long term planning, committee recruitment and training, policy updating and development*, merchandise, and increased online content creation and participation. Video creation for show promotion, general marketing and legacy documentation would be a welcome addition to this department. Recruitment for volunteers with these skills is needed.</p> <p>Between the website, box office, <i>Prompter</i>, print media, social media, posters, brochures, programmes, random last minute graphic design, printing needs and far far more, our committee has a large work output load and it takes many</p>	

people of diverse and specific skills to ensure that all of our targets are met. As we move into our third year as a committee, we continue to aim our focus toward recruitment of skilled committee members outside of the board and a more balanced distribution of workload. With an eye to succession planning the committee also sees it as a priority to be sure that multiple members are able to perform the same key tasks ensuring that personal absences do not leave production at an untimely stand still. We welcome anyone interested in joining our growing team to [reach out!](#)

*We did not participate in the popular *Unplug and Play* this year due to covid and low volunteer numbers. We did submit activities for families to do at home.

*Policy needed - production

Membership Report August 27, 2022

The following are some comparisons with the membership on August 24, 2021 and September 18, 2020. Our membership numbers seem to be moving in the right direction in all categories and age groups. The \$100 Individual Life membership continues to be popular which means these people are giving a financial boost to the Theatre and they don't have to put up with an annoying reminder from me every year!

Number of Members by Category

Category	2022	2021	2020
Individual	100	91	122
Family			
Youth	8	2	5
Individual Life	56	46	40
Business or Non-profit	10	1	5
Associates (other organizations)	7	7	7
Honorary Life Members	10	10	9
GRAND TOTAL	191	157	188

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

Number of Individual Members by Age

Age	2022	2021	2020
0 - 17	9	7	8
18 - 29	10	5	5
30 - 39	10	9	5
40 - 49	16	13	17
50 - 59	38	33	26
60 +	89	76	111
Not Provided	2	1	4
GRAND TOTAL	174	144	176

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

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 26, 2022

AGM REPORT - MYST

Our Musical Youth Summer Theatre (MYST) program was a success! 22 (max capacity) young performers ages 8-15 participated and our presentation of Seussical Jr at the end of just 3 weeks performed to 2 sold-out audiences at the Shuswap Community Theatre.

This program is the only one of its kind operating in Salmon Arm and surrounding area. MYST is a joint partnership between Shuswap Community Theatre and Moving Theatre Performing Arts (MTPA). We give young people the opportunity to perform in a fully staged production of a junior version of a Broadway musical. The participants work with industry professionals and are held to a high standard to which they rise and surpass. Because of the experience gained through MYST, our students have gone on to perform in other Shuswap Community Theatre mainstage productions. We offer a safe space for youth of different ages, genders, sexual orientation, race and diverse needs. We accept all registrations in the order they are received and there is no audition process as part of the program.

Our activities included daily rehearsals in Drama, Music, and Choreography/Movement culminating in a final performance of a fully staged and costumed production of Seussical Jr.

An unexpected arts community crossover developed between the Salmon Arm Arts Center and MYST this year. We were able to repurpose the Pollinator Exhibit that was on display at the Art Gallery in the Spring as part of our set design.



Our backdrop was created by local artist, Lynn Erin from the South Shuswap. It had been created for MTPA's spring break camp with the Arts Council for the South Shuswap (FACES) and we were able to reuse it again for this production of Seussical Jr.

We had a highly motivated parent volunteer who collected \$900 in community sponsorship money on behalf of Moving Theatre Performing Arts (MTPA) (we had originally budgeted for \$500) + an additional \$450 was received from private donors through the Shuswap Community Theatre. As a result, we were able to offer \$900 in financial assistance (we had originally budgeted for \$250)

Our space rental invoice was lower than expected – budgeted \$2400 but invoiced for \$1560

We sold more tickets than budgeted. When creating the budget, we did not know if there would be COVID restrictions on capacity, so we budgeted for 120 tickets to be sold. At the time of the final performances there were no restrictions and we were able to sell 304 tickets.

With the extra money we received from community sponsorships we were able to spend more on costumes and sets to help bring this show to life. (budgeted \$650 and spent \$937.78)

We were also able to give back to the Shuswap Community Theatre \$1000 to help offset space usage and cleaning fees.

As a result of the abovementioned points, our project had a surplus balance. These funds will be used to provide scholarships, financial assistance and reinvestment into next year's program.



Okanagan Zone Report
Shuswap Theatre, AGM, September 2022

2021-22 was a comeback season for all Theatre BC members and the Okanagan Zone. It was a season of lower attendance province-wide, and of being creative in getting folks back into theaters.

The 2022 Okanagan Zone Festival, hosted by South Okanagan Amateur Players (SOAP) and held in Oliver in May 2022, was a huge success. The 2023 festival will take place in Kelowna.

Theatre BC's MainStage Festival, hosted by Powerhouse Theater and held in Vernon in July 2022, was also another success. The 2023 festival will take place in the Fraser Valley.

Shuswap Theatre's production of *The Gravitational Pull of Bernice Trimble* by Beth Graham was well-received in Oliver and went on to be the official selection for Workshop Play in Vernon.

Two Shuswap Theatre members, Ali Balloun and Alexander Delaney, were recipients of scholarships through Theatre BC, awarded at the MainStage Festival.

The Okanagan Zone's New Logo Competition received only a few submissions, so no new official logo has been chosen. The logo will eventually be used to brand Okanagan Zone communications, marketing and publicity and will appear on the Theatre BC and Okanagan Zone member clubs' websites and social media.

The current O Zone member clubs are:

- Powerhouse Theatrical Society (Vernon)
- Shuswap Theatre Society (Salmon Arm)
- South Okanagan Amateur Players (Oliver)
- Fred Skeleton Theatre Company (Kelowna)
- Crimson Tine Players of the Princeton Arts Council (Princeton)
- Asparagus Community Theatre (Armstrong)
- Theatre Kelowna Society (Kelowna)

Submitted by Mary Fabian

Okanagan Zone Representative

Scene Shop Report

The tools and equipment in the scene shop are in functional working order except for the cordless drill set, this will need to be replaced in the coming months.

The Sea Can was very recently moved from Bill Laird's property to a rental stall belonging to Salmar Theatre. Thank you to Bill Laird for his many years of generosity and to Joel DeBoer at the Salmar for facilitating a new home for the sea can.

The increased cost of materials will have to be closely monitored in future budgets and will need to be a consideration for the Artistic Committee in play/set selections going forward.

Submitted by Craig Massey

Title:	TotE 2022 AD Report
Submitted by	Elizabeth Ann Skelhorne
Meeting Date:	Aug 16, 2022
<p>The TotE 2022 application period ran from January 01 - April 01. Artists were invited to submit applications for performances under 60 mins (mainstage), TYA shows c.15-30 mins, and street performers. Traditionally TotE has shown 7 mainstage shows twice over 3 days. We received 9 applications for mainstage shows and one street performer.</p> <p>Artists who have participated in our festival before or are signed up to our newsletter receive direct email invitations to apply. Our Social Media campaigns help us spread our open call for submissions amongst a growing network of artists who, in turn, recommend it to others. Feel free to spread the word through your network when you see our posts. You may attract the next big thing to our stage!</p> <p>Our programming is in alignment with granting bodies that are committed to principles of reconciliation, equity, diversity, inclusion and access. TotE specifically seeks out works of diversity, expression, and sincerity. We really do mean "Theatre on the Edge". We encourage a broad mix of performers, styles and subjects. Performances have been a balance between traveling and local artists of diverse gender, age, and ability. We are also pleased to have increased our indigenous programming and introduced audience engagement workshops to the festival weekend.</p> <p>I am pleased with the quality of shows we are receiving, the diversity of content and creators, and the network of artists we have created thus far. Each year our call for submissions reaches more artists and we know more touring artists personally who we call friends. We have built strong, positive relationships with artists who are excited to come back and recommend us to their peers. TotE is becoming a recognized name in the Canadian touring theatre scene.</p> <p>Thank you to Shuswap Theatre and our TotE community for continuing to make Theatre on the Edge possible.</p> <hr/>	

- Applications:
 - This year we changed our application form to see if we could attract any Street Performers or TYA shows on top of our regular 7 show schedule.
 - We received 9 applications for our <60 min format (6 premieres), 1 for street performer/busker and 0 for TYA.
 - 1 did not complete registration due to another festival, 1 withdrew due to covid injury to voice, 2 withdrew because their show was incomplete.
- Shows/Schedule:
 - At time of festival we had 5 shows (3 premieres), 1 substitute slot filled by Laughing Gas Improv, and 1 Busking Mermaid (originally booked for 2 days but came for 1). While this was not as we planned, it did provide us with an opportunity to break away from the old format and open the door to new scheduling possibilities.
 - Our schedule as a whole was sketched out well in advance; however the actual, specific schedule was delayed several times due to unexpected artist withdrawals which affected the website, box office and the Edge Club.
 - The quality of shows was high and they were well received by audiences. Moving forward we will be looking to expand the diversity of artists, performative styles and thematic tones.
 - Talk Back sessions with artists in the Edge Club were new this year and a huge hit!
- Billets:
 - Billets were found for 3 of the 4 requests, the 4th artist chose to find an air-bnb while waiting. Eager new billets have already made themselves known for next year. A hotel sponsor might be nice to have.
- Tech Time:
 - The 1.5 hours/show seems to continue to work. Breaks for technicians were provided after every tech session. Even with a reduced schedule it's a long day. Artists provided sufficient advance technical information for our techs to be prepared. Artists all consented to and were well prepared for the tech on

Thursday and arrived in town and at the theatre at an appropriate time. Artists are used to minimal tech support from other venues and are always delighted when we deliver more than they expect.

- The venue's technical capacity continues to be adequate to our needs, save for the growing popularity of head mics which were provided by our sound technician and artist's personal gear.
- Our new LX design/tech from NTS was a great addition to the team and everyone loved her and her work. The shows looked great! We hope we can convince her to come back next summer.
- Volunteer Sound operators made it easier for our main sound tech to move between locations and ensure that shows and chats were well supported.
- The day went smoothly and set a positive tone for the weekend.
- Hospitality:
 - This year we welcomed artists to their tech times with "swag bags", giving them a little something special to keep from us, along with Artist ID tags, some quick reference Salmon Arm guides and special location information. Our lobby desk acted as concierge. Backstage artists were provided with snacks and beverages. The artists loved all of this and felt supported and very special.
- Merchandise:
 - This year we provided artists with the opportunity to bring their own merchandise to sell at the festival. We provided a volunteer to receive, store, display and sell their merchandise while they focused on their shows and chat sessions. Artists retained 100% of sales. Not everyone had merchandise to sell but for those who did, it was a welcome add-on.

TOTE 2022 - EXECUTIVE DIRECTOR'S REPORT

Staff and Volunteers:

- Fantastic team.
- Everyone did their job with a smile and as a result made the event a success.
- We were a small but mighty crew, and it honestly reminded me of the first few years of doing TotE with Jaci Mectivier at the helm.
- Do we need more volunteers? Absolutely.
- Our goal is to see the same volunteers, year after year, from far and from near, and empower them to run their own departments fully and build their own crews.
 - This was something already in process pre-covid that took a hit.
- Some volunteers still didn't feel safe coming back to the Theatre, citing the pandemic as their reasoning.
 - This is the same problem currently shared by ST.
- Added a Director of Indigenous Planning to the TotE staff - Theresa Johnson

Site:

- Edge Club:
 - Due to the alley being taken over by our new neighbours, the Edge Club was moved to the Salmar parking lot below Bart's.
 - Joel, the Salmar Operations Manager personally approved the usage.
 - Seven, 10'x10' tents were set up in the parking lot to define the Edge Club.
 - These were set up and taken down every day of the festival to prevent theft or damage.
 - Suggest we rent two 20'x40' tents for next year, so they can be left up overnight.
 - Thank you to Peter and his crack team that got the tents up and down each day.
 - We opted not to use a stage riser of any sort for the Edge Club performers, as it would have increased our insurance costs, instead opting for astro-turf underneath the performers.
 - This actually had the unexpected benefits of reducing the radiant heat from the asphalt, making the area more cozy, and helping to keep temps manageable.
 - Sound Equipment and Battery Power for the Edge Club was provided in part by the Salmon Arm Folk Music Society, with additional equipment provided by Production Humans.
 - After many years of struggling with finding the right food trucks and vendors to serve the festival, a vast improvement was made this year.
 - The Xqwiyélltsem Soup Hut, run by Theresa Johnson, served chili, bannock tacos and healthy snacks, with all profits going back to the indigenous-led food program at Shuswap Middle School.
 - The bar was run very well by Theresa.

- We had a tent dedicated to Artist Merchandise, staffed by wonderful volunteers, so that artists could enjoy the festival without having to worry about selling their wares.
- The men's bathroom was thought to be out of commission* before the festival began, and the Salmar gave us permission to use theirs.
 - Basically, we owe Joel DeBoer a great big thank you for all of his help!
 - **Thankfully, the bathrooms were fine.*
- An old electrical junction came apart after a breaker had been tripped, cutting power to parts of the building. Luckily there were no injuries and no impact to the performances or patron experience, and it was fixed quickly.
- Unfortunately, our new air-conditioning system that had been installed by Pro-Air in time for the festival was not functioning *during* the festival.
 - Side note: During a recent evening concert performance at 75% capacity with the cooling system operational, the AC did not keep up with the demand.
 - I do not know if this is an issue with the ability of the system or if we did not have the temp low enough to anticipate the warm bodies and lights.
- Thanks to the quick thinking and access to cooling fans by President Nedine we were able to mitigate the heat, but had no place in the building for patrons to cool off.
- This is something that needs to be addressed for future festivals. Climate change isn't trending cooler, and the middle of July is only going to see temperatures rise. We need to be able to keep our summer patrons happy inside our theatre if our intention is to have them stick around for the whole weekend, and if we intend to have continued growth of the fest.

Financial:

- Profit of ~\$3,100 on a budget of roughly ~\$12,000
 - This is in part due to our generous sponsors:
 - Wildwood Flower Emporium - Ellen Gonella has been a generous supporter of Shuswap Theatre for many years.
 - Dancor Electric - Supporter of the festival since 2017.
 - Fabricland - Fred and Denise Green have been fantastic sponsors of many Shuswap Theatre productions.
 - Wild Craft Mercantile - Our wonderful Ticket Seller waived ticketing fees for TotE tickets.
 - Barley Station Brewpub provided Ice for the Edge Club during one of the hottest weekends of the year.
 - Salmar Theatre donated the space for the Edge Club.
 - Vernon Communications provided radios and accessories which made it possible to have an expansive site with no communication interruptions.
 - ...and the many hours of hard work put in by Howard, the Funding Committee, and the whole TotE team to secure \$8,850 in grant funding. Great job, everyone!

- Insurance costs rose from \$0 to \$320 this year as insurance requirements have changed for festivals, and we had to move the Edge Club off of our property.
- A very sincere thank you to Sherri Bowlby for all of her help before, during, and after the festival with working out our finances and her continued belief in this fest.
- Did I mention we made a profit?

Personal:

I really enjoyed hosting the artist Panel Discussions, and am eternally grateful to our technical team for being so proficient that I could go from interviewing on the Edge Club stage to Emceeing on the Main Stage without ever worrying whether the show would go off without a hitch. A very special thank-you to the artists for sharing their stories and insights with me and with our appreciative audiences.

Look, our first year back after the pandemic restrictions was no easy feat to pull off, but we did it! It wouldn't have been possible without the support of everyone involved. So many people stepped up during the festival to pull it off, and if I tried to name them all, I'm sure I would forget someone.

You know who you are.

You rocked it on TotE weekend.

You rocked it before TotE weekend.

From the bottom of my heart, thank you.

We couldn't have done it without you.

Title:	TotE 2022 Report - Marketing, website, sponsorships, tickets and volunteer coordinator
Submitted by	Althea Mongerson
Date:	August 30, 2022

Marketing:

- Poster and relevant graphics need to be completed at least 4 weeks before festival start. We were late this year due to schedule changes. Next year would create a non schedule dependent poster
- Simply not enough advertising done this year.
- Gave handbills to mobile visitor centre 1 week out. Would do this again but further in advance.
- Paid Advertisements:
 - Friday Am x3 weeks
 - BC Mainstage program
 - Facebook boost x1

For Next year:

- produce commercial to be played at Salmar Theatres in future
- book a booth at Farmers Market 1 week before and week of festival to promote to locals.
- invite media and special guests (city councilors, shuswap theatre board etc.) to Opening ceremony and first show
- Require artists to provide a show graphic or poster along with write up, list of cast and crew and any content warnings needed. Was held back this year by lack of graphics.

Sponsorships + donations:

- Wildcraft Mercantile - donated ticket fees
- Wildwood Flower Emporium - \$300
- Dancor Electric - \$300 and services
- Faster than Light - \$300
- Fabricland - \$300
- Visitor Center - set up mobile visitor center on the Saturday
 - Did not have enough signage on festival grounds with sponsor recognition
 - Sponsors given tickets to every show
 - I would move from show sponsors to multi levels of festival sponsors.
 - Placed donation bins and made call for donations though out the festival. THis was a good idea and I would do again. Would have a better system set up to account for the cash donations.

Idea to host a show at some point through-out the year (maybe a special showing of Fall/winter show or an Improv show) and invite all supporters and sponsors.

Website + mailing list

- Having a separate TOTE website works really well to host all of the pertinent content (artist bios, tickets, sponsors, festival information, show information etc)
- Easy to maintain and update. It is linked to the main Shuswap Theatre website. You must update both.
- I do not recommend that TOTE maintains their own separate email list. We can use Shuswap Theatre's list and infrastructure.

Graphic Design:

- Would recommend we hire someone to create poster and several graphic templates to be used for social media
- Shows need to provide poster of social media images for promotion

Volunteers:

- Used Shuswap Theatre's existing FoH and Box Office crew lists. Heavily relied on Pauline and Alice to make connections and assist with schedules.
- Volunteers needed to be called for earlier in the season
- Need a designated Set Up and Tear Down crew of at least 3 people who are physically able.
- Would like to develop volunteer benefits more clearly
- Volunteers really enjoyed receiving the TOTE Fest t-shirt.
- Having volunteers fill out Google Form was very helpful as it compiled them all in an excel spreadsheet
- Volunteer areas:
 - Front of House/Host
 - Box Office
 - Set Up
 - Tear Down
 - Bar/Merchandise
 - Concession
 - Edge Club Host
 - Tech/Stage Crew
 - Photography/Videography

Tickets:

- Schedule needs to be set earlier so that tickets can go on sale earlier.
- Kim MacMillan took care of programming the ticket system
- We need to set up comp ticket guidelines.
 - Artists and stage crew - anyshow
 - Volunteers - 1 show per volunteer shift

- Shuswap Theatre Board - invited show
- Media - invited show and prearranged others

Division of Proceeds by Event and Artists' Share:

(prorated by ticket sales)

	Tickets	%	Event	Artist 80%	ST 20%
Laughing Gas Improv	32	12.9%	\$414.59	\$331.68	\$82.92
My Body is Home	55	22.1%	\$712.58	\$570.07	\$142.52
Re:Collection	30	12.0%	\$388.68	\$310.95	\$77.74
Rocko and Nakota	41	16.5%	\$531.20	\$424.96	\$106.24
Shield Maiden	46	18.5%	\$595.98	\$476.78	\$119.20
Murder of D'Arcy McGee	45	18.1%	\$583.02	\$466.42	\$116.60
Totals	249	100%	\$3,226.06	\$2,580.85	\$645.21

Website Annual Report

The Website management has gone well this year. There are always content updates to be done but it is not too time consuming except now and again. We have added two new editors so that Nedine Scott and Susan MacMillan can publish items and make corrections.

We continue to look forward to an extensive redesign of the site. It has served us well and is well used, but it could use an updated look and feel. This is a project for the future.

Respectfully submitted,
Kim MacMillan

Report of nominating committee

Board resumes September 2022

For a one year term

Sherry Bowlby has been involved with Shuswap Theatre since sitting in the gym at the old J.L. Jackson Jr High School to watch Fiddler on the Roof way back when, and a few plays at Tappen prior to the grand move into our present location. Since then she has been involved as audience for most shows, painter, costume maker, stage manger, lighting and sound operator, actor and Board Member, currently serving as treasurer. She continues to be delighted at the magic our community can create in our modest venue with our very modest budget, and would be delighted to help make that possible for another term.

For a two year term

Laura Demulder, a recently retired educator, moved to Salmon Arm from Alberta in 2020. She has an extensive background in Special Education, coaching sport, and has taught theatre to middle and high school students for over 20 years. She believes theatre and the performing arts are vital for youth and community, as it provides an engaging experience which enables voice, confidence, creativity and teamwork. While involved in the education system in southern Alberta, she began a theatre program with no budget and with students who had minimal exposure to the arts. With support from parents and community, the program continued to grow and performed various productions that were well attended by many. As the sole drama teacher she had to direct, build sets, install lighting and sound, and promote community involvement within the school district. She has directed many high school productions including The Secret Garden, Steel Magnolias, Arsenic and Old Lace, Anne of Green Gables, Alice in Wonderland, and Noises Off, just to name a few.

She has taken high school students to experience various leadership conferences throughout Canada, where they were able to build on self awareness, problem solving, and communication skills. She has planned Fine Arts tours of New York on several occasions. There, students were exposed to art museums, several Broadway Shows, The Metropolitan Opera, the Juilliard School of Arts, and theatre workshops. After moving to Salmon Arm, she is excited to see such an active theatre group such as The Shuswap Theatre Society and aspires to provide quality theatre which involves a community of volunteers.

Winston Lee-Hai, in his professional career as a CPA, CA and currently as a Partner at Grant Thornton LLP, has the opportunity to be his clients' trusted business, financial and tax advisor. He is currently an active member of the Salmon Arm Rotary Club and has volunteered on several professional and NPO boards over the years as time permits. He looks forward to the opportunity to continue serving our community by serving on the Board of Shuswap Theatre.

Peter Molnar has been a member of the board for two terms and wishes to let his name stand for a third. He is a lifetime member of Shuswap Theatre and has been a member in good standing for approximately 15 years. He has been involved in a variety of capacities including set building and has acted in many productions in the theatre. He brings experience and enthusiasm for live theatre especially to Shuswap Theatre.

Meredith Rusk is of Dene ancestry. She has lived in Salmon Arm for 22 years, work in various capacities for School District 83. She has been an elementary school teacher at Salmon Arm West, as well as a teacher in the Indigenous Program. Meredith who recently completed her Doctoral in Indigenous Education at UBC Okanagan, is at heart a storyteller. She will bring to the board new energy and is looking forward to working with the Shuswap Theatre Board.

Nedine Scott has been a member of Shuswap Theatre for over a decade. She is a previous board member and currently serves as President. She can be found mostly behind stage, primarily acting as Stage Manager for productions which include Mary Poppins, Lend Me A Tenor, The Wizard of Oz, The Explanation, The Gravitational Pull of Bernice Trimble and The Secret Garden. Nedine was part of the team that brought to life our first Relaxed Performance, which meant that her brother was able to enjoy his first live theatre performance and has since been part of all organising groups for all relaxed performances. She can also be found making things up with Laughing Gas Improv and has been involved with TOTE. She hopes to once again bring her experience from other non-profit boards, continue to provide a venue for diverse demographics to be heard and create, be a representative to our local communities, and build upon the hard work already in motion by the board.

Respectfully submitted
Teesa McKerral
Joyce Henderson