



# **Annual Report**

## **2023-24**

**Shuswap Theatre Society**

41 Hudson Ave NW  
Salmon Arm, BC V1E 4R4

## President's Report

Another year done, and what an amazing one it was! It feels like every year we are accomplishing more and more, and that has been reflected in the following reports from the fabulous group of volunteers who made it happen.

To begin, we would be nowhere without our amazing team of the Artistic Committee. They work hard all year to put together an unforgettable season, organize enriching workshops and bring those sparks of ideas to life. Thank you Kim MacMillan, Laura Demulder and Julia Body. You are a dream team!

Looking back on our MainStage season, we put on three wonderful and completely different productions. Starting off with "Treasure Island" we found ourselves at sea with Jim Hawkins, Long John Silver and pirates galore. This diverse cast spent hours learning stage combat, stage fighting and creating memorable characters. In the winter we took a trip to rural Saskatchewan and met the characters of the Richard's family. Audiences were rolling in the aisles for this Canadian play. Finally, "Outside Mullingar" had us falling in love and reaching for the tissues as we followed the story of Anthony and Rosemary. The thing that was a constant through all the productions was the welcoming of new actors and crew into the Shuswap Theatre family. Welcome!

"Outside Mullingar" was our entry into the Okanagan Zone Festival, which took place at Powerhouse Theatre (Vernon) this year. These wonderful hosts brought a week of exciting theatre to the North Okanagan and an experience that will not be easily forgotten by the cast and crew, and all those who attended. This cast and crew came together to prove the saying "the show must go on" after many bumps and unexpected surprises. After a beautiful performance, we were delighted to discover we won many awards! Congratulations to the Cast and Crew of "Outside Mullingar" on Runner Up for Best Performance, Best performance by an Actor in a Male Role to Oliver Becker, Best performance by an Actor in a Supporting Female Role to Eileen Podanowski, Best Set Decor to Laura Demulder and Wendy Hunter, Best Newcomer to Liz Willms and Backstage Cooperation! Ozones is never about the awards, It was an amazing week of wonderful shows, making new connections and building our skills as artists. It's not about the awards, but sharing a collective love for telling stories on the stage.

It was another busy summer with Theatre on the Edge (TotE) in it's new time in June and Musical Youth Summer Program (MYST) taking over the space for three weeks in July. TotE, which celebrated its 10th season, was presented in collaboration with the Salmon Arm Arts Centre. It brought in new, diverse voices with some local favourites. It was a fabulous festival and one that everyone needs to experience. MYST students were hard at work, learning all about how theatre happens, presenting an enchanting version of "Peter Pan jr" to full audiences! This talented bunch of young actors showed us why they are the future of theatre.

There is always something going on, outside of the MainStage productions. Laughing Gas Improv is still going strong and is always looking for new members. The addition of Play Reading Club has become one of the most fun evenings of the month. To hear a play spoken out loud, followed by deep discussion has allowed us to explore plays in a new way. I highly recommend checking it out. Our continued community involvement are always highlights, such as Trick or Treat Trail, Unplug and Play, Salmon Arm Pride Project, and the Salmon Arm

Fair Parade. However, participating in more and more takes a toll on our dedicated volunteer base. We are in need of people who are willing to jump in and take a lead with any of these events. This is a trend we are seeing across multiple departments. Our need for Producers, Stage Managers, and those in Technical and Designer roles is one that continues to be a struggle. We welcome all those who are interested in participating and giving their time to ensure that we can continue to provide live theatre for years to come.

I would like to extend the most enormous THANK YOU to our amazing Board members who gave their time, passion and expertise this past year. They always go above and beyond to make sure we can continue to bring live theatre to our community. Thank you to Howard DeLong (Vice President), Winston Lee-Hai (Treasurer), Bridgid Hall (Secretary), Laura Demulder, Meredith Rusk, Susan MacMillan, Peter Molnar, Meaghan Delaney, Maggie Chafe. I also send a special thank you to Winston and Peter who are both stepping down from the Board. Peter, after many years serving on the board, and having served in many different capacities in that position, and Winston who brought many important and important changes to our financial reporting and how that reflects who we are as a society.

Thank you. No matter how many times I say it, it never feels like enough. I cannot wait to see what our 48th season brings and here's to what happens next!

Nedine Scott

Shuswap Theatre Board of Directors

## SHUSWAP THEATRE SOCIETY

### TREASURER'S REPORT – 2024

Operational expenses exceeded operational revenue by \$1,012.45 for Fiscal 2024. Also, \$11,350 of grants and donations were received specifically for the purchase of specific capital assets during Fiscal 2024. All the expenditures for the Facelift project were completed in Fiscal 2024.

Please refer to the internally prepared financial statements for Fiscal 2024 for additional information.

During Fiscal 2024:

- The bookkeeping function was separated from the Treasurer's role for reasons such as ensuring that Shuswap Theatre will be able to apply for certain new grants.
- Cheque runs have been revamped to be consistently periodic.
- Payments electronically have been set up allowing for more efficiency and effectiveness in the payment process from the bookkeeper to the signing/approval while maintaining adequate and reliable control over the authorization of payments in the digital arena.
- Periodic presentation (every 2 to 3 months) of internally prepared financial reports to the Board has been implemented.
- Shuswap Theatre's accounting set of books and data have been transitioned to the Cloud version of Sage. This will allow current, and future safe storage of Shuswap Theatre's accounting data in a secure and safely automatically backed up manner, as well as will allow ready, secure access to the accounting data by persons authorized by the Board.

I want to express my thanks and gratitude to Sherry Bowlby (Treasurer for many years up to the 2023 AGM) for helping our new bookkeeper and myself as required. Also, I thank our new bookkeeper, Sue Bolen, for her diligent and reliable work which in turn made my role, as Treasurer, more manageable.

Thank you all for the opportunity to be your Treasurer for the past year. All the best to the members and the future of the Shuswap Theatre Society.

Respectfully submitted,

Winston Lee-Hai, Treasurer

## SHUSWAP THEATRE SOCIETY

### TREASURER'S REPORT – 2024

Operational expenses exceeded operational revenue by \$1,012.45 for Fiscal 2024. Also, \$11,350 of grants and donations were received specifically for the purchase of specific capital assets during Fiscal 2024. All the expenditures for the Facelift project were completed in Fiscal 2024.

Please refer to the internally prepared financial statements for Fiscal 2024 for additional information.

During Fiscal 2024:

- The bookkeeping function was separated from the Treasurer's role for reasons such as ensuring that Shuswap Theatre will be able to apply for certain new grants.
- Cheque runs have been revamped to be consistently periodic.
- Payments electronically have been set up allowing for more efficiency and effectiveness in the payment process from the bookkeeper to the signing/approval while maintaining adequate and reliable control over the authorization of payments in the digital arena.
- Periodic presentation (every 2 to 3 months) of internally prepared financial reports to the Board has been implemented.
- Shuswap Theatre's accounting set of books and data have been transitioned to the Cloud version of Sage. This will allow current, and future safe storage of Shuswap Theatre's accounting data in a secure and safely automatically backed up manner, as well as will allow ready, secure access to the accounting data by persons authorized by the Board.

I want to express my thanks and gratitude to Sherry Bowlby (Treasurer for many years up to the 2023 AGM) for helping our new bookkeeper and myself as required. Also, I thank our new bookkeeper, Sue Bolen, for her diligent and reliable work which in turn made my role, as Treasurer, more manageable.

Thank you all for the opportunity to be your Treasurer for the past year. All the best to the members and the future of the Shuswap Theatre Society.

Respectfully submitted,

Winston Lee-Hai, Treasurer

# Income Statement

Shuswap Theatre Society

## STATEMENT OF OPERATIONS AND FUND BALANCES

(Prepared internally)

For the Year Ended June 30

Version C = FINAL

|                                         | 2024              |                   |                   | 2023              |
|-----------------------------------------|-------------------|-------------------|-------------------|-------------------|
|                                         | GENERAL           | CAPITAL           | TOTAL             | TOTAL             |
| <b>PRODUCTION</b>                       |                   |                   |                   |                   |
| Revenues                                | 113,918.48        |                   | 113,918.48        | 106,298.34        |
| Expenses                                |                   |                   |                   |                   |
| Direct                                  | 73,786.73         |                   | 73,786.73         | 76,153.10         |
| Fees & lic                              | 11,793.75         |                   | 11,793.75         | 9,310.27          |
| Cast & crew development                 | 3,624.56          |                   | 3,624.56          | 4,010.83          |
| Promotional                             | 4,501.03          |                   | 4,501.03          | 2,065.86          |
|                                         | 93,706.07         | 0.00              | 93,706.07         | 91,540.06         |
|                                         | <b>20,212.41</b>  | <b>0.00</b>       | <b>20,212.41</b>  | <b>14,758.28</b>  |
| <b>OPERATIONS</b>                       |                   |                   |                   |                   |
| Revenues                                |                   |                   |                   |                   |
| Operating                               | 10,746.38         |                   | 10,746.38         | 22,164.08         |
| Donations and grants                    | 13,593.50         | 11,350.00         | 24,943.50         | 81,814.41         |
| Revenues - operations                   | 24,339.88         | 11,350.00         | 35,689.88         | 103,978.49        |
| Expenses                                |                   |                   |                   |                   |
| General service                         | 23,468.55         |                   | 23,468.55         | 20,975.61         |
| General supplies                        | 10,764.62         |                   | 10,764.62         | 7,544.79          |
| Maintenance supplies                    | 2,545.15          |                   | 2,545.15          | 791.87            |
| Utilities & tax                         | 8,786.42          |                   | 8,786.42          | 8,741.86          |
|                                         | 45,564.74         | 0.00              | 45,564.74         | 38,054.13         |
|                                         | <b>-21,224.86</b> | <b>11,350.00</b>  | <b>-9,874.86</b>  | <b>65,924.36</b>  |
| <b>Excess of Revenues over Expenses</b> | <b>-1,012.45</b>  | <b>11,350.00</b>  | <b>10,337.55</b>  | <b>80,682.64</b>  |
| Fund Balances - July 1                  | 141,144.28        | 195,649.26        | 336,793.54        | 256,110.90        |
| Interfund transfers                     | -86,026.18        | 86,026.18         | 0.00              | 0.00              |
| <b>Fund Balances - June 30</b>          | <b>54,105.65</b>  | <b>293,025.44</b> | <b>347,131.09</b> | <b>336,793.54</b> |

# Balance Sheet

Shuswap Theatre Society  
**STATEMENT OF FINANCIAL POSITION**  
 (Prepared internally)  
 As at June 30

**Version C = FINAL**

|                                      | <b>2024</b> |                   | <b>2023</b> |
|--------------------------------------|-------------|-------------------|-------------|
|                                      | GENERAL     | CAPITAL<br>ASSETS | TOTAL       |
|                                      |             |                   | TOTAL       |
| <b>Assets</b>                        |             |                   |             |
| <u>Current Assets</u>                |             |                   |             |
| Bank - unrestricted                  | 50,834.67   |                   | 50,834.67   |
| Bank - reserve funds                 | 20,231.69   |                   | 20,231.69   |
| Bank - gaming                        | 20.59       |                   | 20.59       |
| Pay Pal receivable                   | 3,485.28    |                   | 3,485.28    |
| Accounts receivable                  | 882.83      |                   | 882.83      |
| Prepays - MYST scripts               | 4,427.00    |                   | 4,427.00    |
| GST rebate receivable                | 812.36      |                   | 812.36      |
|                                      | 80,694.42   | 0.00              | 80,694.42   |
| Capital assets                       |             | 293,025.44        | 293,025.44  |
|                                      | 80,694.42   | 293,025.44        | 373,719.86  |
|                                      |             |                   | 114,499.06  |
|                                      |             |                   | 25,000.00   |
|                                      |             |                   | 20.59       |
|                                      |             |                   | 0.00        |
|                                      |             |                   | 0.00        |
|                                      |             |                   | 0.00        |
|                                      |             |                   | 1,624.63    |
|                                      |             |                   | 141,144.28  |
|                                      |             |                   | 195,649.26  |
|                                      |             |                   | 336,793.54  |
| <b>Liabilities and Fund Balances</b> |             |                   |             |
| <u>Current Liabilities</u>           |             |                   |             |
| Accounts payable and accruals        | 26,588.77   | 0.00              | 26,588.77   |
|                                      |             |                   | 0.00        |
| <u>Fund Balances</u>                 |             |                   |             |
| Invested in Capital Assets           |             | 293,025.44        | 293,025.44  |
| Externally restricted - Gaming       | 20.59       |                   | 20.59       |
| Internally restricted                | 20,231.69   |                   | 20,231.69   |
| Unrestricted                         | 33,853.37   |                   | 33,853.37   |
|                                      | 54,105.65   | 293,025.44        | 347,131.09  |
|                                      | 80,694.42   | 293,025.44        | 373,719.86  |
|                                      |             |                   | 336,793.54  |

# Budget

Shuswap Theatre Society  
**FISCAL 2025 BUDGET**  
 (Prepared internally)  
 For the Year Ended June 30

## THIRD DRAFT

|                                  | <b>BUDGET</b><br><b>% INCREASE /</b><br><b>NOTES</b> | <b>2025</b><br><b>BUDGET</b> | <b>2024</b><br><b>ACTUAL</b> | <b>2023</b><br><b>ACTUAL</b> |
|----------------------------------|------------------------------------------------------|------------------------------|------------------------------|------------------------------|
| <b>PRODUCTION</b>                |                                                      |                              |                              |                              |
|                                  | 2024 actual<br>rounded                               | 114,000                      | 113,918.48                   | 106,298.34                   |
| Revenues                         |                                                      |                              |                              |                              |
| Expenses                         |                                                      |                              |                              |                              |
| Direct                           |                                                      |                              | 73,786.73                    | 76,153.10                    |
| Fees & lic                       |                                                      |                              | 11,793.75                    | 9,310.27                     |
| Cast & crew development          |                                                      |                              | 3,624.56                     | 4,010.83                     |
| Promotional                      |                                                      |                              | 4,501.03                     | 2,065.86                     |
|                                  | 2024 actual<br>rounded                               | 94,000                       | 93,706.07                    | 91,540.06                    |
|                                  |                                                      | <b>20,000</b>                | <b>20,212.41</b>             | <b>14,758.28</b>             |
| <b>PRODUCTION NET REVENUES</b>   |                                                      |                              |                              |                              |
| <b>OPERATIONS</b>                |                                                      |                              |                              |                              |
| Revenues                         |                                                      |                              |                              |                              |
|                                  | 2024 actual<br>rounded                               | 11,000                       | 10,746.38                    | 22,164.08                    |
| Operations                       |                                                      |                              |                              |                              |
|                                  | Annual recurring<br>only estimated                   | 5,000                        | 24,943.50                    | 81,814.41                    |
| Donations and grants             |                                                      | 16,000                       | 35,689.88                    | 103,978.49                   |
| Expenses                         |                                                      |                              |                              |                              |
| General service                  | 15%                                                  | 26,989                       | 23,468.55                    | 20,975.61                    |
| General supplies                 | 15%                                                  | 12,379                       | 10,764.62                    | 7,544.79                     |
|                                  | 2024 actual<br>rounded                               | 2,600                        | 2,545.15                     | 791.87                       |
| Maintenance supplies             |                                                      |                              |                              |                              |
| Utilities & tax                  | 10%                                                  | 9,665                        | 8,786.42                     | 8,741.86                     |
|                                  |                                                      | 51,633                       | 45,564.74                    | 38,054.13                    |
|                                  |                                                      | <b>-35,633</b>               | <b>-9,874.86</b>             | <b>65,924.36</b>             |
|                                  |                                                      | <b>-15,633</b>               | <b>10,337.55</b>             | <b>80,682.64</b>             |
| <b>Net Revenues / - Expenses</b> |                                                      |                              |                              |                              |

Shuswap Theatre Society

**STATEMENT OF OPERATIONS AND FUND BALANCES - KEY CHANGES FROM VERSION A TO VERSION C (FINAL)**

(Prepared internally)

For the Year Ended June 30

**SCHEDULE B**

*Changes  
Income Statement*

|                                                                                                                                        |                   |                   |                   |
|----------------------------------------------------------------------------------------------------------------------------------------|-------------------|-------------------|-------------------|
|                                                                                                                                        | 2024              |                   |                   |
|                                                                                                                                        | GENERAL           |                   |                   |
| <b>Production revenues - Version A</b>                                                                                                 | <b>107,755.48</b> |                   |                   |
| Add: Grants identified by Howard DeLong as relating to production-TOTE                                                                 | 8,900.00          |                   |                   |
| Less: Gift certificates not yet redeemed at June 30-2024 (per info from Kim MacMillan) and not recorded as a liability in prior years. | -2,737.00         |                   |                   |
| <b>Production revenues - Version C = FINAL</b>                                                                                         | <b>113,918.48</b> |                   |                   |
|                                                                                                                                        | 2024              |                   |                   |
|                                                                                                                                        | GENERAL           | CAPITAL           | TOTAL             |
| <b>Donations and grants revenues - Version A</b>                                                                                       | <b>33,843.50</b>  | <b>0.00</b>       | <b>33,843.50</b>  |
| Reallocation of donations and grants specifically earmarked for Capital purchases - identified by Howard DeLong                        | -11,350.00        | 11,350.00         | 0.00              |
| Less: Grants identified by Howard DeLong as relating to production-TOTE                                                                | -8,900.00         |                   | -8,900.00         |
| <b>Donations and grants revenues - Version C = FINAL</b>                                                                               | <b>13,593.50</b>  | <b>11,350.00</b>  | <b>24,943.50</b>  |
| <b>Excess of Revenues over Expenses - Version A</b>                                                                                    | <b>13,074.55</b>  | <b>0.00</b>       | <b>13,074.55</b>  |
| Reallocation of donations and grants specifically earmarked for Capital purchases - identified by Howard DeLong                        | -11,350.00        | 11,350.00         | 0.00              |
| Less: Gift certificates not yet redeemed at June 30-2024 (per info from Kim MacMillan) and not recorded as a liability in prior years. | -2,737.00         |                   | -2,737.00         |
| <b>Excess of Revenues over Expenses - Version C = FINAL</b>                                                                            | <b>-1,012.45</b>  | <b>11,350.00</b>  | <b>10,337.55</b>  |
| <b>Fund Balances - June 30 - Version A</b>                                                                                             | <b>56,842.65</b>  | <b>293,025.44</b> | <b>349,868.09</b> |
| Less: Gift certificates not yet redeemed at June 30-2024 (per info from Kim MacMillan) and not recorded as a liability in prior years. | -2,737.00         |                   | -2,737.00         |
| <b>Fund Balances - June 30 - Version C = FINAL</b>                                                                                     | <b>54,105.65</b>  | <b>293,025.44</b> | <b>347,131.09</b> |

# Changes Balance Sheet

Shuswap Theatre Society

**SCHEDULE A**

## STATEMENT OF FINANCIAL POSITION - KEY CHANGES FROM VERSION A TO VERSION C (FINAL)

(Prepared internally)

As at June 30

|                                                                                                                                        | <u>2024</u>      |                |                  |
|----------------------------------------------------------------------------------------------------------------------------------------|------------------|----------------|------------------|
|                                                                                                                                        | GENERAL          | CAPITAL ASSETS | TOTAL            |
| <b>Accounts payable and accruals - Version A</b>                                                                                       | <b>23,851.77</b> |                | <b>23,851.77</b> |
| Add: Gift certificates not yet redeemed at June 30-2024 (per info from Kim MacMillan) and not recorded as a liability in prior years.  | 2,737.00         |                | 2,737.00         |
| <b>Accounts payable and accruals - Version C = FINAL</b>                                                                               | <b>26,588.77</b> | <b>0.00</b>    | <b>26,588.77</b> |
| <b>Unrestricted Fund Balances - Version A</b>                                                                                          | <b>36,590.37</b> |                | <b>36,590.37</b> |
| Less: Gift certificates not yet redeemed at June 30-2024 (per info from Kim MacMillan) and not recorded as a liability in prior years. | -2,737.00        |                | -2,737.00        |
| <b>Unrestricted Fund Balances - Version C = FINAL</b>                                                                                  | <b>33,853.37</b> | <b>0.00</b>    | <b>33,853.37</b> |

## **ARTISTIC COMMITTEE ANNUAL REPORT - SEPTEMBER 29, 2024**

2023-2024 was a busy season for Shuswap Theatre.

Our fall production was Ken Ludwig's Treasure Island directed by Julia Body. The large cast included experienced and novice actors. Because of the physical nature of the show, we brought in professionals to do a combat workshop. The workshop included how to deal with contact of any kind on stage and sword fighting. They also helped with choreographing scenes that involved the full cast. It was really good to see so many families attend the show. The show was recommended for children ten and up. We also did a relaxed performance which was very successful. The set for this show was absolutely incredible and included a ship and a tropical island. Amazing costumes contributed to the completely beautiful experience.

In the winter spot, we presented the Canadian play, Dry Streak directed by Howard DeLong. The cast included new actors and people who returned after an extended absence. These actors showed great ensemble work. This delightful comedy was very popular with our audiences who enjoyed the prairie references and identifiable characters.

We finished our season with our O-Zone festival entry, Outside Mullingar directed by Kim MacMillan. Again, the cast was made up of people new to Shuswap Theatre. This heartwarming comedy/drama was well received by our audiences as well as having an amazing showing at festival in Vernon. Due to illness, the director of the show became an actor. Everyone involved showed an amazing ability to adjust and pull together to ensure the success of the show. The cast and crew of this solid show received awards which included: Runner Up for Best Production, Best Performance for Leading Male Role, Best Female Supporting Role, Best Set Décor, Outstanding Newcomer and Backstage Co-operation Award.

The committee put together our 2024/25 season which includes, Agatha Christie's, The Mousetrap in November directed by Daniel Hall. The show is well into rehearsals and again, involves actors new to our stage. The winter production is Norm Foster's comedy, Halfway There directed by Frank Manning. Our spring show and Okanagan Zone Festival entry is The Virgin Trial by Kate Hennig and directed by Elizabeth Ann Skelhorne.

The 23/24 season saw the Artistic Committee begin a play reading evening once a month. Everyone is welcome and can read or just listen. The plays chosen to read have included scripts that we are going to produce and scripts that may or may not be considered for our company. These play readings will continue during the 24/25 season.

The role of the Artistic Committee includes organizing workshops that will help further our skills and provide opportunities to our members to learn about the art of theatre. We are providing a Directing Workshop with Liz Hobbs on October 4<sup>th</sup>, 5<sup>th</sup>, and 6<sup>th</sup>. We currently have eleven participants.

Respectfully submitted: Julia Body, Laura Demulder, Kim MacMillan

|                                      |                                                                                                                                                                                         |
|--------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Technical Department - Annual Report | Submitted by: Ann Skelhorne<br><a href="mailto:housetech@shuswaptheatre.com">housetech@shuswaptheatre.com</a><br><a href="mailto:theatreshuswap@gmail.com">theatreshuswap@gmail.com</a> |
| September, 2024                      |                                                                                                                                                                                         |

As always, each show this past year 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, support productions, teach skills and increase possibilities for innovation and expression. In a smaller theatre like ours, it's important to retain the malleability of the space while expanding the possibilities.

Our Audio 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. Repairs and maintenance are done as needed and we are always looking to increase our capacity. This is and should continue to be a priority. Our venue is a much preferred intimate space for rentals and while our equipment is designed for and best suited to theatre performances, we can only support some musical performances. Upgrading our equipment would expand our ability to host more musical events, including better supporting MYST and our own musicals.

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, it's important to remember what a great learning opportunity it is for new technicians to have our current lighting system. A hybridization of the two over the next few years will increase our flexibility.

Projections and second screen media are increasingly being integrated into shows, in our own mainstage productions as well as MYST, TotE, and rentals. Our current projection set-up is adequate but there is much room for improvement as the technology continues to advance. With some thought to the needs and challenges of our space, carefully chosen new projection equipment would spice things up. In support of this, we are pleased to have recently been able to update our control booth computer which allows us to work swiftly with audio, projection and even lights all in one.

Our set department continues to do what they must to build our shows. Materials are often donated by generous lumber supply yards or private members. Salvage of materials after a show strike is encouraged but not always possible. Our sea can storage unit is bulging at the seams and keeping it safe and orderly is a perpetual task. More storage would be ideal for retaining standard sized flats, risers, stairs and furniture. We have many skilled volunteers in this department and are always on the lookout for more.

Our Masking Curtains (Blacks) are in good supply, although ever aging. Blacks are cleaned and re-flame retarded as needed and as per code. 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 continued participation from youth. Education and Inclusivity are priorities.

Technical Theatre is for you if... you like the idea of making theatre but don't always want to be on stage, you're tech savvy, love problem solving, are smooth under pressure, work well on a team, and enjoy sitting around in the dark wearing black.

Our Technical department is always looking for new members to join the crew. You may have transferable skills or could just be curious how the magic is made and a willingness to join in. If so, be sure to sign up as a volunteer with one or more of our seasonal productions. While some theatre experience is helpful it's not necessary to get started. In order to best support our productions, technical & crew volunteers are asked to make a dedicated time commitment as per the production's unique needs and in agreement with the producer.

## **Building, Rentals and Costume Room Reports - Shuswap Theatre AGM - Sept. 2023 -Sept. 2024**

**Building Report** - It has been a busy past year for the building, nearly all the face-lift is complete. The doors are still an issue, they need to either be replaced or refinished, we have had some quotes to replace them. It is almost cost prohibitive as one quote came in at \$22,000.00. The building committee are looking into alternative ideas. The bulletin board (poster display board) has had several ideas presented to the committee, still to be decided upon. The benches are to be painted this month as soon as the weather cools and no rain. Jim Clayton is painting the retaining wall (now complete) along with the railing.

The furnaces/air conditioners were serviced and the issue with the auditorium air conditioner was resolved. It appears that it was an issue with the thermostat, but not sure when or how it it's settings were changed. Worked well for the summer. The new split unit for the dressing-room was installed in late June just in time for MYST, to have air conditioning in there is fantastic! It will provide heat in the winter so we can rely less on the electric baseboards, except for the bathroom. We were able to install it in the vestibule instead of the roof as originally suggested. Inskip Electric did the wiring, and the fellow who installed the alley security door, front stairs and the hand rail in the auditorium did a fantastic job of the grill to cover the unit. I did ask him if he could give us an estimate for a new gate for the area. Haven't heard anything about it however.

Over the Summer we have continued to have issues with unhoused folks in the back, the fire department were apparently called 3 times for fires set on the back bank and shared space in the alley, I only witnessed one of the calls, same weekend as the Roots and Blues. Also a lot of garbage and drug paraphernalia, no needles. We have also lost 2 different locks on the dumpster, the garbage co. wants \$25 for a new one, it 's now costing \$45 per tip, so I'm only waiting until it is really full. We also passed our 2023 inspection; with the Fire Marshall scheduled to return this year, soon. The Fire extinguishers and emergency lights were serviced in late August. The sprinklers will be in need of inspection soon. The carpets were cleaned in late June, then we had to have the Green room redone after MYST rental.

I would like to send a couple of the older blacks to Coits' for cleaning and fire-proofing, also purchase one more new 12 foot, that would be a good addition to our stock for the Ozone Festival next spring.

**Rentals-** We have had a few inquiries from some stand-up comics and a Tribute band, they always seem to conflict with our dates. We did however host Cod Gone Wild last December. Apparently one of their last performances as that group. Not a sell-out; but a great concert. Lia Grainger is booked to Sept. 14<sup>th</sup>, ( has happened) it is in a tough date as that is the final day of the 55+ games; but that was her schedule of touring.

**Costume Room** - I am still being offered numerous costumes and clothes; but I am only accepting items that I know we can use or are different. We received quite a few wigs and toupees from people and gained some period wigs from Treasure Island , also some very nice Pirate outfits from that show, thanks to the hard work of Keren and Ellen. I've also been offered more period hats which are great! This winter more tidying and sorting, especially the shoes and jewellery and getting some better storage container for the wigs and hair pieces. I outfitted a rental for a large group for a of folks for a Murder Mystery dinner, that was fun and we able to accommodate what they needed. Requests for specific outfits occasionally come in; but we don' t always have what they want. We are happy to lend Piccadilly Mall the Rabbit costume every Easter and the Military Uniforms for Remembrance Day, a relationship we have had for many years and continue to build. Any further inquiries or questions please call me anytime. I am happy to help and one last note, I am truly grateful for purchase of "HENRY" our new vacuum, and for getting a new shop vac. for the dressing room/scene shop.

Respectfully submitted Cilla Budda

## **Box Office Annual Report**

Our ticketing systems have gone well this year.

A big thank you to Alice Chin for organizing the box office volunteers for each production and other events. And, of course, a big thank you to the volunteers themselves. We couldn't do it without you.

We unexpectedly lost Wildcraft Mercantile as our downtown Ticket Agent as they moved and downsized. They did a good job for us for two seasons and I'm grateful to Amber, Hardy and their staff for their excellent work.

I was very pleased that Anna DeWolff, owner of Choose Refill, was more than willing to take this on. She and her staff are very comfortable with computers and learned the system quickly. In fact, even before being approached, Anna had been thinking it would be nice to sell Shuswap Theatre tickets. There will always be glitches and growing pains, but Anna and her staff have rolled with the waves and done a great job.

For some time I have been exploring other ticketing systems that would be easier to use for both our own people and online customers. In June, I tested a system called Brushfire on the performances of *Peter Pan Jr.* for Musical Youth Summer Theatre. The support staff have been excellent and very willing to help in any way. If we are satisfied, we will likely use Brushfire for the 2024-25 season. There are no upfront costs or contracts, so we would be free to make a different choice the following year.

Submitted by Kim MacMillan

## AGM REPORT - MYST

Our Musical Youth Summer Theatre (MYST) program was a success! This year we had 33 youth ages 8-16 participate in our presentation of Peter Pan Jr. These students attend camp daily 9:00-3:00 Monday-Friday. At the end of just 3 weeks they presented 4 performances to very full audiences (2 shows sold out) 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.

Notable things this year:

- Increase in the number of participants – 33 (typically the cut off is 25). This was a result of a high volume of registrations being received in a very short time – we had 17 juniors register in less than an hour of registration opening – we usually cut off juniors (ages 8-12) at 12 participants.
- Increase in number of staff – in order to accommodate the increased enrollment, we brought on an assistant choreographer, Brooke Richardson to the staff alongside Lynette Lightfoot, choreographer; Chris Iverson, Director; and myself, Kelly Coubrough, Musical Director.
- Entirety of the program was at Shuswap Theatre
- Rental of extra space for the rehearsal period (July 9-18) at Song Sparrow Hall
- Dedicated costume person and a summer student.

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



## **IMPROV ANNUAL REPORT - LAUGHING GAS/PLAN B**

We continue to have a lot of fun with our Improv group. We had another great year. Our meeting time remains the first and third Monday of each month.

In the 23/24 season, we had a good turn-out of participants, some who have been coming for many seasons and some newcomers. We wound up our year with a Friends and Family performance.

Plan B performance group had a very successful year with another performance for St. Patrick's Day. We also participated in TOTE.

We look forward to performing again in the 24/25 season and would like to have an improv workshop.

Our new season will start on October 7<sup>th</sup>.

Submitted by:

Julia Body

# Funding and Sponsorship Committee

Altogether, \$47,092 was raised through donations, sponsorships, and grants to support our programming and capital needs for the 2023-24 fiscal year.

## Operation Facelift

Funding and work for *Operation Facelift* was completed in 2023/24. Doug and Donna Adams provided a \$10,000 donation in the 2023/24 fiscal year that covered the overruns we had in the project. We received no additional funds for the project this fiscal year. The project is completed.

## Capital Funding, excluding Operation Facelift

The *Shuswap Rotary Club* awarded \$7,500 and the *Armstrong Regional Co-op Community Support* program awarded \$2,400 towards a Heat Pump in the Dressing Room.

The *City of Salmon Arm Grants-in-Aid* program awarded \$4,526.47, and the *Columbia Shuswap Regional District Grant-in-Aid* program awarded \$1,916 towards a new Mac Computer and Operating System (plus accessories).

## Program Funding

The Shuswap Community Foundation awarded \$4,000 to support the *Musical Youth Summer Theatre Program* (MYST)

Grants to support *Theatre on the Edge* (TotE) included an award of \$6,000 from the *British Columbia Arts Council*, *Community Arts Festivals* fund, and an award of \$2,900 from the *BC Ministry of Tourism, Arts, Culture and Sports Fairs, Festivals and Events* fund.

We were successful in obtaining funds from 7 of 8 grants we applied for towards programming and capital needs.

We were unsuccessful on a \$5,150 grant application to the *BC Arts Council Community Arts Project Assistance* fund in support of MYST. However, other grant applications were successful in meeting the needs of the program.

## Theatre production Sponsorships

Sponsorships from our business partners raised \$7,850 to support the three plays during the 2023/24 season. In-Kind support also provided \$2,150, or more, in value from our business partners.

Sponsors included:

### Gold (\$500)

- *BTR Landscaping Ltd.*
- *Machen Manufacturing Ltd.*
- *Salmon Arm Window & Door Ltd.*
- *Access Precision Machining*
- *Braby Motors*
- *Eagle Homes*
- *TriCrown RV*

Silver Full Season (\$750)

- *HUB International Insurance Brokers*

Silver (\$300)

- *Bowers Funeral Service & Crematorium*
- *Fountain Tire*
- *BWP Construction*
- *Little Mountain Electric*
- *Captain's Cove Marina*
- *Salmon Arm Chevrolet Buick GMC Ltd.*
- *Adam Integrated Industries Inc.*
- *Geier's Fruit & Berry Farm*
- *Linda Rohlfs RE/MAX Shuswap*

Bronze (\$150)

- *Salmon Arm Toyota*
- *Wildwood Flower Emporium*
- *QC Universal Coatings Inc.*
- *Grant Thornton LLP*
- *Barley Station Brew Pub*
- *Zoe Stevens Notary Public*

In-Kind Sponsors included

Gold (\$500 or more value)

- *Canoe Forest Products*

Silver (\$300-\$499 value)

- *Shuswap's Trailers & Equipment Rentals*
- *Shuswap Mantels*
- *FrameltUp*
- *Acorn Music*
- *DeMille's Farm Market*

Bronze (\$150-\$299 value)

- *Shuswap Mantels*

A special thank you to our donors, funders, and business partners who helped to make our season another success. Also thank you to Kim MacMillan and Susan MacMillan who ensured our donors, sponsors, and funders received their well-deserved recognition.

Howard DeLong, Chair Funding and Sponsorship

## Membership Report August 27, 2024

The following are some comparisons with the membership on August 28, 2023 and August 26, 2022. Individuals in the 'Family Category' have been added into the 'Individual Category' or the 'Youth Category'. This year we had fewer young people as members and the 'Business/Non-profit' category was greatly reduced, mostly due to a change in the administration of Theatre on the Edge.

As a result of these our total membership numbers have dropped this year. The \$100 Individual Life membership continues to be very popular. Associate members (other theatre groups etc.) are no longer included as they do not have the right to vote.

### Number of Members by Category

| Category                         | 2024       | 2023       | 2022       |
|----------------------------------|------------|------------|------------|
| Individual                       | 110        | 114        | 100        |
| Family                           |            |            |            |
| Youth                            | 6          | 15         | 8          |
| Individual Life                  | 60         | 59         | 56         |
| Business or Non-profit           | 2          | 15         | 10         |
| Associates (other organizations) |            |            | 7          |
| Honorary Life Members            | 13         | 11         | 10         |
| <b>GRAND TOTAL</b>               | <b>191</b> | <b>214</b> | <b>191</b> |

### Number of Individual Members by Age

| Age                | 2024       | 2023       | 2022       |
|--------------------|------------|------------|------------|
| 0 - 17             | 6          |            | 9          |
| 18 - 29            | 14         | 15         | 10         |
| 30 - 39            | 8          | 9          | 10         |
| 40 - 49            | 19         | 19         | 16         |
| 50 - 59            | 29         | 39         | 38         |
| 60 +               | 108        | 99         | 89         |
| Not Provided       | 2          | 2          | 2          |
| <b>GRAND TOTAL</b> | <b>186</b> | <b>197</b> | <b>174</b> |

This Grand Total does not include Business/Non-profit members.

### **Honorary Life Members**

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

Submitted by *Patrick Benson*  
Membership Secretary  
August 27, 2024

## SHUSWAP THEATRE SOCIETY

### MARKETING REPORT 2024

The Marketing Team promotes and informs the public about all aspects of Shuswap Theatre. At present, our marketing activities include:

- The website – constantly updated
- The newsletter, *The Prompter* – published every few weeks during the season and sent to 1400+ email addresses
- Regular Social Media posts – Facebook (2.1K followers), Instagram (1.2K followers)
- Print Media ads
- Season Brochure
- Productions and events posted on Community Events Calendars
- Production posters
- Production and other press releases
- Salmon Arm Fair participation and other community engagement events

The number of people subscribing to the Prompter continues to grow, as does the number of followers on social media platforms. The newsletter and social media are now our main avenues for promoting the Theatre in general and our productions in particular.

We would love to have another member or two who might take on specific responsibilities. Please contact us at [theatreshuswap@gmail.com](mailto:theatreshuswap@gmail.com).

Respectfully submitted,

Susan MacMillan, Elizabeth Ann Skelhorne, Nedine Scott, Kim MacMillan

Theatre on the Edge (TotE) Festival 2024 Report  
Shuswap Theatre - AGM  
Submitted by Ann Skelhorne

---

Celebrating its 10th season this past June, the Theatre on the Edge (TotE) festival, hosted in Sxwesmélip (Salmon Arm), continues to support innovative theatre artists and expand audience's expectations of what theatre can be.

In 2024, TotE met its objectives to showcase a variety of styles, genres and approaches to performance that are not usually seen in the Shuswap and to centre diverse voices, marginalized perspectives, and unique approaches to the art form through our programming, including:

- *Deafy* - a solo show about the deaf experience performed by a deaf person
- *Playing Fields* - an immersive outdoor participatory performance centering the voices of teens from around the world.
- *June Bug* - a play for young audiences created, produced and performed by a company of racialized artists.

TotE brought exciting new work from other parts of the province and country, including Vancouver and Edmonton, while supporting local work and artistic voices in our community through the presentation of *Stseptékwll* with Kenthen Thomas, Shuswap Theatre's Plan B Improv, and *How Did You Get Here* by Runaway Moon Theatre.

As a new collaboration between Shuswap Theatre and the Salmon Arm Arts Centre, we made great strides this year by building a structure that will allow us to scale up into the future as we continue to develop a performing arts festival that supports artistic exchange, creative development, thought-provoking ideas, education, conversation, community, and entertainment.

For all the latest about TotE, or if you would like to volunteer on our team, or would like to apply as an artist, please follow us on [Instagram](#) and [facebook](#), visit us at [totefestival.com](http://totefestival.com) and be sure to subscribe to the Prompter at Shuswap Theatre.

Thank you for 10 amazing seasons, we'll see you next year!

## Front of House AGM report 2024

There are 22 fantastic Front of House volunteers able and willing to help at each show.

Everyone participates in the orientation sessions held in early November.

The Orientation sessions are less than an hour long. It doesn't take long to go through the safety procedures. There is always some discussion and the new volunteers can ask lots of questions.

There were 3 or 4 new volunteers from the theatre's 2023 Fall Fair booth.

If anyone wants to be a FOH volunteer - please let me know.

Thanks, Pauline Waelti

# Report of Nominating Committee

Board resumes September 2024

The following members have submitted their name for nomination:

## For a one year term

**Maggie Chafe - Bio to come**

## For a two year term

**Matthew Bannister** is passionate about helping his clients and community thrive. Over the course of his career, he has consistently sought to add value to the businesses, not-for-profit organizations, and government agencies he works with – whether it's a trusted advisor, volunteer, or on the board of directors.

As a Partner in Grant Thornton LLP's Salmon Arm office, he support clients with accounting, tax, assurance, and business advisory solutions. With over 12 years in public practice, he's worked with a broad base of clients, from small sole proprietors' businesses to leading the audits of a large Indigenous group of companies.

Outside of the office, he enjoys spending time with his family travelling and getting outside, and golfing. They also enjoy attending concerts together and have been supportive of the arts for many years.

**Laura Demulder** has served on the Shuswap Theatre Board for a two year term. She volunteers with the Artistic Committee, helping to plan the season for the theatre, provide workshops and support directors during the rehearsal period, in order to ensure quality of production at Shuswap Theatre.

Laura comes from an educational background having taught and directed theatre in middle and senior high schools in Alberta for many years. The last couple of years at the Shuswap Theatre she has produced *The 39 Steps* and *Treasure Island* and helped with set construction and set decor in *The Secret Garden*, *The 39 Steps*, *Treasure Island* and *Outside Mullingar*.

**Amanda Maygard** first joined Shuswap Theatre in 2022 as part of the cast of *The Secret Garden*. She also starred in the recent production of *Treasure Island*. Although relatively new to Shuswap Theatre, Amanda has been involved in Community Theatre for the past 11 years. She is excited to bring her ideas and energy to the board, and is looking forward to contributing to the continued success of Shuswap Theatre and all it brings to her community.

**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 is excited to continue her work at the Board level.

**Nedine Scott** has been a member of Shuswap Theatre for over a decade. She is a previous board member and currently serves as President, as well as sitting on a number of committees. She can be found mostly behind stage, primarily acting as Stage Manager for productions which include *Little Shop of Horrors*, *Mary Poppins*, *The Wizard of Oz*, *The Secret Garden* and *Treasure Island*. Nedine was part of the team that brought to life our first Relaxed Performance, and has been part of the organising groups for all relaxed performances since. She can also be found making things up with Laughing Gas Improv, and has been involved with just about every event happening at Shuswap Theatre in recent years. 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, represent our local communities, and build upon the hard work already in motion by the board.

Submitted by  
Teresa McKerral  
Lois Towgood