



Minutes for WLSTS Board of Directors' Monthly Meeting held in person at WLSTS  
August 15th, 2023.

1. Roll Call & Establishment of Quorum
  - a. Called to Order: 5:32pm
  - b. Present: Brad Lawryk, Kirsten Lyons, Jessica Hill, Mimi Searls, Stacey Poirier, Christa Oberfell, Sophia Schneider, Jeff Rankin - Late arrival: Catalin Szauer, Roberta Patterson
  - c. Regrets: Tanis Armstrong
  - d. Thank you to all attendees:
2. Review of Agenda
  - a. Amendments:
  - b. Motion to approve Agenda for August 15th, 2023
    - i. Motion: Stacey
    - ii. Second: Kirsten
    - iii. Carried: All in favour
3. Review of July 18th, 2023 Minutes
  - a. Motion to approve minutes for July 18th, 2023
    - i. Motion: Brad

- ii. Second: Jessica
- iii. Carried: All in favour

#### 4. President's Report

- a. Brad: Not much to report. It all gets discussed online. Want to thank Kirsten and Tanis and anyone else who came out to do cleanup on Saturday.

#### 5. OSD

- a. Sophia: Saw Phyllis just before she came. Decision has been made to not aim for September. Going to aim to continue. Have script out to family to read and get feedback. Phyllis has only read first draft and it was a long time ago. Going to aim to mount a production for June 21st for Indigenous Day. This may not work for the theatre space if J&H goes to Mainstage. Phyllis will try to have a read through with her family. Collaboration with the indigenous community got a bit confused and lost, but once Sophia has any more news, she will keep us in the loop.

#### 6. Treasurer's Report and Financial Committee Updates

- a. July Financial Review
- b. Stacey: Waiting on the Zones and Mainstage budget to finalize the budget for the AGM. Are there questions about this?
  - i. Brad: Cinderella's proposed profit comes out to more than 100 seats per performance, but we're proposing that the price for musicals be raised to \$25 per person, no special prices for kids.
  - ii. Going into festival: We always prepare for festival as a loss, so it's been put in that way, as if we won't be making a profit with ticket sales. Stacey is getting Tanis to put in her budget as if she will make some profit, or will at least make some effort to go get some sponsorship.

- iii. Stacey is putting in for a grant through the CRD. So that hopefully we can put in to cover the sound equipment and projector. We didn't get the grant from the Arts Center for this intake. Will try again for the spring intake on this one. The City of WL has another intake coming up as well.
- iv. Lease has been signed.

c. Questions?

- i. Kirsten: Profit & Loss - September thru July - last page - Bursaries and Donations - \$500. Answer - Taya from two years ago cashed her cheque.
- ii. Brad: The \$14,000 loss - clarification? That's the Society's expenses for the year. I.e. Building, advertising, trash removal, etc. For the board to see what we spend throughout the year. Brad would love to see a comparative from last year to this year. Stacey will present this at the AGM.

7. Season Producer's Report

- a. Kate:
- b. Stacey: Kate has been doing lots of work, has dropped off loads of letters. She will finish her follow-up in the next couple of weeks. Things are trickling in. Lots of Ads, business cards and quarter page for the season.
- c. Tanis:
- d. Brad made the changes to the Optometry ad.

8. Review of Online Business

- a. Stacey sent out the lease agreement for us all to look over.
- b. After reading the lease, Jeff has realised that if we went with heat pumps for the air conditioning, the terms of the lease would make those heat pumps property of the

School Board. Because of this, Tanis has also refrained from changing the taps in the makeup room.

- c. Some concern about the society not being recognized at Performances in the Park. We will give one more week before mentioning it to them.
- d. When making any changes to previous documents, we must first make a copy and edit the new document, keeping records intact of previous documents.
- e. Kirsten made advertisement for our summer workshop series.
- f. Fabiola will be catering the AGM for us, 100 tacos ordered as discussed previously.
- g. Stacey would like to add a procedure to the Pitch Committee Guidelines that the Treasurer review all pitch budgets and that any festival plays must submit additional Zone and Mainstage budgets at the pitch level. Kirsten would also like to add that the board receives them for review if they are selected. Brad, Mimi and Kirsten agreed.
- h. A reminder that budgets need to be used for what was included in the wording that was voted on for the budget.
- i. Stacey has sent out the proposed budget to start combing through.
- j. Global News is doing a segment on Williams lake and is looking for residents to send pictures. Kirsten proposed we submit some pictures from last season's productions. We agreed. She posted some photos for us to choose from and asked permission from the actors included in the photos. Two photos were submitted.
- k. Question from a community member: are seat purchases a tax deduction. As we are not actually selling a physical product and we have stated on the website and on the form that this is a tax deductible donation, we have agreed that it is.
- l. Dumpster needs to be emptied. Stacey emailed.
- m. Auditions for OSD production are a go.

- n. Global TV featured our pictures.
- o. Motion by Kirsten to allow \$20 for the Lighting Design Workshop to go towards printouts and educational material. Mimi seconded.
- p. Motions need to be specific and detailed.
- q. Memberships for the upcoming year are renewed at the AGM. People sending e-transfers early may do so, but cash needs to be paid at the AGM and memberships don't start/renew until the AGM. Stacey will add this to the P&P.
- r. Kirsten found the alarm unset on August 3rd. No sign of anyone there or anything missing. Sometimes the schoolboard workers come and go.
- s. There was a bat in the lobby. It left. Or possibly it was the dead one found in the costume area.
- t. Stacey received an invoice for "Tony's Blades". Tanis confirmed that this was for blades for a tool borrowed from Tony for the Makeup Room reno. Blades were all used up.
- u. AGM advert has been made. Will be posted the day after our meeting.
- v. There was no attendance at the first OSD auditions. Cast requirements are large.
- w. Kirsten sent out the draft for the Director's Package for the Board to review.
- x. Sophia asked that, by Phyllis' request, we wait a while longer before we call off OSD. Sophia has been asked to attend the next Board meeting.
- y. We did not receive any funds from the Resiliency Grant Stacey applied for.
- z. Stacey nominated Mimi for President. Brad nominated Kirsten.
- aa. Stacey will be applying for the Canada Post Community Foundation Grant since Cinderella is taking on youth.
- bb. Stacey asked that a last call for receipts be sent out. Deadline is the 21st.

- cc. Stacey will be adjusting the Budget to add in the cost of the web hosting and is still waiting on Festival Budgets for J&H.
- dd. Ask that if we are painting outside, we do it in the grass so that the concrete doesn't get all covered in paint.
- ee. Tanis asked to borrow a foam head and hat pin for the Art Walk. Stacey and Kirsten agreed. No one else commented.
- ff. Stacey asked that Brad sign and send in the lease agreement. Brad agreed. Stacey will deliver it to him.
- gg. Old fridge in lobby is fixed and running. The Owner is out of town but will get it loaded and picked up when he returns.
- hh. Some concern over what the OSD production will need/want from the WLSTS as far as materials and crew. OSD has been added as an agenda item. Sophia will attend the meeting.
- ii. Food for the BBQ for theatre clean-up was purchased and organized.
- jj. Station House Gallery, Open Book and Bean Counter will take some of our postcards.
- kk. Kirsten found one of the projectors that was donated for Body of Water in the concession!
- ll. Thank you to Tanis and Kirsten for their work on clean up and bbq day.
- mm. Christa has asked that no one touch the costume area until she's done organising the costumes.

#### 9. The Future of WLSTS Space

- a. Stacey: at a stand still at the moment. Depending on what happens at the AGM, Stacey will start asking the Board for answers again in October.

#### 10. Liaison/Producer Update

a. Cinderella

i. Sandi:

ii. Eileen:

1. Budget will need to be resubmitted if ticket price changes go through.
2. Update for Cinderella production:

Successful auditions completed mid June resulted in a great cast of mainly new talent. They have been working on Scenes as well as singing since then. Sandi is looking for an rehearsal space for Tuesday nights starting Sept 1.

The band has been confirmed, and they have their musical score.

We do have a question: would it be OK if we found a society or organization that would be interested in having fliers, and possibly a person, in the foyer on nights of performances. Sandi was thinking of Big Brothers Big Sisters as Cinderella was someone who would have benefitted from a Big Sister that actually looked out for her!

- a. Board agrees with this idea, as this is really up to Sandi, but thank you for asking! We just need to be cautious of space in the lobby.

iii. Tanis:

iv. Kirsten: rehearsals are going really well. So far still just leads who have been rehearsing. First full rehearsal will be Sept 5th. Have a choreographer - Lynn Capling. Will likely take first week of August off.

v. Roberta: five or so musicians. Looking for a percussionist.

b. Mamma Mia

- i. Becky:
  - ii. Stacey: The space is booked for auditions and rehearsals, audition dates have been booked. Have applied for rights, but haven't heard back yet. Everything is ready to rock.
  - iii. Budget will need to be resubmitted if ticket price changes go through.
- c. Dr. Jekyll & Mr. Hyde
  - i. Tanis: TABLED
  - ii. Budget will need to be resubmitted if ticket price changes go through.

#### 11. Chamber of Commerce Membership

- a. Stacey has moved to remove this, as it will need to go to the next board. Brad seconded. All in favour.

#### 12. Fluorescent lights and transformer

- a. Jeff \*TABLED UNTIL SUMMER\*

#### 13. Discussing responsibilities/policies and dispersal of this information to directors

- a. Ongoing.
- b. Keys: We need to clarify our policy on this. Who gets them? Director, SM, President, VP, Treasurer, Building Manager, Head Costumer, Head Tech; these should be the only ones who consistently have keys. Anyone else who needs keys should contact the Building Manager (Stacey). We will also change the alarm codes so that each key gets its own code so that we can see who unlocks/locks the building.
  - i. Christa: If she were doing a play and didn't have a key, it would be extremely difficult. This would be the idea behind contacting the Building Manager in order to get a key signed out for a certain amount of time.



- c. Director's Policies: Kirsten: Draft is done and sent to the board. She has gotten some feedback and will make revisions and send it back. She will add a new stage map, and possibly a lighting grid. Comprehensive inventory of our lighting equipment could go in eventually. The idea is that it will be done as best as we can by the AGM in order for the next board to disperse to directors.

#### 14. Workshops

- a. Kirsten: We've had two of our workshops. Both went very well. The lighting design workshop had about 10. One of the people had helped set up for the Dance in Common and was interested in the whole process. Directors Panel we had 6 directors and 5 participants. We had a really great discussion. Only one of the participants had directed before. Stage Managing workshop this weekend - Kirsten will be bringing some of her personal stage managing gear to show. This Saturday from 10am-12pm - could go longer if people want.

#### 15. Corporate Credit Card

- a. Update?
  - i. Stacey: All the paperwork is in, we just wait to see if we're approved. Will be so much easier to pay bills if we get it.

#### 16. Flex Ticket Pkg Sales

- a. Brad: Heard from Angela today with lots of great feedback. She is more than willing to do it. She thinks that packages of ten might be too much with a three play season, and wondered about how the packages will work with the increase in ticket prices for Musicals. She suggested vouchers that aren't tied to dates for people to buy as gifts.
  - i. Question about sold out shows: these vouchers have to be redeemed for physical tickets at shows.

- ii. We will have to have different colours for Vouchers this year.
- iii. Stacey will do these up and sent us the draft. We will do these up right away to make sure they are available for Cinderella. She will have them printed at Papyrus.

17. Dimmer pack issues

- a. Jeff: Quote? Will talk to Kathy to see if her friend (Gridlock Electric) can come and give us a quote. Stacey asked that the quote also be passed along to her.

18. AGM :

- a. Dinner first, then meeting.
- b. We can now have it at the theatre. Stacey will cancel the Arts Centre and notify Fabiola.
- c. Stacey will bring ice for the fans again if it's hot.

19. Theatre etiquette

- a. Tabled for the new board to develop a policy surrounding this.

20. Zone Festival 2024

- a. Kirsten: revolving into next board's agenda.

21. Air Conditioning

- a. Stacey will get quotes from different businesses so that we can present this at the AGM.

22. Theatre Clean-Up

- a. Tanis:
- b. Kirsten: ONLY had a handful of people come out. Got a lot done. Main focus was finishing the makeup room, which is pretty close to done. Jeff worked in the basement and got himself back to where he had left off before and cleaned off three more shelves. Put kids to work - they dusted and vacuumed the lobby. Brad painted the upper stage. We still need to clean the theatre carpets, the seats, repaint the seat bases, and lower

stage. Possibly have another cleanup on the same day as the AGM? We will do this;  
Noon until 3 on Saturday for cleanup of the theatre before AGM.

23. New Tool Budget

- a. We need to agree on an amount. Tanis will get approximate costs. Tabled.

24. Front Door Lock

- a. Kirsten: It is very sticky and difficult to unlock. Afraid the key will snap off. Sandi also brought this up to her, and Christa has noticed it too.
- b. Tanis: Our locks need to be rekeyed. Stacey will need to contact the school board for this.
- c. Stacey will tighten the bolts and put in a request with the school board.

25. New Business

- a. Christa: Has been working in here the last two weeks. All historical costumes prior to 1925 have been brought up to main floor. The humidity in the basement is not great for the costumes that are still stored down there - she has double bagged all costumes stored down there. She will be starting on the upstairs with jewellery and fabric. She's going to take cushions and drapery that she has found upstairs and move them into the basement in bins. Big heavy black curtains that were up there have been moved with the others under the stairs on the main floor. Roberta has offered to help whenever Christa needs it.

26. Next Meeting September 19th, 2023 at WLSTS at 5:30pm

27. Motion to adjourn at

- a. Motion: Kirsten
- b. Second: Jeff
- c. Carried: all in favour.