



Minutes for WLSTS Board of Directors' Monthly Meeting held in person at WLSTS
December 19th, 2023.

1. Roll Call & Establishment of Quorum
 - a. Called to Order: 5:38 pm
 - b. Present: Tanis Armstrong, Mimi Searls, Stacey Poirier, Kirsten Lyons, Jeff Rankin, Shane Tollefson
 - c. Regrets: Becky Strickland
 - d. Thank you to all attendees: Brad Lawryk, Sandi Alaric
2. Review of Agenda
 - a. Agenda as a live document, no motion to approve agenda.
 - b. Online business will be carried forward to January's meeting.
3. Review of November 21st, 2023 Minutes
 - a. Amendment of Steve Forseth's name to correct spelling.
 - b. Motion to approve minutes for November 21, 2023
 - i. Motion: Mimi
 - ii. Second: Stacey

iii. Carried: Unanimous

4. President's Report

- a. Kirsten: Over the last month I updated the Producer and P&P to reflect the new ticket prices. People are super excited to see Mamma Mia! And tickets are already flying off the shelf. People are now on the ball to get tickets after missing out on Cinderella.

5. Treasurer's Report and Financial Committee Updates

- a. Cinderella: \$28 000 profit so far. A few receipts to process yet, but the big expenses have already been covered.
- b. November Financial Report
 - i. Our current net income with all the productions taken into consideration is \$23 000. Our net loss for the society right now is \$16 000.
- c. Questions?
 - i. Vendor balance detail: Kirsten's cheque still hasn't been deposited because we need another bank approver.
- d. Receipt Submission:
 - i. People need to submit the receipts when they have them and not hoard them until a production is over, because otherwise it throws our budget out of whack. Can be dropped off at Stacey's work, can be emailed, but needs to be submitted immediately as soon as the receipts are received.
 - ii. Kirsten will make a post and update the producer's manual, Mimi will send out an email.
 - iii. Large purchases do not have to be made by members any more - we have a credit card and large purchases should be made by Stacey with the card.
 - iv. We moved \$15 000 from the chequing to the savings on the 15th of December

6. Season Producer's Report

- a. Kate:
- b. Stacey: Nothing new.

7. Review of Online Business

- a. Carried forward to January's meeting.

8. The Future of WLSTS Space

- a. Stacey: nothing new to report.

9. Liaison/Producer Update

- a. Cinderella
 - i. Director Sandi: We did very well financially. It was a happy cast. My suggestion for the future would be to not have two very large cast musicals back to back because it created difficulties in casting, though I know all the reasons for it. It's the only "concern" I would have. Our usual with large casts, a few hiccups with cast members. Otherwise, I had the dream cast as far as talent and personality went. The band was fantastic, having Michael Bruce here so early was fantastic, so we spent less time with the canned music. I have heard a few complaints about the \$25, but according to numbers, we had about 12%
 - ii. Producer Stacey: Made money, good job!
 - iii. Liaison Mimi: Nothing to add.
 - iv. Kirsten: It was magical. That's all.
 - v. Tanis: For a cast this big, there should be a conversation with a costumer and a costume plan at the very beginning of the process. This was a massive undertaking and cost a lot of money out of pocket for Tanis. This would not have been possible without the sewing bees. The pitch committee should be

responsible for making the suggestion to the director that they make sure that they have a costumer who can handle the scope of it.

1. A few people want to buy costumes.

b. Mamma Mia

- i. Director Becky:
- ii. Producer Stacey: We are already 20% sold three days into sales. The banner is up at Rona. The sign for the bottom of the driveway is up. Everyone's membership is paid.
- iii. Liaison Shane: Will come to a rehearsal soon.

c. Dr. Jekyll & Mr. Hyde

- i. Director Tanis: Getting audition posters out. Kirsten is making posts. Meeting with Murray tomorrow to see if he'll be head builder. Excited for festival. If we don't hold zones, we will need to ask for a travelling adjudicator. Lots of hype about auditions. Most of crew is together, no one for costumes so Tanis is doing them.

1. Ask Kathy McDonald whether it is still three play minimum or if it has changed to 2 for Zones.

- ii. Producer Kathy:

- iii. Liaison Becky:

10. Fluorescent lights and transformer

- a. Tabled indefinitely

11. Corporate Credit Card

- a. It's here and great. Limit is \$10,000.
- b. Motion to remove this from the agenda

- i. Motion: Stacey
- ii. Second: Kirsten
- iii. Carried: Unanimous

12. Flex Ticket Pkg Sales

- a. Stacey: we've decided to sell ticket vouchers individually and they are selling. Tracking them.
- b. Motion to remove this from the agenda
 - i. Motion: Stacey
 - ii. Second: Mimi
 - iii. Carried: Unanimous

13. Dimmer pack issues

- a. Jeff - tabled indefinitely

14. Theatre etiquette & policy for dealing with member/patron/public issues/complaints/concerns

- a. Mimi: same as last time. Will add the logo and get them printed. Four copies.

15. Zone Festival 2024

- a. Kirsten: will have to re-email the zone. PG was 90%, but were waiting to see if they had a location for a play. Kersley is on board. 100 Mile is not. We need to do this ASAP so that we can get a committee organised immediately.

16. Air Conditioning

- a. Stacey: tabled. Will need to be in conjunction with the school board.

17. New Tool Budget

- a. Stacey will take this over and get a list together and collate with Jeff. Please add an iron to the list.

18. Member Appreciation Winter Party

- a. Tanis: Please pay the TRU caterer. All the decorations will come from Tanis and the basement. We just need to come up with an agenda for the evening, but that will get done shortly. About 20 people have RSVP'd. We need to have a date cut off if there are going to be kids; but as of now, there are no kids.

19. Review of Roberts Rules

- a. Stacey will send out.

20. Alarms

- a. Sunday, Mark came in told us that the alarm company said that two days in a row (Friday and Saturday) the alarms weren't set. Stacey had called the company to notify them that we'd be late. Turns out the district changed alarm companies and didn't notify us.

21. New Business

- a. Liability waivers
 - i. After the few incidents we have had in the past couple of months, Stacey will be drafting liability waivers for cast and crew that they are responsible for their actions and that we are not liable.
 - ii. Question:
 - 1. How binding are they? They will be binding. They will be held in the filing cabinet. They may not be binding in court, but with insurance companies it will help cover
 - 2. Will it scare people off? It might. This is not something that we have to implement this immediately, but it would be something we could draft and continue the discussion.
- b. Incident Reports

- i. There is a binder in the office now, but I don't know it should be there. We will move it into a duotang and move it into the first aid bag. Used the WCB report
 - 1. Incident on Sunday: Bobby Hamm came to ask Stacey for a bandaid for Sarah Lehar because she had cut herself, and Stacey came around the corner in time to see her pass out. She came to a little bit, enough to sit on the toilet, then passed out again, then seized on the floor.

Ambulance was called, she was given water and sugary food.
 - ii. Could we have a tetra pack of orange juice in the theatre, not for cast, but in case of emergencies. Or even sugar packets for the first aid kit. Stacey will get both.
- c. Personal Information Logs
- i. Would like to have sheets of personal information for every member/cast & crew, including care card numbers, that is sealed in an envelope and locked into the filing cabinet. We cannot force someone to fill out this information and will make it clear that it would be used only in the case of an emergency. Would like to see this put into policy. Would be shredded at the end of the current production, unless members choose to keep it on file.
 - 1. Motion to draft a document for a policy appendix that would provide emergency information for members involved in current production.
 - a. Motion: Tanis
 - b. Second: Kirsten
 - c. Carried: Unanimous
- d. Script Order

- i. We didn't do a fall script order in the fall, but we will be doing a spring one. We could do it now. We will have cutoff for ordering on January 5th.
- e. Laundry
 - i. Laundry has always been donated by the costumer. Stacey gave permission for laundry soap to be purchased under the play budget. If the director and the costumer agree and put it in the budget for the play. Could we make a costuming handbook so that people know who to ask about what supplies we can get? Christa and Tanis will sit down and come up with a document for the board to look over and approve. Laundromats have been covered in the play budget before. Stacey will look into buying vodka for costume cleaning purposes.
- f. Script Reading Night
 - i. If Script Ordering is January 5th, we should give a couple of weeks for them to come in and another couple to read them. We could hold it in the Arts Centre.
 1. February 10th at 7pm, possibly at the Arts Centre. Can't be held in the theatre - it's too close to Mamma Mia's run?
 2. Shane will run it and Stacey will email the arts centre.
- g. Pitch Night
 - i. Could have it later, possibly April? Or end of March - can't do this because of Easter. We need to try to balance between Jeckyll and Hyde (all of May) and Mamma Mia.
 1. March 20th 7pm
 2. March 24th 2pm

- ii. Committee: Kirsten will head. Jeff, Mimi, Tanis. Need to ask Becky. Potential alternates are Val, Jessica or Neal, Kathy, Ross, Jamie, David.

22. Next meeting: January 16th, 2024 at 5:30pm

23. Motion to adjourn at 7:31pm.

- a. Motion: Kirsten
- b. Second: Mimi
- c. Carried: Unanimous