



Minutes for WLSTS Board of Directors' Monthly Meeting held in person at WLSTS  
October 24th, 2023.

1. Roll Call & Establishment of Quorum
  - a. Called to Order: 5:32
  - b. Present: Kirsten Lyons, Shane Tolefson, Stacey Poirier, Mimi Searles, Tanis Armstrong, Jeff Rankin, Becky Strickland,
  - c. Regrets:
  - d. Thank you to all attendees.
2. Review of Agenda
  - a. Amendments:
  - b. Motion to approve Agenda for October 24th, 2023
    - i. Motion: Stacey Poirier
    - ii. Second: Mimi Searles
    - iii. Carried: Unanimously
3. Review of September 19th, 2023 Minutes
  - a. Motion to approve minutes for September 19th, 2023

- i. Motion: Mimi Searles
- ii. Second: Tanis Armstrong
- iii. Carried: Unanimously

4. President's Report

- a. Kirsten -
  - i. congratulate everyone for being on the board, will be a busy year

5. Treasurer's Report and Financial Committee Updates

- a. September Financial Review:
  - i. Financial Reviews will be presented next meeting
  - ii. Will send the financials out to the board
  - iii. Society Report filed
  - iv. Still revenue coming in from program ads
- b. Motion to remove Brad Lawryk as Signor at WLDCU.
  - i. Motion: Stacey Poirier
  - ii. Second: kirsten Lyons
  - iii. Carried:Unanimously
- c. Motion to add Rebecca Strickland as Signor at WLDCU and keep Kirsten Lyons, Noemi Searls, and Anastasia (Stacey) Poirier as Signors at WLDCU.
  - i. Motion: Stacey Poirier
  - ii. Second: Mimi Searles
  - iii. Carried: Unanimously
- d. Terms are complete as per the AGM motions.
- e. Questions?
  - i.

6. Season Producer's Report

- a. Kate:
- b. Stacey: Kate did an amazing job going out and gathering. Some approached were definite no's.
- c. Cariboo Corner wants a form for ad

7. Review of Online Business

- a. Agreement that October 3rd at 5:30 would be the inaugural meeting.
- b. Stacey volunteered to act as Liaison for Cinderella after a debrief from Brad. The Board agreed.
- c. Becky allowed email access as Secretary.
- d. Motion to change email password.
  - i. Motion: Stacey
  - ii. Second: Mimi
  - iii. Carried: Unanimously
- e. Kirsten emailed out the Policies & Procedures as well as the Bylaws.
- f. Fabiola was paid for the AGM supper.
- g. Question regarding what age is considered a senior. The previous resolution was found to keep it at 65.
- h. Parking lot light is out again. Stacey contacted the SD.
- i. Motion to price both Sunday Matinees for Cinderella at \$20 across the board as requested by Sandi Alaric.
  - i. Motion: Stacey
  - ii. Second: Kirsten
  - iii. Carried: Unanimously

- j. The street lights that were previously burned out at our end of Glendale have been fixed.
- k. Motion to move the Board Meeting to the 24th of October.
  - i. Motion: Tanis
  - ii. Second: Mimi
  - iii. Carried: Unanimously
- l. Message from Christa Obergfell: It's almost October and people are starting to think about costumes. I'm still okay with members borrowing if it's fine with the Board. Would like to keep a closer eye on things though. If the Board agrees to all of this, maybe we could put the word out to the membership that they need to go through me if they want to borrow. It will give me a bit more control.
  - i. The Board agreed with Christa and posted on the socials as well as emailed the membership with this information.
  - ii. Christa would also like this to be the Policy for all costume borrowing going forward.
- m. Jeff held a meeting at the theatre regarding the Cinderella set to brainstorm and delegate the various jobs.
- n. Cinderella poster approved.
- o. Stacey delivered water to the Theatre with a new punch card for the Stage Manager at each show.
- p. Mimi will be replying to the socials messaging.
- q. Ticket proof sent out and approved.
- r. Email requested to be sent out regarding the new ticket pricing. Was also posted on the socials.

- s. The trailer was without a lock. Jeff found one and secured it.
- t. Stacey will be taking over the Producer duties for Cinderella.
- u. Set building for Cinderella will be Monday and Thursday evenings as well as Saturday during the day.
- v. Sewing Bees for Cinderella: events created and emails scheduled.
- w. Motion to purchase 2 new banners from Schickworks as per their quote provided to replace our aged banner and the banner that was retired pre-Covid.
  - i. Motion: Stacey
  - ii. Second: Kirsten
  - iii. Carried: Unanimously
  - iv. Discussion: Will the Society be absorbing the cost of the two banners and Cinderella will pay for the decals and labour? Yes. Will the banners be up at the same time over Oliver St and on Rona Fence? Yes.
- x. Mimi appointed the new Board Liaison for Cinderella.
- y. Stacey relayed the concerns that the Board and members of her production had regarding the lack of a head Stage Manager to Sandi. Sandi was reminded of the policy to have one SM in charge with as many stage hands needed and Stacey was told that Jessica Hill would act as lead SM.
- z. Tickets went on sale for Cinderella as of Tuesday October 17, 2023.
  - aa. Reminder that there is now a fee of \$2.00 for online purchases. All communication to the members was adjusted to reflect this.
  - bb. A ticket giveaway for the opening night of Cinderella was approved by the Board.
  - cc. Online tickets went live on Wednesday October 18, 2023.

- dd. An email was sent to the membership that we have a Board Meeting on October 24, 2023. Was also posted to the socials.
- ee. All Mamma Mia advertising was given a cease order from MTI due to the fact that the royalties had not yet been awarded. This was completed the same day October 21, 2023 that the request came through from MTI. All postcards were also removed from circulation.
- ff. Our banner bookings for Oliver Street that were requested in May 2023 was lost in translation by the City. Mimi sent the original email back to Bailey with the screen shot of the statement from last season that we would be given priority due to having our banner removed for MMIW day. Bailey emailed back that they now recall that situation and will escalate our bookings to her Director of Community Services as well as apologized. We will wait to hear back.
- gg. Mice are in the makeup room now. Tanis cleaned everything and reminded people that they need to clean up after themselves. Tanis requested that Mimi state to the Cinderella cast/crew that they must clean up any food product as soon as they are done with it.
- hh. A call for Parking Lot Duty Volunteers was emailed and posted on the socials.
- ii. We gained 32 new FB followers this month.
- jj. We received a message from CBC for us to reach out regarding our request for permanent and more arts space. Stacey will contact the person but will decline an interview at this time.
- kk. Stacey relayed to the Board that there have been rumours going about regarding Mamma Mia. She requested that the Board members please quell these asap and if anyone is not comfortable doing so to please contact her and she will address the

situation right away. Becky sent the same information to the group of people that had been working on Mamma Mia.

## 8. The Future of WLSTS Space

### a. Stacey:

- i. Going to Joint committee meeting October 25 -
- ii. Arts Center meeting talked with Steve Forsyth and are looking forward to meeting
- iii. Lots of talk around funding and permanent space
- iv. Sent presentation and letters of support to the committee from 2021
- v. Stacey to answer questions at the meeting, some discussion of a multispace but it is something that is not feasible. We need a contained space.
- vi. Concern is getting more space in the school, Others can look into it themselves
- vii. Stacey will send out email about what happens tomorrow

## 9. Liaison/Producer Update

### a. Cinderella

- i. Director Sandi:
- ii. Producer Stacey: the tickets were delivered, posters were delivered, comp tickets have been given out - will be spread across Friday nights. COmp Tickets will be left at the concession. Will pick up contest tickets tomorrow. Stacwey meets with Sandi onThursday
- iii. Liaison Mimi: spoke with cast and crew on Sunday regarding mice and cleaning up after selves. Work together. Spoke to Kathy and her concern was she is not always there at the end of rehearsal, was suggested she be sure to delegate

someone to be in charge. Mimi left phone number in the makeup room. Will pop in to do a check in tonight.

- iv. Actors view: Costumes are being done, had first rehearsal with the full band on Sunday. Have been practising with pianist and flautist. Actors and other people are not happy, there are a lot of frustration. Some are ready to walk because some actors are not showing up. Mimi will attend more rehearsals to help with issues. Stacey will ask her if she would like someone to help her. Stacey, Mimi and Becky are willing to step in and help in any way she needs it. Stacey will contact some actors who we have concern about their lack of attendance.
- v. Jeff: Set going into overdrive. Plan is in place. Mondays, Thursdays and Saturdays are set building days. Tanis available to help with any fabric for curtains. Kirsten and Mimi will send out weekly reminders of set building and sewing bees.

b. Mamma Mia

- i. Director Becky: Currently rehearsals are on hold as we wait for the rights to the play. Everyone is very committed to the play and more than willing to wait until we hear from MTI.
- ii. Producer Stacey: application for rights have been escalated. We are waiting to hear from MTI before moving forward. Talking with Eric at MTI and has been in consistent contact. Prepare a plan B to be prepared if rights are not given.
- iii. November 30 is the cut off date to change to plan B
- iv. Liaison: Shane Tolefson

c. Dr. Jekyll & Mr. Hyde



- i. Director Tanis: "Speech" rights have been applied for. Tech meeting on Saturday, with Shane Tolefson, Megan Monds, Andrew Davies, Sienna O'Connor, Kathy McDonald, Chris Armstrong
- ii. Producer Kathy:
- iii. Liaison: Becky Strickland

10. Fluorescent lights and transformer

- a. Still looking to work in once set is done with Cinderella

11. Corporate Credit Card

- a. Update? Still in the application process. They didn't put the P&L in properly and had to put new application in

12. Flex Ticket Pkg Sales

- a. Stacey: We will not be doing them. We will do vouchers by play this year

13. Dimmer pack issues

- a. Jeff: tabled until December

14. Theatre etiquette

- a. Tabled for the new board to develop a policy surrounding this.
  - i. No space for hate needs to be included in our theatre etiquette policy
  - ii. You will be asked to leave if issues come up
  - iii. For front of house and producers need to have policy on how to deal with issues and what their role is
  - iv. Have an incident log, call police for help, have debrief with person who has been involved in the incident
  - v. Will discuss ideas for the policy on the messenger feed

- vi. Policy can be one that is changing and adapting but needs to be in place before Cinderella as it is the first production
- vii. Table making final policy to November meeting

15. Zone Festival 2024

- a. Kirsten: revolving into the next board's agenda.
- b. Table to November meeting

16. Air Conditioning

- a. Stacey: tabled for the new board. Will need to be in conjunction with the school board.
- b. Tabled to November meeting

17. New Tool Budget

- a. We need to agree on an amount. Tanis will get approximate costs. Tabled to the next board.
- b. We need to determine what new tools are needed in order to get approximate cost
- c. Tanis and Jeff will go through the tool crib and decide what is needed and then let us know on line

18. Procedure for dealing with member/public concerns and complaints

- a. Move to wrap the procedure for dealing with member/public complaints into the theatre etiquette point
- b. Seconded: Mimi
- c. Carried: Unanimously

19. Member Appreciation Winter Party

- a. Tanis: Motion: Motion to approve a New Years Member Appreciation party. Held at the Williams Lake Studio Theatre with the Budget provided by Tanis

b. Seconded: Stacey

c. Carried: Unanimously

i. Discussion:

1. theatre (with Permission from current Director). With a proposed overall budget of \$800.
2. propose to do a New Years party instead of Christmas party
3. Tanis prepared a budget and it was sent out to the board
4. Got a food quote from Tabitha at TRU for 50 people
5. Decor: hats, noise makers
6. Tanis will develop a committee to plan the event

#### 20. Script Order

- a. Wait until Spring to do script order
- b. Try and encourage people to order scripts. Limited to 3 scripts per person.
- c. Stacey makes sure we do not have the script already before ordering

#### 21. Concession Prices

- a. Cinderella they want to order fancy cookies (\$4.00) and regular cookies (.67)
  - i. Want to see a breakdown of cost
  - ii. Concerned with the high cost of the fancy cookies
  - iii. Board is okay with opening or closing night selling cookies.
  - iv. Considering the idea of raising the cost of our regular cookies to \$3.00 and fancy to \$5.00. Do we still raise prices with the raising of the ticket prices
  - v. We need to make sure we are looking at profit in the end
  - vi. Choice is made to not sell the sugar cookies

#### 22. Banner Booking

- a. Received a reply from Bailey. HAVe been given dates for banner
- b. Nov 20 - Dec 15, Feb 9 - March, April 19 - May 8. All is now booked for the season
- c. Phone Spruce Lee if fence at Rona is too full with banners to see if any can remove
- d. We put up the banner at Rona ourselves

### 23. New Business

Motion: Send out the Robert's Rules of business to all board members to read

- a. Motion: Tanis
- b. Second: Shane Tollefson
- c. Carried: Unanimously
- d. \*\* next meeting review and discuss Roberts Rules in regards to order for motions

Motion: to rotate posters in lobby for more current items in the wall

- a. Motion: Shane
- b. Seconded :Tanis
- c. Carried: Unanimously
- d. Discussion: put some posters in bathrooms and hallways. Shane will take on rotating the posters in the lobby,

Motion: Buy more mouse traps

- a. Motion: Jeff
- b. Seconded: Shane
- c. Carried: Unanimously

### 24. Meeting Dates for the 2023/2024 Board

- a. November 21
- b. December 19
- c. January 16

- d. February 13
- e. March 19
- f. April 30 (possible Arts Centre for meeting)
- g. May 28
- h. June 25
- i. July 23
- j. August 20
- k. September 17

25. Motion to adjourn at 6:56pm

- a. Motion: Stacey
- b. Second: Tanis
- c. Carried: Unanimously