



Minutes for WLSTS Board of Directors' Monthly Meeting held in person at WLSTS  
April 23rd. 2024.

1. Roll Call & Establishment of Quorum

- a. Called to Order: 5:38
- b. Present: Kirsten Lyons, Stacey Poirier, Shane Tollefson, Jeff Rankin, Tanis Armstrong,  
Becky Strickland
- c. Regrets: Mimi Searls
- d. Thank you to all attendees: Marina Campsall, Christa Obergfell

2. Review of Agenda

- e. Amendments
  - i. Under President's report "co" to delete, Production liaison Jekyll and Hyde
  - ii. Add Pitch Debrief
  - iii.
- f. Motion to Approve the Agenda for the April 23rd, 2024 Board Meeting with  
Amendments
  - i. Motion: Shane

- ii. Second: Jeff
  - iii. Discussion: n/a
  - iv. Amendment: n/a
  - v. Carried: Unanimously
- g. Motion to approve minutes for March 19th, 2024
  - i. Discussion: Motion: Kirsten
  - ii. Second: Tanis
  - iii. Discussion: Stacey did not have a chance to read them
  - iv. Amendment:
  - v. Carried: Unanimously with abstain from Stacey

2. President's Report

- a. Goal to update policy and procedures and create books for other areas, props, costumes etc

3. Treasurer's Report and Financial Committee Updates

- a. Emailed out financials for March 2024
  - i. Balance sheet for computer depreciation: because new computer added
  - ii. Profit and loss: new banner expenses
  - iii. Profit and loss by class: it is alphabetical
  - iv. Working on getting capital purchase budget up and everything up to date

4. Season Producer's Report

- a. Kate:
- b. Stacey: We have not started up yet. Allowing Jekyll and Hyde to get stuff out. Kate will begin after Mainstage

5. Dr. Jekyll & Mr. Hyde Update

i. Director Tanis

1. Painted a mural last week. All is going well. Costumes are getting done and everyone seems happy, will be having conversation regarding performance norms.
2. Youth backstage and school district employees lead to hard rules on alcohol behind sets during pre show and during the show. Once notes are being done or patrons have left alcohol allowed.

ii. Producer Kathy: doing festival materials. Have received schedule for festival

iii. Liaison Becky: have made email contact with the cast and crew. Talked with Tanis.

6. Review of Online Business

- a. Stacey asked about the potential for the new sound board being looked at compared to our current board. The current board can be programmed with the proper software so she was wondering if it is still a matter of software. Kirsten said we should be considering what we ultimately want it to be doing and that is a Board we can grow with and not just settle. Kirsten feels should get specs on different boards. Stacey is in agreement with Kirsten and feels we should continue with research. Kirsten asked if it would be more beneficial in the interim to look at speaker cords or parts to fix speakers to help with effects needed for Jekyll and Hyde. Becky agreed future uses need to be taken into consideration when looking at a new board and there is no point in getting one we soon need to replace. Kirsten mentioned Adam had a list of things he felt would help, she would get the list and share with us. Stacey is still not sure of why what we currently have is not working and was asking if someone could provide what was not working as in the prior show everything was working fine. Kirsten said Adam has told her

one of the speakers is not working and says the diaphragm and the driver needs replacing. Becky questioned if everything was taken down after Mamma Mia. Stacey said it was not possible for that to be the problem as all were working well. Kirsten said Adam will investigate further. Kirsten mentioned something could have been put away by mistake. Stacey confirmed nothing was put away after Mamma Mia, as requested. She mentioned the board was programmed to run on 11/12 fader with everything else on preset. Stacey offered to go in, with permission when Adam was there and help him look at it. Becky mentioned all speakers had been plugged in at different places in the stage for Mamma Mia. Kirsten agreed Stacey can come help Adam and provided his number to set up a day.

- b. Tanis asked what we wanted the potential new sound board to be able to do. She was going into the Guitar Seller to ask questions about the board and its capabilities. Stacey stated our current board does everything we need at the moment which is why she was confused as to the need of a new one. Tanis stated she wants to be able to control volume from right, left, front and back separately. She wants 6 directional speakers and the ability to have 4 speakers for the audience and 2 monitors for the actors. She feels it is important to have the ability to plug in up to 8 mics for future plays. She also feels Bluetooth would be beneficial. Adam has stated the first two things are not possible on our current board. Can do right and left but not front and back. Becky agreed more research should be done and that maybe if a few people looked at the board they could make what Tanis wants, work. Tanis will still pursue further knowledge on the suggested board in case there is a chance we can get it for her play. Tanis talked to the Guitar Seller and they provided another option: Zoom Livetrack that is \$1200 before taxes and shipping. She provided a link and a video about this board on the Messenger feed. Carl

also said if we mention in the program and going forward “sound provided by the Guitar Seller” He will take some off the price. Chris and Tanis spoke to Troe about what she did in Kelowna and she said she rents boards for a good price. Tanis wants to research this as an option for Jekyll and Hyde. Troe said from Long and McQuade she would rent it for \$600 and then get half back. Kirsten thanked her for taking the time to do this and it will be taken into consideration with the other options/suggestions we have been given.

- c. Kirsten asked Stacey if she had forwarded the festival email to Kathy. As she had not, Kirsten forwarded it
- d. Kirsten said she would sign up for the CCCTA. She let everyone know there is an All-Groups meeting at the Arts Council on Saturday April 13 at 10:30 am if anyone is available. Stacey and Becky said they could probably go
- e. Kirsten asked Mimi to send out an email to members on behalf of Susan Nelson who was looking for people to help workshop a play she is writing.
- f. Kirsten signed up for the CCCTA membership and sent in three photos of our three most recent productions and created a CCCTA folder in our email.
- g. Tanis inquired with Long and Quade about their mixer and the cost to rent it and extra speakers and cords. They are sending her a quote and if it is reasonable she will amend her budget to rent it. It is similar to others mentioned. Tanis asked Stacey when she would meet with Adam about our sound system and said she would like to be there. Stacey replied she was not sure when but would keep Tanis posted.
- h. Kirsten checked with Tanis if two tickets for the first Thursday had been pulled for Rotary yet. Tanis replied yes and Kathy had them. Tanis would check if Kathy was dropping them off at Soundtronic.
- i. Sammy Carlson was the winner of the ticket draw for Jekyll and Hyde

- j. Stacey: The Khong/Wong family who donated \$3000 through their business Horsefly Realty sent an email requesting recognition. Stacey provided a response for all to read. Going forward it will be made clear the difference between a donation and a sponsorship purchase as they are not the same. A donation required a receipt. Going forward when people are getting donations that people are aware of this. We want to make sure people are acknowledged but sponsoring for advertising and donating is very different and has tax implications. Kirsten, Becky, Jeff, Mimi and Tanis all agreed the response looked good
- k. Tanis inquired about a quote from Long and Quade. Stacey said it had come in and Tanis asked for it to be forwarded. Stacey asked if it meant this was the route Jekyll and Hyde would be going and Tanis clarified Adam had been able to get the speakers working.
- l. Kirsten scheduled a post looking for FOH volunteers for Jekyll and Hyde and asked Mimi to send an email to members
- m. Stacey wrote regarding Chad Larsen's request to use the theatre space for his video. He can use the theatre inside with Board permission as is stated in our lease; renting, subletting is not up to us. If he chooses outside he needs to contact the School District as we do not have domain over the outside portion of property. Regarding insurance: the video will not be used by us or for us and will be used outside. She suggests requesting Chad to obtain his own liability insurance. If the video was being used by WLSTS it would fall under our insurance but it is not. He needs insurance before starting the project. Kirsten, Tanis, Becky and Mimi agreed with this decision
- n. Jekyll and Hyde banner choices were discussed and Tanis was given final choice as she is Director. She was going to let Kathy know her decision.

- o. Kirsten asked who to contact at the Arts Centre. Stacey provided the email [info@centralcaribooarts.com](mailto:info@centralcaribooarts.com) and the contact as Melissa. A new hire is settling in at the Arts Centre who will be our future contact.
- p. Kirsten mentioned the Arts Impact Grant as a possibility for the theatre
- q. Kirsten give the link to our CCCTA site page
- r. Kirsten asked Mimi to send an email reminding members about the script reading on Saturday at 7-9. Mimi agreed and also said she would put one for set building as well
- s. Stacey asked Tanis if she had spoken with Chad about dates that would work for his video. She has not emailed him but had told him weekends were not available. Stacey was going to email him regarding details.
- t. Tanis asked about updating the first aid kit and purchasing some juice and glucose tablets to add to it as she has a diabetic cast member. Stacey replied unfortunately we can't pay for such things as they are personal medical needs which need to be monitored by the individual. But Tanis is welcome to purchase them herself and provide them. Mimi agreed with the purchase of bandaids and juice, but also felt the glucose was a personal care item. Mimi thinks there has been discussion about glucose in the first aid kit at another time. Stacey also stated that people without first aid should not have access to items such as glucose. The basic kit is to help with basic bumps and bruises. The ambulance should be called for anything else. Tanis questioned about juice always being available for Matt when he was involved. Becky responded this was provided by either the director or stage manager of the show.
- u. Stacey asked for the budget for Artichoke to be put on the drive. Kirsten did this. Stacey also stated she would update Sweeney Todd and Gatsby and send Kirsten the recommendations for the others to send to the potential directors. Kirsten also had

recommendations for them. Once the season was chosen Kirsten would have Directors send revised budgets.

- v. The dumpster was being emptied this week.
- w. Kirsten asked Mimi if she had talked to Sandi Alaric about a Co-Director. Mimi contacted her and she has agreed to one and at this point has asked Chris Armstrong.
- x. Kirsten asked about whether Stacey was able to get the budgets and suggestions done. She was not able to write them out. Kirsten suggested she let directors know suggestions later once she has a chance to write them out. Stacey said she would let us know personally not as a Board Member to the Committee
- y. The season was chosen. Kirsten asked Stacey what she needed to get licensing paid. Stacey needed dates of the plays she had everything else
- z. The Season: Sweeny Todd: November 27-30, December 4-7 and 11-14

Gatsby: February 26-March1, March 5-8, 12-15

Misery: April 30-May 3, May 7-10 and 14-17

All Directors have agreed to the dates and are aware of the length of time slots. Once they are paid for, Kirsten will make the announcement on Social Media.

- aa. Stacey asked when the season would be announced as she needed to make up vouchers. Tanis replied Kirsten had said we would announce once royalties are paid. Stacey said this would drain both of the accounts and is not feasible. Vouchers need to be printed as we have people we are donating them to.
- bb. Stacey stated she does not remember as a Board deciding that the season wouldn't be announced until royalties are paid. Doing that in this fiscal year when the majority of expenses are next fiscal year is not good book-keeping. Kirsten commented she remembered talking as a Board about once the season was picked the licensing would



be paid for so it would be secured before we advertise. Stacey responded that they could be applied for but not paid.

- cc. Stacey commented the Society cannot afford to pay for all of the next season while the current season is still going on and it is a book keeping nightmare and will throw the year end. If she misunderstood she apologises: applying is doable but paying is not. Becky replied she thought Kirsten had only meant to apply for which Stacey states is done.
- dd. Tanis replied she knew paying for six sets of rights in one year is hard on our bank account but maybe it is the best option. Double pay this year and then go back to paying for one season at a time next year, so you are always paying the upcoming season. She felt this was something we should look at and discuss. Tanis also felt we should look at the language around advertising future plays in contracts, and make sure it doesn't say we can not advertise before paying for the rights. Stacey stated this is not good bookkeeping practices and she does not support it
- ee. Stacey commented that Sweeney Todd will take up our Savings Account and the other two will be half our current Chequing Account, leaving no room for emergencies etc. She needs to print the vouchers or someone needs to explain why we cannot donate anymore. Becky replied she felt we needed to go with what is best with bookkeeping. She also stated we need to keep in mind having money available as Stacey has said. Becky stated she felt as long as we have the rights, they do not need to be paid until closer to the day. She felt just because we had a good season does not mean we make it so we are financially strapped going into the next.
- ff. Kirsten stated as long as Sweeny Todd's royalties are paid so Troe can do auditions and rehearse, the rest can wait until next season. Stacey replied MTI wont send scripts or anything until it is paid anyways. We always have one play worth of royalties in the

previous fiscal season, but anymore than that will be bad practice. If we need a second opinion, Stacey will reach out to Val.

gg. Tanis suggested a vote and discussion needed to happen. Becky replied she did not think it was necessary as this is a business as usual situation. Stacey stated this is a general practice we have been doing for years. We only need a motion if we are changing paying for the entire season. Tanis then replied that she would like everyone's opinion before we go ahead and do anything and she would like to see the language in the contract that we got after we were approved. She also said the Mamma Mia situation has her scared for our theatre as it wasn't great having to go around and ask all businesses for the season cards without explanation. We need to not make a rash decision and though we have been doing it this way for years sometimes things have to change.

hh. Stacey commented we have three votes for business as usual and one against. Everyone else can weigh in and we can go from there. This is a time sensitive issue. Sweeney is approved and Stacey has already agreed to pay for it. Tanis replied she is not against it, she just wants all the information before making a decision. Stacey replied the only issue is MTI and it is a non-issue because we are paying for it. We have the Fall Fair donation that needs to be honoured before the meeting. It is something we can talk about but it is not something we can afford. Tanis responded is this discussion about advertising? We pay for Sweeney Todd, we announce it. If we can't pay for it until next season then we don't announce the full season until we can. Stacey asks if we can print the vouchers. Becky replied as Stacey said we can pay for Sweeney just not all three, she said to print the vouchers. Tanis asks what the vouchers are for exactly - what goes on the vouchers? Are they for the first play or all plays? Stacey replied the names of the seasons plays go

on the vouchers. Becky asks as they have always been right? Stacey agrees and states she also needs them printed for next year's sponsors.

- ii. Mimi stated she understands Tanis's discomfort because of what happened with Mamma Mia. She also understood we would be paying for all of them before we announced the season. She also understood it is not financially feasible. She says she did not really think about what it would look like. We know the rights are available for the other two -but she thought one or two of them had to be paid for in order to be applied for. She is trying to understand in order to be safe in our advertising.
- jj. Shane provided a snapshot of the Misery page for DPS regarding advertising before full payment. He wondered if "major production plans" included advertising. He also does not want a repeat of Mamma Mia where auditions and rehearsals were held even without granted permission.
- kk. Stacey asked if she should obtain written permission from the two companies or do we just not want to advertise the season as a whole. Right now we need to agree on donated vouchers and we need to let next season's sponsors know what we are doing. The other option is pay everything and have to cash in an investment early. Becky replied getting the okay from the companies should be enough. Shane replied we have been doing business with DPS and Concord for years so if they allow us to advertise before payment he is fine with it. He feels the only stickler is MTI so they should have their payment upfront. Mimi replied MTI was a non issue as its first up and will be paid immediately. She also agreed with Becky and Shane. Tanis also agreed with Shane And would like written permission before advertising. And she agreed as Mimi stated MTI is a non-issue. Jeff agreed business as usual. With what he knows of book-keeping paying for all plays this fiscal season doesn't make sense. He feels we need to cast Sweeney and

start preparing everything else asap. We do what is necessary to get the ball rolling. He feels the Mamma Mia situation was unique and shouldn't be the basis for changing what has worked for a long time. If one of the other plays has potential for a rival international touring company happening concurrently then we pay more attention to that situation. He states there have been other situations in the past such as Jas pitching two plays in case royalties could not be obtained for one. Which were ambiguous but we dealt with them in the moment. Jeff's vote was to acquire the rights for Sweeney Todd, make sure the rights to the other plays are available and apply for them and ask permission to announce the plays for next season. Mimi, Tanis and Becky agreed with Jeff. Stacey agreed to contact regarding the rights for Gatsby and Misery. Kirsten also agreed with getting written permission just in case so we are covered.

- ll. We received an email asking if Jekyll and Hyde was appropriate for a 16 year old. Tanis gave a written description of the violent content and said it really would depend on the 16 year old as some are more sheltered than others. Even a twelve year old may be okay with it.
- mm. Tanis asked Stacey if she could let Megan know when she could get the key for the prop gun case. Stacey said she was meeting up with Megan the next day.
- nn. Kim contacted Kirsten saying that she received a collections company call trying to contact the theatre. She asked if we could double check if Michael's name is still on any of our stuff as contact info. Kim said it was an automated call. It was determined it is a scam as no business name was given.
- oo. We received an email with information on a past member. This was not answered as we cannot give out any information on members past or present

- pp. Kirsten asked if Stacey had heard back about Misery or Gatsby. She had not and would try calling in the morning
- qq. Stacey was emailing everyone the candidates for this year's bursary. Shane was to recuse himself as a family member had applied. Stacey asked everyone else to email their choice.
- rr. Stacey wrote she had only received two responses for the bursary choice.
- ss. Stacey wrote confirmation of the rights for Gatsby and Misery had been obtained and the contract for Sweeney was being processed. This means the season can now be posted. In the future any contract that is approved whether it be DPS or Concord, we are permitted to advertise auditions and the season. We are not permitted to sell tickets etc until the contract is paid for. Mimi asked if Mamma Mia was an anomaly and Stacey said yes. Kirsten will make a post later in the week.
- tt. Stacey wants to speak with Laurie and Brenda Sanford about creating a Bursary in Colin's name for creative writing. The process began pre-covid. The bursary would be for \$500. Becky agreed it is a great idea
- uu. Kirsten asked Mimi to send out the approved February minutes to the membership as well as a meeting reminder for April 23. Stacey was fixing the spelling mistakes first
- vv. Mimi sent an email regarding set building for Jekyll and Hyde
- ww. The meeting is to be held in the office but Tanis is open to Board Members checking out the sets
- xx. The Sweeney Todd Audition poster was submitted to the executive for approval. Adjustments were suggested.

- yy. Jay Goddard contacted the theatre looking to borrow some acting boxes for a presentation he is doing in town on May 4. Becky will contact him to obtain more details and connect with him. Sacey said the boxes are in the basement
  - zz. Updated audition poster for Sweeney Todd submitted for approval. Another round of corrections to be made. Final draft became available for posting in Socials. Kirsten will begin posting during the run of Jekyll and Hyde. Troe will also put posters up with Tanis's permission at Jekyll and Hyde.
7. Fluorescent lights and transformer - Tabled Indefinitely
    - a. Jeff
  8. Dimmer pack issues - Tabled Indefinitely
    - a. Jeff
  9. Theatre etiquette & policy for dealing with member/patron/public issues/complaints/concerns
    - a. Mimi - Tabled
  10. Zone Festival 2024
    - a. Schedule arrived: Jekyll and Hyde dates May 25 perform, May 26 critique
    - b. Amy Baskin is adjudicator
    - c. Trying to find way to move sets
    - d. Jamie going in place of Murray to festival
    - e. Stacey will get Tanis a list of those who are TBC members
    - F. Shane got in touch with Roy. We can only use the lights they have there. Will take the lighting tree. They only have four lights. Update that they have 10 lights. Need to ask about sound capabilities
    - g. BC Festival has the last slot with awards banquet Sunday afternoon. Festival in Chilliwack

11. Air Conditioning

- a. Stacey is unsure where to go with the air conditioning. We are restricted.
- b. Possibly through the window in the theatre to outside

12. New Tool Budget

- a. Stacey & Jeff - Tabled. Lots of things on the list.

13. Photo Consent - Mimi

- a. Tabled

14. Workshops

- a. Revolving.
- b. Becky wants to do a Director workshop in the summer. Making it an interactive experience
- c. Kirsten will put feelers out for what people want after Jekyll and Hyde

15. Inclusivity - Tanis

- a. Do a regular check in as a Board to make sure we are still a safe place and are taking steps to stay positive. Keep as a revolving item on agenda
- b. Making changes as suggested: Successful one at Script reading where people can put their name in either basket

16. TBC graphic design contest - Kirsten

- a. TBC put out form for contest due June 15th
- b. Rules on submission found on form
- c. Form to be filled out for each item
- d. Becky will contact the producer regarding if they want to include in the contest

17. Trailer Wrap - Tanis

- a. Chris rebuilt the corner for safety. This is a temporary fix, it needs to be rebuilt

18. Bursary - Stacey

- a. Biddy Jones wording: Look at adding preference to those who are members and meet the list of qualifications to our policy
- b. Colin Sanford Memorial Bursary: Started process 2018-2019 to meet with Laurie and Brenda about bursary in Collins name for creative writing. \$500 amount
- c. Stacey will talk to Brad about Bursary in Michael's name

19. 70<sup>th</sup> Anniversary Committee - Stacey

- a. Members: Mimi Searls, Erin Tough, Jesse Madden, Becky Strickland, Kate Bertenshaw, and Stacey Poirier
- b. Have a group chat going online and will have a meeting next month

20. Rebranding of logo

- a. Rebrand logo, Stacey has a couple people in mind to talk about creating the logo. Will get three quotes CCACS, Rick Magnell, and another person

21. Lighting Ladder - Stacey

- a. Need a new ladder - Stacey will look into a new one

22. Trailer and Sea Can clean out - Stacey

- a. Inventory the trailer, go through what we want and what can go.
- b. Rebuild where necessary
- c. Rebuild the skirting on the trailer

23. New Business:



a. Season Cards: look at printing less so we still have something to hand out. Hold off until we have new logo

b. Pitch debrief: had four plays pitched , chose three of the four. Mostly due to some racially sensitive language we do not feel comfortable putting on stage with what is going on in the first nations community. Excitement from Directors.

The Pitch Committee Kate and Aidan were first time on and really enjoyed it. Would do it again.

Motion: to include the standing Season Producer on our Pitch Committee going forward

Motion: Shane

Seconded: Stacey

Discussion: if a Board Member steps down we keep with seven if all Members until the need for an extra member will be asked.

Amendment:

Carried: Unanimous

24. Motion to adjourn at 6:32

a. Motion: Becky

b. Second: Kirsten

c. Discussion:

d. Amendment:

e. Carried: Unanimous

25. Next Meeting May 28 2024 at the Theatre at 5:30.