



Minutes for WLSTS Board of Directors' Monthly Meeting held in person at WLSTS

August 20, 2024.

1. Roll Call & Establishment of Quorum

- a. Called to Order: 5:32
- b. Present: Kirsten Lyons, Shane Tollefson, Stacey Poirier, Becky Strickland , Jeff Rankin
- c. Regrets: Mimi Searls, Tanis Armstrong
- d. Thank you to all attendees: Christa Obergfell

2. Review of Agenda

- e. Motion to Approve the Agenda for the August 20, 2024 Board Meeting
  - i. Motion: Stacey
  - ii. Second: Kirsten
  - iii. Discussion:
  - iv. Amendment:

- v. Carried: Unanimous
- f. Motion to approve minutes for July 23, 2024
  - i. Motion: Becky
  - ii. Second: Shane
  - iii. Discussion:
  - iv. Amendment:
  - v. Carried: Unanimous

## 2. President's Report

- a. Updated Policies and Procedures with all new policies we have discussed, this month added in wording for Biddy Jones Bursary. Once everyone has read it, it will be sent to Brad for the website and added to the Directors Hand Book.
- b. Completed a Costume Handbook draft. It has been sent to the Board and will also be sent to Christa. Once looked at it will go in the Directors Package
- c. Next will be the Prop Handbook, and hopefully the lights and sound.
- d. Live Out Loud and first Performances In The Park went well. Much quieter than expected. Stayed from 1:00-5:00. Great things available, but not a lot of people knew what it was or that it was happening. If they do it again next year we should do it again. PiP went well. They gave a plug before performing.
- e. Uploaded rest of production pictures from the year up to Facebook and will send them to Brad for the website
- f. The AGM post is scheduled and ready to go. Stacey: Mimi and her have been talking about combining a photo and liability form to be attached to the membership form.



- a. An email and Facebook announcement were put out about Sweeney Todd costumes .
- b. There were issues with the alarm system not wanting to set. Onetrix and the school district were both contacted. Jeff talked to our school district contact and he was going to come by and look into it.
- c. Kirsten told the board Sandi Alaric was asking if it would be alright if she were to borrow flowers, battery operated twinkle lights, and some of the sheers for her friend's wedding Sunday, August 3. The board agreed she can use them.
- d. Kirsten asked Mimi about banner dates and Mimi confirmed we received the requested dates.
- e. Kirsten asked Stacey about tent logos checking if they could be ready by August 10. Stacey was going to confirm with Schickworks
- f. TRU invited the theatre to set up a booth at their welcome bbq on September 3rd. This will be discussed further at the next meeting.
- g. Troe was looking for a new actor for Sweeney Todd as one needed to drop out. Advertisements were put on Facebook and our email
- h. Options for the new banner were presented to the board. After discussion the one involving the QR code was chosen.
- i. June minutes were edited by Becky and then sent to Brad and the theatre members.
- j. Kirsten is available for both Performances in the Park on August 15 & 23 to set up the information table.
- k. Kirsten was able to pick up the tent with one of the side panels done. Kallie will email when the others are ready
- l. Kirsten forwarded an email to the board from the library regarding a display promoting the theatre. It was agreed it was a great idea. Kirsten will take it on.

- m. Kirsten called Central Cariboo Disposal and got a quote for a wood bin to be used during the theatre cleanup on the weekend of August 24&25
    - i. -12 yd (~4 pickup loads) \$44 daily
    - ii. -20 yd (~7 pickup loads) \$55 daily
    - iii. -\$165 bin drop off fee
    - iv. -\$155 take away fee
    - v. -\$96.80 per metric ton (wood) fee at the dump
  - n. The question was put forward by Stacey regarding reaching out to members with trucks to help at the cleanup. Kirsten said she could put a call out on social media and email. The only members of the board able to be there on the weekend of the cleanup are Jeff and Kirsten.
  - o. Kirsten shared a post from the Williams Lake Neighbours Regarding their search for someone to feature in their magazine. Stacey mentioned she is one of the owners of the magazine and will bring up the issue again with the new board.
  - p. Kirsten shared the AGM announcement graphic with the board.
7. Theatre etiquette & policy for dealing with member/patron/public issues/complaints/concerns. - tabled
- a. Kirsten: Mimi discussed writing one about membership conflict and concerns
8. Mimi - Photo Consent tabled
9. Summer Workshops:
- a. Kirsten: completed all four summer workshops. Directing: 4 people showed up but went well. Sing a Story: about 6 people all enjoyed it. Lighting: 4 people enjoyed looking at the lighting.
10. 70<sup>th</sup> Anniversary Committee- Stacey

- a. Stacey: nothing new just waiting for new Board to be elected in September.
- b. Kirsten: Is there a section in the budget for it? Stacey: yes

11. Lighting Ladder- Stacey tabled

12. Trailer and Sea Can clean out:

- a. Kirsten: several people saying they will bring in trucks. Will tackle the trailer first. Then I will look at SeaCan. Outdoor areas are a priority.
- b. Stacey: If people are looking for something to do they can finish facing the trailer.
- c. Jeff will bring engraver to do tools
- d. Christa: will tackle costumes at a later date.

13. Review CIZ minutes

- a. have not received them at this point

14. Cent Equip Building: Stacey

- a. Stacey: feels we should wait for new Board as we cannot move on it at this point

15. Sponsorship Thank You cards tabled

- a.

16. New Business: .

- a. AGM
  - i. Stacey: received a menu from the stock yards as an option for catering. They do a wide variety of items. It is booked. She has been told potentially 50 people
  - ii. Kirsten: needs a facilitator for the meeting who is not running. Stacey: put out a call to members looking for a facilitator. Give them an opportunity to try something new.
  - iii. Stacey: has started agenda for AGM
- b. Lifetime Membership and Lewerhoff Award

- i. Kirsten: need names to award them to if anyone has ideas
    - ii. Discussed options
  - c. TRU BBQ (set up a table)
    - i. Stacey: will answer her email and be setting up a table. Becky will go and hangout (TRU BBQ)
    - ii. Kirsten: Library will set up a table on September 22 will be putting in season poster, also have pulled Gatsby, Misery and Sweeney Todd
  - d. Costume donation: Christa
    - i. Christa: a couple months ago an offer of clothing from 30s and 40s. The costumes are not what we expected. She accepted some other costuming and jewellery. Also a valise which is usable
  - e. Motion lights
    - i. Jeff: had a quick look, manual can be found online. We need: 4 power cables (industry standard), DMX plug-ins, 3 prongs, and a stylus.
    - ii. Stacey will email Caravan to see if cables were missed.

17. Motion to adjourn at 6:23 pm

- a. Motion: Shane
- b. Second: Jeff
- c. Discussion:
- d. Amendment:
- e. Carried: unanimous

18. Next Meeting September 17th, 2024 at the theatre at 5:30.