



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

December 17, 2024.

1. Roll Call & Establishment of Quorum
 - a. Called to Order: 5:38pm
 - b. Present: Mimi Searls, Marina Campsall, Jeff Rankin, Becky Strickland, Stacey Poirier
 - c. Regrets: Taryen Owen, Troe Weston
 - d. Thank you to all attendees: Drinda Huston, Aidan Duggan, Kallista Schick
2. Review of Agenda
 - a. Motion to Approve the Agenda for the December 17, 2024 Board Meeting
 - i. Motion: Jeff
 - ii. Second: Marina
 - iii. Discussion:
 - iv. Amendment:

v. Carried: Unanimous

3. Motion to approve minutes for October 15, 2024

i. Motion: Mimi

ii. Second: Becky

iii. Discussion: Christa Oberfell's name spelled incorrectly, #7 two "t", Marina will be sending further corrections (double spacing etc) via email

iv. Amendment: To approve the minutes for October 15, 2024 with corrections provided.

v. Carried: Unanimous

4. President's Report

a. Huge congrats to Sweeney on a very successful run. A huge thank you to all of the members that were involved. Thinking of sending out an email and FB message to thank everyone that was involved. Will send out a draft before sending. It was a tremendous undertaking and it would not have happened without all of the hands on deck.

b. Looking forward to getting back to business now that we are meeting in person.

c. Looking forward to the Xmas party, thank you Becky and the 60th in the spring.

5. Treasurer's Report and Financial Committee Updates

a. Please send out an email to ask for all outstanding Sweeney expenses.

b. Donations in Tony's name for potential lighting at the end of the driveway.

i. Angela recommended solar as the technology has improved.

ii. Jeff will do some research as to what.

iii. Kallie will get us a quote on a new Sandwich Board for the bottom of the driveway.

6. Season Producer's Report

- a. Kate:
- b. Stacey: SBL donation to all of the plays this year.

7. Online Business Review

- a. Becky updated the Board on her ideas with Fun Fact Fridays for Social Media. She will clear each post with the Board weekly before posting.
- b. Motion to renew our Arts BC Membership in the amount of \$55.00
 - i. Motion: Stacey
 - ii. Second: Marina
 - iii. Discussion: Stacey sent information that is available online outlining what the membership involves.
 - iv. Amendment:
 - v. Carried: Unanimously
- c. Jeff asked if our current insurance policy included Board Liability Insurance. Stacey sent out a screenshot of the policy that shows it does.
- d. Stacey discovered a site that aids not-for-profits with Legal Advice as we are currently navigating some difficult issues.
- e. Stacey added jargon to the Stage Manager's Handbook to include making a schedule to help with the cleanliness and tidiness of the Theatre space.
- f. An email from Carol Kempf requesting actors to read the Christmas story from the Bible was forwarded along to the membership.
- g. Motion to purchase a new microwave with a budget of \$200.00
 - i. Motion: Stacey
 - ii. Second: Becky
 - iii. Discussion:

- iv. Amendment:
 - v. Carried: Unanimously
- h. The Board sent out a request to the members regarding what makes theatre special to them to post on future social media posting.
- i. An incident report form was created and submitted to the Board for approval.
- j. The decision was made that any contest tickets would be up to the Director to approve, not the Board.
- k. Stacey reached out to Community Futures to schedule a meeting regarding making a business plan for the future of the Theatre.
- l. Motion to become members of the Chamber of Commerce with the cost of \$100.80
 - i. Motion: Stacey
 - ii. Second: Taryen
 - iii. Discussion: Troe - Is it a one time fee or yearly membership? Yearly Taryen - in full agreement. Mimi - great idea, especially with looking into potential partnerships. Troe - agreed it is a good idea. Jeff - sounds like a good opportunity to foster future partnership. Becky - sounds like a great idea. Marina - asked if there is a link that lists the benefits of membership and Stacey provided.
 - iv. Amendment:
 - v. Carried: Unanimous
- m. Troe asked at a fellow Teacher's request if we would be able to discount tickets for a class of 19 to attend Sweeney Todd. She didn't think so but said she would check.
 - i. Stacey - with the cost of royalties, she is not in support of this.
- n. Stacey requested information for the Society Filing.

- o. With the passing of Tony Savile, the decision was made by the Board to reach out to the immediate family before posting anything to our social media feed.
- p. Stacey asked about a progress update regarding sound as there are other projects that need attention. Jeff has now taken on obtaining other quotes from professional companies.
- q. Taryen asked about stipulations with Grants. Stacey explained that all grants require reporting regarding the project the grant was written for.
- r. Stacey received an email regarding the CIZ festival. She suggested that we set a deadline of February 7th for play submissions as we will need to form a Committee etc. The Board agreed.
- s. To date (October 24, 2024) Stacey has written \$138 000.00 in grant requests.
- t. Becky received a message request for scriptwriters to take the local historical Gold Rush novel "Hotel From Hell: The 108 Mile Murders" and create a script. The Board decided to send it out for interest from the membership.
- u. An email was received from a member with concerns that our Fun Fact Friday with Michael Rawluck featured was insensitive as it was so close to the passing of Tony Savile. After discussion from the Board, the response was made that we acknowledge the concern but the post for Michael was discussed with his family members and approved by said family and was scheduled before Tony's passing. It was also made clear that we are in contact with Tony's family to gain permission before posting on our feeds as well as giving them time to grieve.
- v. Vouchers were put on sale.
- w. The Lease Agreement with SD#27 was submitted for proofing and approval.
- x. The fall script order was approved to be sent out.

- y. Stacey relayed that Joey Nordick has agreed to help update the membership forms.
- z. All of the GIC Terms were successfully reinvested as per the AGM instructions approved by the membership at large.
- aa. Motion for Anastasia Poirier to sign the School District #27 lease for the 24/25 fiscal year ending June 30th, 2025 for the Williams Lake Studio Theatre Society.
 - i. Motion: Stacey
 - ii. Second: Marina
 - iii. Discussion:
 - iv. Amendment:
 - v. Carried: Unanimously
- bb. Motion to reimburse Christa Obergfell for the purchase of 2 collapsible costume racks for the costume department.
 - i. Motion: Stacey
 - ii. Second: Troe
 - iii. Discussion: Stacey - Christa found them and purchased them without request from the Board. She is willing to donate them as she understands that there is a process that must be followed. Becky - agrees that if we need them, Christa should be reimbursed. Mimi- agrees we desperately need them. Stacey - forgot to disclose the price (\$120.00) included in an amended motion. Jeff - they were very reasonable. Angela spotted them and let Christa know. Marina - if we need them, it is an excellent purchase. Thank you, Christa!
 - iv. Amendment: Motion to reimburse Christa Obergell \$120.00 for the purchase of 2 collapsible costume racks for the costume department.
 - v. Carried: Unanimously

- cc. Gatsby signage was sent in for approval and proofing.
- dd. Becky asked if we would like to host a Christmas Party this year. Stacey supports this if there is someone willing to plan. Becky volunteered. Marina is in support. Taryen is in support. Troe asked if we are also doing a New years party. Mimi said we do one or the other. Becky asked if we should do the 20th or 21st. The decision was made to hold it on the 21st.
- ee. Stacey sent out Gatsby tickets proof.
- ff. Mimi requested an email and social media post be sent out looking for FOH and security people for Sweeney Todd.
- gg. The Board approved a post in memory of Tony Savile.
- hh. A request for volunteers to put in a float for Winter Lights was sent out. No response from the membership.
- ii. A request for volunteers to submit and decorate a tree for the Festival of Trees was sent out. No response from the membership.
- jj. Motion to cash in the 19 097 points on the WLSTS credit card back into the bank account for a cash back of \$190.97
 - i. Motion: Stacey
 - ii. Second: Taryen
 - iii. Discussion:
 - iv. Amendment:
 - v. Carried: Unanimously
- kk. Jeff received a request from Jamie and Alison to borrow a chair and some props for Matilda. The Board supports this whole heartedly.
- ll. A poll was submitted to obtain appetizers for the Christmas Party.

- mm. Misery poster sent out for approval and proofing.
- nn. Stacey moved \$5000.00 from the Savings to the Chequing Account to pay bills.
- oo. South Broadway Liquor store will be sponsoring the beverages for the concession this year.
- pp. Stacey submitted The Great Gatsby poster for approval.
- qq. With last minute prep for Sweeney needed by the majority of the Board members the decision was made to postpone the November meeting to December's scheduled time.
- rr. Motion to have a placard made saying "Tony's Temperature Tuner" to place above the Thermostat with a budget of \$50.00
 - i. Motion: Stacey
 - ii. Second: Taryen
 - iii. Discussion: Stacey - The seat placards cost \$18.00 but I would like this one to be bigger with some fancy writing. We also received a \$100 donation in memory of Tony that this funding can go towards.
 - iv. Amendment:
 - v. Carried: Unanimously
- ss. Mimi requested an email be sent out requesting FOH security of the 27, 29, and 11.
- tt. Motion to absorb the rush shipping costs into Society expenses for the makeup orders for Sweeney as the Postal Strike is not their fault.
 - i. Motion: Stacey
 - ii. Second: Taryen
 - iii. Discussion:
 - iv. Amendment:
 - v. Carried: Unanimously

uu. Becky relayed concerns from Sophie Galvan regarding her injury. Mimi will reach out as a Board member and Stacey will reach out as the contact regarding the steps taken after injury and the insurance claim.

vv. Stacey will be pricing out new makeup brushes as the state of our current ones is deteriorating.

ww. Motion to have a budget of \$1000.00 for the Christmas Party being held on December 21, 2024.

i. Motion: Stacey

ii. Second: Mimi

iii. Discussion:

iv. Amendment:

v. Carried: Unanimously

8. Sweeney Todd Update

a. Director Troe:

b. Producer Stacey: Very well received.

c. Liaison Becky: Backstage went very well. No issues brought up to her. Everyone really pulled together and made sure that the show was the priority.

d. Marina: making sure that the special effects are tested at the pitch and making sure that product is available.

9. The Great Gatsby Update

a. Director Stacey: Rehearsals are well underway and looking forward to the coming months.

b. Producer Mimi: Tickets are on sale. Sales are already happening. Thank you Angela for making that happen so quickly.

- c. Liaison Marina Campsall:

10. Misery Update

- a. Director Shane Tollefson:
- b. Producer Jessica Hill:
- c. Liaison Marina Campsall:
- d. Audition posters are out and are being advertised on our socials.

11. 70th Anniversary Committee (Revolving Item) - Mimi

- a. Mimi sent out a message and they are planning a meeting. Will send out a message inviting people to be on the committee if they would like to be involved.

12. Future of WLSTS Space (Revolving Item) Board

- a. Jeff: Empty lots?
- b. Angela: Bosley's? What is going on there?

13. Sound System - Jeff

- a. Recovering from Sweeney. Did out of curiosity talked to someone at Long & McQuade and he is the tech for GK sound. One was barebones - 2 Speakers & 8 channel speaker board \$2163.13. And for a midrange quote 4 speakers, 16 channel touch mix dig mixer touch screen, speaker stands \$10 495.43 taxes included. It is a starting point and will give us room to expand the sound system and the purchase of microphones. Marina asked about monitors for the actors. And that quote does not. Everyone thanked Jeff.

14. Summer Workshop for Youth (Revolving Item) - Mimi

- a. Tabled to the New Year

15. New WLSTS Website Proposal (Revolving Item) Board

- a. Would like to send out an email for proposals. What would the Board like to see with the website?

16. Concession Revenue & Expenses - Stacey

- a. Motion to have all revenue and expense run through the Society rather than the individual plays.
- b. Second: Becky
- c. Discussion:
 - i. Stacey: Currently, the Society consumes the majority of the expense for the concession with no revenue back in. This results in a large inequity for the Society. Having the revenue back in will balance this out.
 - ii. Angela: Will the play still be the one to control the people running it? Stacey: absolutely.
- d. Carried: Unanimous

17. New Lighting

- a. Motion lights did not come with power cords. Stacey said she will contact people they were purchased from for the cords. Need to purchase a few 3 prong dmx cables. Jeff to price out cables and inform us online.

- b. Jeff says that the power cords are generic and colour coded the same way. He will be contacting Christie Lights to price out the cords.

18. New Business

- a. Script Reading Nights

- i. Is anyone willing to host script reading nights? Marina is thinking of hosting. Becky will send out an email to ask for help.

- b. "Now Playing" on our signage.

- i. Becky: The title is big enough in the play.
- ii. Tabled to the 25/26 Season because of the amount of money spent on signage.

- c. Sophie Galvan Injury

- i. Mimi received an update.
- ii. Insurance Claim

- d. Christmas Party

- i. Becky: has Cathie at CJ's catering for 40 people serving appies. Have a few kids coming. Becky will be picking up gifts. Have quite a few people that have answered whether or not they are coming. Asking for someone to run some games at the party. Becky asked for help decorating as well. Marina offered to help with some decorating. Mimi and Marina offered to help with games.

19. Motion to adjourn at 6:35pm

- a. Motion: Jeff
- b. Second: Marina
- c. Discussion:
- d. Amendment:
- e. Carried: Unanimously

20. Next Meeting at the Theatre January 21st, 2025 at 5:30 at WLSTS