



Agenda for WLSTS Board of Directors' Monthly Meeting held in person at WLSTS
February 13th. 2024.

1. Roll Call & Establishment of Quorum
 - a. Called to Order: 5:32
 - b. Present: Mimi Searls, Kirsten Lyons, Becky Strickland, Jeff Rankin, Shane Tollefson,
 - c. Regrets: Stacey Poirier, Tanis Armstrong
 - d. Thank you to all attendees: Christa Obergfell
2. Review of Agenda
 - a. Amendments - date at the top is incorrect
 - b. Motion to Approve the Agenda for the February 13th, 2024 Board Meeting
 - i. Motion: Mimi
 - ii. Second: Jeff
 - iii. Discussion:
 - iv. Amendment:
 - v. Carried: Unanimously

- c. Motion to approve minutes for January 16th, 2024
 - i. Motion: Shane
 - ii. Second: Mimi
 - iii. Discussion:
 - iv. Amendment: Jeff's last name and Mimi's last name spelled wrong
 - v. Carried: Unanimously
- 3. President's Report
 - a. Tons of people excited about Mamma Mia on social media
 - b. A Lot of interest in Jekyll and Hyde
 - c. Ruth Lloyd impressed with the season so far
 - d. Kirsten has updated language in Policy Procedures and Appendixes Manual. New language in Producers Manual regarding receipts. Producer to let people know about receipt drop box at FOH
- 4. Treasurer's Report and Financial Committee Updates
 - a. December/January Financial Report
 - i. Tabled
 - b. Explanation of the dual approval method for online payments.
 - i. Tabled
 - c. Questions?
 - i.
- 5. Season Producer's Report - Tabled
 - a. Kate:
 - b. Stacey:
- 6. Review of Online Business

- a. Shane suggested we put a “Sold Out” sticker on the banner at Rona for Mamma Mia. Becky said she would look into the logistics. Kirsten will include the “Sold Out” on the socials.
- b. A ticket wait list has started for Mamma Mia tickets just in case we receive any tickets that cannot be used.
- c. We have had some scam traffic regarding tickets. Posts regarding tickets being sold will be vetted and then removed if any alarm bells go off. Also suggesting that people sell them on the buy and sell sites instead of our posts.
- d. A patron contacted us relaying that she had misplaced 6 tickets to Mamma Mia. She was specific to the date, amount, and colour of the tickets. She is a regular patron of ours and trustworthy. Decision was made to honour her purchase.
- e. Motion to purchase 4 new stools to replace a few that were disposed of.
 - i. Motion: Becky
 - ii. Second: Kirsten
 - iii. Discussion: Becky found a set of 2 at Walmart for \$59.99, Amazon set of 2 for \$79.99, and Canadian Tire \$35.00 each on sale. Everyone was good with the Canadian Tire version.
 - iv. Amendment: n/a
 - v. Carried: Unanimously
- f. December financials were reconciled after the bank error caused havoc. Reports sent January 24, 2024.
- g. Kirsten has yet to hear back from any fellow CIZ clubs on whether or not they will be participating. It was decided that Festival Zones being held would be cut off on February 9th as there is an intense process to get this off the ground.

- h. Concerns regarding the Cinderella costuming was brought up by Christa. Sharon Hoffman had contacted her relaying that she had laundry completed and wanted to bring it back to the theatre but as Christa was not the costumer and does not have the time currently to deal with putting it away, a Policy needs to be made regarding the responsibilities of putting things away after each play. There were also multiple items left on top of bins in the storage area not put back properly. Also added as an agenda item.
- i. Angela was asked to update our write up for the Williams Lake and Area Guide. She agreed and the write up is complete.
- j. An email was received to request that new flats that are required by J&H be potentially paid for by the Society. Being that the flats are specific to J&H and new flats were not a part of the budget proposal for the 23/24 season, J&H will need to pay for them as they are being constructed specifically for J&H and not general use flats.
- k. Fee for Service Invoice was sent in by Stacey.
- l. Becky relayed that a person had let her know that a window was kicked in on the school side. Stacey contacted Marc.
- m. Motion to renew our Insurance for the 24/25 fiscal year.
 - i. Motion: Stacey
 - ii. Second: Mimi
 - iii. Discussion: n/a
 - iv. Amendment: n/a
 - v. Carried: Unanimously
- n. Kirsten relayed contact from the community of Alexis Creek requesting vouchers for an auction they are having. Two vouchers were donated after agreement from the Board.

- o. The poster for J&H to be printed in the Mamma Mia program was approved. Note that this is only for the program. The poster for release to the public will need to be approved before going out.

7. The Future of WLSTS Space

- a. Stacey: Tabled

8. Liaison/Producer Update

a. Mamma Mia

- i. Director Becky: Mimi sent out an email regarding full dress rehearsal to members. Everything is going well. Kirsten will put out an email regarding cleanup on Saturday.

- ii. Producer Stacey: program almost ready to print

- iii. Costumer Christa: everything is going fine

- iv. Liaison Shane: nothing to report

b. Dr. Jekyll & Mr. Hyde

- i. Director Tanis: not here

- ii. Producer Kathy: not here

- iii. Liaison Becky: will be going in to see them soon

9. Fluorescent lights and transformer - Tabled Indefinitely

- a. Jeff

10. Dimmer pack issues - Tabled Indefinitely

- a. Jeff

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

- a. Mimi: tabled

- b. Will print signs for tech booth, stage manager, foh,

12. Zone Festival 2024

a. Tanis CIZ Rep Report

- i. Kirsten emailed zone clubs to see interest last month and resent an email saying contact needs to be made by February 9. Only Kersely responded
- ii. Either we find someone to direct a small play or apply for a travelling adjudicator
- iii. Motion to apply for a travelling adjudicator in palace of hosting for CIZ Festival 2024

Motion: Shane

Second: Mimi

Discussion: n/a

Amendment: n/a

Carried: Unanimously

- iv. Tanis has agreed to be Zone Rep and zoom in on meetings when they take place and then report back to us.

13. Air Conditioning - Tabled

a. Stacey

14. New Tool Budget - Tabled

- a. Stacey & Jeff
- b. Add some safety items I to the budget
- c. Add new tool belt

15. Mimi - Photo Consent

- a. Mimi will work on this form. It is a form giving consent to use photos in media
- b. Should it instead be an amendment to the membership form stating photos will be published and to let us know if there are any issues

16. Workshops

- a. Looking for new ideas and people to plan them

17. 70th Anniversary - Tabled

- a. Stacey

18. New Business

- a. 2024/2025 Season Production Dates - Kirsten

- i. 4 show: 1. Nov 6-9, 13-16, 20-25 (can go a week earlier) 2. Jan 15-18, 22-25, 29- Feb 1 3. Mar 5-8, 12-15, 18-22 4. May 7-10, 14-17, 20-24

- ii. 3 show: 1. Nov 27-30, Dec 4-7, 11-14 2. Feb 19-22, 26-Mar 1, 5-8

- 3. Apr 30- May 3, 7-10, 14-17,

- b. Possibility of assigned seating - Shane

- i. Closing in Cinderella was oversold

- ii. If this happens again should we look at assigned seats or some other way of dealing with the issue - keep it in the back of our minds and see if it needs to be addressed in the future. More of a concern for larger cast shows.

- c. Script Library - Kirsten

- i. A summer job for someone. Catalogue the scripts and post them online for people to see. Make them aware of what we have available

- ii. Put the sign-out sheet back in with the script library so we can track who has them and then return them.

- d. Primer Paint Allocation - Stacey

- i. Primer to be covered under the Society rather than individual plays like theatre black. Certain play changes light to dark, dark to light or special paint.

- ii. If it is necessary to cover up the previous plays painting the society would cover the primers cost
- iii. Motion to allow for primer paint to be allocated to the Society Budget if it is necessary to cover the previous plays set design

Motion: Mimi

Seconded: Shane

Discussion: look at creating a primer that is scentless that Windsor can have available to be made

Amendment: n/a

Carried: Unanimously

e. Costume Guidelines - Christa Obergfell

- i. Recently had costumes returned from Cariboo Magi 2019. If someone is to take on the role they need to get stuff back after a reasonable time. Have all costumes laundered and returned within 6 weeks unless prior arrangements have been made with the head costumer.
- ii. Head Costumer to contact production Costumer about materials and getting them returned. Production Costumer required to provide contact information.
- iii. Need to create a costume guideline to add to Policy and Procedure Manual
- iv. When someone goes to pitch a play, for big cast plays/ period plays maybe they should also have a costume person in place. Pitch committee to address the Director to make sure they have someone ahead of time to take on costuming for the play.

- v. Christa has a sewing machine she will donate to the theatre for others to use. It will stay at her house until we have a costume department. We have two steamers, an ironing board, as well as an iron and Christa will bring in another

f. Pitch - Kirsten

- i. Committee has been created: Kirsten Lyons, Becky Strickland, Tanis Armstrong, Mimi Searls, Jessica Hill, Aidan Duggan and Kate Bertenshaw
- ii. Pitch packages have been sent out. Two packages have been sent to potential Directors and two budgets have come in
- iii. Pitch will be announced tomorrow

g. Script Reading Night

- i. It was a great night, great turn out, about 20 people
- ii. 8-9 scripts were read and some people brought extra ones.
- iii. Do another script reading after Mamma Mia. Gives people the experience of being on stage without being on the stage. Some came and just watched.
- iv. Another script reading night April 6
- v. Will check with Tanis if we can use space
- vi. Kirsten: suggestion brought forth by a member put all names in one bowl to pull from. Make it more inclusive in some way. If comfortable playing either, put your name in both. Or choose which you are more comfortable playing.
- vii. Other possible ideas: play in a day, 10 minute plays, monologue night/workshop, improv nights, Trivia/ open mic night

h. Next meeting: March 19th, 2024 at 5:30pm

19. Motion to adjourn at 6:45

- a. Motion: Mimi

- b. Second: Jeff
- c. Discussion: n/a
- d. Amendment: n/a
- e. Carried: Unanimously