



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

July 23, 2024.

1. Roll Call & Establishment of Quorum

- a. Called to Order: 5:39pm
- b. Present: Kirsten Lyons, Mimi Searls, Jeff Rankin, Shane Tollefson, Tanis Armstrong (via video chat, had to leave at 6:40pm)
- c. Regrets: Stacey Poirier, Becky Strickland
- d. Thank you to all attendees: Nikki Berreth

2. Review of Agenda

- e. Motion to Approve the Agenda for the July 23rd, 2024 Board Meeting
 - i. Motion: Mimi
 - ii. Second: Shane
 - iii. Discussion:

iv. Amendment:

v. Carried: Unanimous

f. Motion to approve minutes for June 25, 2024

i. Motion: Shane

ii. Second: Jeff

iii. Discussion:

iv. Amendment:

1. Under #8 - we made a motion to remove numbers 7 and 8, but it should have been 8 & 9. 7 is online business.

2. On Item 33, it didn't say who said what, so if the names could be added in. Otherwise it sounds like Kirsten said all of those things and other people did.

v. Carried: Unanimous

2. President's Report

a. Most stuff is throughout the agenda. Updated Policies as discussed. The only one not added is the Biddy Jones Scholarship one as need the exact wording. Goal for the next month is to complete the costume and lighting handbooks so that they're done for the next season.

3. Treasurer's Report and Financial Committee Updates

a. Tabled until we get the financials from Stacey. We can discuss online or wait until the next meeting if more in depth discussion is necessary.

b. Combined April & May Financials 2024

i. Questions:

4. Season Producer's Report

- a. Tabled to the next meeting.
 - b. Mimi: I know Kate has quite a few sponsors on the go already, some new ones even.
Several season sponsors.
 - c. Kate:
 - d. Stacey
5. Jekyll and Hyde
- a. Director Tanis: It went really well. Festival went well. Didn't have less than half house the whole run. Cast seemed happy. Brought in new members, had several returning members. Is looking forward to seeing the numbers for J&H. Would like a Festival Handbook which would have facilitated dispersion of information as it has been so long since we've been to the festival and it was hard to know what to tell the cast and crew. Many of them had never been to a festival and Tanis had never been as Director. But all in all, it was good. To add to what Chris said about the snack and member retention, it would be nice to have some recognition or appreciation from the Board. The J & H cast really appreciated the letter from Kirsten. Ice cream was wildly successful. Tanis needs to coordinate with Troe or someone to pick up and return the freezer to Marina Campsall.
 - b. Chris: Agreed with Tanis. Largely positive experience. Things to think about going forward: We have in recent years moved our show times back half an hour and typically gone to three week runs, which is a huge commitment for staff, especially for snacks for the cast and crew. Could it be something that the Board would consider covering the cost of? This would make volunteers want to come back and would be an investment in our members and their retention. Concerned about people getting burnt out and not wanting to come back because it was too much work. Not a whole meal, but just a little

snack. Another thing was that in their rehearsal norms, there was an expectation that there would not be anyone drunk or high for the rehearsals/shows, and there was some push back. Is there a policy that could be written around drugs/alcohol during rehearsals/shows.

- i. Kirsten said that we could discuss a policy and wording around drugs/alcohol.

Also that we could make it clear to Directors at pitch that Directors could change the start time and run duration of the shows. As for paying for snacks, it doesn't seem feasible to Mimi and Kirsten as it is voluntary and is not mandatory and would add an enormous cost. Shane added that that's not necessarily on the Board, that would be more the Director. Jeff added that maybe we could consider upping our Member Appreciation budget, which Kirsten reminded that that's up to the Director.

- c. Producer Kathy:

- d. Liaison Becky:

6. Sweeney Todd

- i. Director Troe:

- ii. Producer Stacey:

- iii. Liaison Shane: Haven't been yet. May try to make an appearance on Thursday, 6-9pm.

- iv. Kirsten: Read through was a week ago, first rehearsal was yesterday, though many didn't feel comfortable coming because of the storm.

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

- i. Mimi - Do we want "more" documents? Would be nice to have a member version of that, especially for the steps to follow in the case of a problem. Mimi

will work on it over the next month so that the Board can discuss, make suggestions and amendments and changes so that Mimi can present it at the AGM.

8. Tool Budget

- a. Stacey & Jeff - This is done and can be removed for next meeting. All tools are here in the theatre, Jeff has a dremel that he will use to label them all.

9. Mimi - Photo Consent

- a. Stacey and Mimi are working on this and will have it done in time for the AGM. Will be sent out to the Board ahead of time for approval. Mimi and Kirsten think it should be added to the Membership Form.

10. Workshops: Kirsten

- a. Had the first workshop of the summer on Sunday, Acting with Troe. 10 people came out. Older members, new members, people not currently members. Next one is Saturday 10-2, Directing 101 with Becky. Has Directors lined up, but not many actors have volunteered, so she may need to use a plan B.

11. 70th Anniversary Committee: Stacey - Tabled

12. Lighting Ladder: Stacey - Tabled

13. Trailer and Sea Can clean out: Should set a date, best over two days maybe. August 24th & 25th at 10-2 ish, could go later. We should provide food and hydration for people who come out. Lunch foods. Maybe BBQ? Or maybe have Save On make several Lumberjack Sandwiches (we like this idea!)? Shane asked if we could provide some work gloves? Jeff added safety equipment, like safety glasses, face shields, etc. Is this in the budget? Jeff will go and see about this. We can take this out of the tool budget, perhaps.

14. Review of Online Business

- a. Motion to purchase all four of these lights from Caravan Theatre.
 - i. Motion: Stacey
 - ii. Seconded: Kirsten
 - iii. Discussion: the cost is \$800 per light, usually \$1700. Light name: Blizzard Stiletto
17 Movers.
 - iv. Amendment:
 - v. Carried: Unanimous
- b. We need to update our Quickbooks software. After some comparison and researching the different options, Quickbooks Plus is the best option. It will also track inventory for us. It is on sale for \$16/month right now for 6 months and then goes up to \$80.
- c. Motion is to purchase Quickbooks Plus for the Treasury Laptop
 - i. Motion: Stacey
 - ii. Seconded: Becky
 - iii. Discussion:
 - iv. Amendment:
 - v. Carried: Unanimous
- d. The sponsorship thank you post was made on social media and email platforms
- e. The two vouchers that were won at the Volunteer Fair were never picked up. Kirsten left phone messages and there was no reply. She suggested doing a week-long website scavenger hunt. Each day is a new clue that will lead to the next day's clue so on and so on until the final day which will be the main answer. The people who guess correctly will be put into a draw for the two vouchers. All agreed it was a good idea.

- f. The decision was made to have a table at all again at the Thursday Performances in the park on August 15 and 22. This will give us time to get new branding on our tent, and it will be closer to Gatsby auditions so we can push those, too.
- g. Workshops were advertised on social media and the email list
- h. There was discussion on whether we have the local marijuana stores advertise in our programs. After some discussion, the decision was made that this would be okay with the board.
- i. By July 3 Kate had brought in \$3500 in sponsorship for next season.
- j. We received a message from Rohan Keenan inquiring about using our space to interview a member for a video podcast he is doing. The decision was made that Rohan can interview the member for his broadcast at the theatre. Stacey was going to check with Troe to be sure she is okay with it.
- k. Mainstage will be in Fort Saint John next year
- l. Marina will be picking up the equipment purchased from Caravan Theatre
- m. The Foundry is asking if we would like to put the word out to our members if anyone from the LGBTQ+ community would like to speak/perform during the Live Out Loud event. Stacey sent an email to the membership.
- n. Becky sent out an email looking for actors for the Director's Workshop.
- o. Stacey emailed the Board a quote breakdown for the sound equipment. It would be a full sound system redo. There was discussion as to what was given to us regarding the type of material in the quote.
- p. The Cent Equip building on Broadway is for sale. The person dealing with the sale will be contacting Stacey with more information. The main building is already set up as a lobby type area, there is a large shop with a false wall at the back that could serve as

backstage. The other outbuilding has a metal roof and is large enough for a rehearsal and building space. The property line is to the fence at the back so where that trailer is not part of the lot. A gentleman from Toyota owns the property beside that could be turned into parking but as it stands there is room on the right side for patron parking and on the left for cast. There are grants available. Stacey had a meeting with the commercial loan specialist at the Credit Union. She will be compiling all of our financials that they require as well as a letter explaining who we are, what we do, and how we function. This is for a pre-approval of what we would potentially have available to us for a mortgage. This way, she can include all of this information in the presentation she will make with her report at the AGM so that the membership can vote on the potential purchase of a new space. This isn't an application. Just information so that we can move with the membership vote when it comes to that point.

- q. Motion to amend the non-emergency non-budgeted purchases to \$5000.00 from \$3000.00 as it was incorrectly recorded in the Policy & Procedures Manual.
 - i. Motion: Stacey
 - ii. Seconded: Kirsten
 - iii. Discussion:
 - iv. Amendment:
 - v. Carried: Unanimous

15. New Business:

- a. Improv Discussion with Nikki Berreth.
 - i. She has a background in Improv, used to own a business that did corporate Improv for BCIT and used the business to teach communication strategies to medical and corporate staff. Wants to get an Improv Group going and wondered

if we would be interested. We definitely are. Talked a bit about how it used to run; drop in, have fun, learn some games, do a few shows for charities, etc. What are we looking for? Drop in? Workshop? Series of classes? We think it would be best to start with drop in, then grow it from there. Participants would need to be members? Or could they do it even without? There would need to be consideration for the current Director, or we could help her book the Arts Centre. Looking towards maybe December/January.

b. Sound System: Stacey

i. Questions:

1. Kirsten: It's obviously an immense expense. Are they willing to let us pick and choose the parts that we do want to put in at the moment, especially if we're potentially looking at moving spaces as it could affect us getting a mortgage.
 - a. Tanis added that we don't want to pick and choose too much or they may not want to work with us.
 - b. Mimi: if we get piecemeal equipment, we get piecemeal sound
2. Membership won't approve this big of an expense and a mortgage in the same year unless we have a clear knowledge of where the funds are coming from.
3. We all understand that this is a working quote.
4. Could we just rent mics for Sweeney if we did much of the other stuff.
5. If we move, would the company come back and help us set it up?
6. What grants/sponsorship, etc are we looking at? We know Stacey has ideas and are looking forward to hearing them.

- c. Cent Equip Building: Stacey - Tabled
- d. Sponsorship Thank You cards
 - i. We discussed this at the last meeting. Kirsten worries about getting the entire cast and crews for all three shows - would we be ok with just sending out cast and crew photos from each show. I.e. photo for one show if business only sponsored one, all three if business sponsored the season. Mimi will take this on.
- e. Review CIZ minutes
 - i. Tabled, as Kathy didn't send them yet.
- f. Elders College: Tony
 - i. Tony and his collaborator discussed that it might be too difficult to get the same people back for three separate visits. Kirsten suggested that they pick a set building day so that they see what's involved in setting up a show, then are invited back to dress rehearsal. This is up to Shane, as he is the spring director. Tony will be in touch with Shane.
- g. Kirsten: Both events that we have tables at are both confirmed and neither require a fee. The 10th at the WLFN arbour and the 28th at the B&G Club. They are excited to have us. Stacey has the tent at the printer shop.

16. Motion to adjourn at 6:50 pm

- a. Motion: Shane
- b. Second: Kirsten
- c. Discussion:
- d. Amendment:
- e. Carried: Unanimously

17. Next Meeting August 20, 2024 at the theatre at 5:30.