



Minutes for WLSTS Board of Directors' Monthly Meeting held in person at WLSTS
June 25th. 2024.

1. Roll Call & Establishment of Quorum

- a. Called to Order: 5:33
- b. Present: Shane Tollefson, Stacey Poirier, Kirsten Lyons, Jeff Rankin, Mimi Searls
- c. Regrets: Tanis Armstrong
- d. Thank you to all attendees: Marina Campsall, Brad Lawryk, Christa Obergfell, Drinda Huston

2. Review of Agenda

- e. Amendments
 - i. Santronic - spelled as Soundtronic, Lon and Quade
- f. Motion to Approve the Agenda for the June 25th, 2024 Board Meeting
 - i. Motion: Stacey
 - ii. Second: Kirsten
 - iii. Discussion:
 - iv. Amendment:
 - v. Carried: Unanimous
- g. Motion to approve the minutes for the April 23rd, 2024 Board Meeting
 - i. Motion: Becky



- ii. Second: Shane
- iii. Discussion:
- iv. Amendment: random capitals
- v. Carried: Unanimous

2. President's Report

- a. Social media: lots of people super excited for next season, love our new logo, super excited for Gatsby auditions and cast announcement for Sweeney Todd
- b. Goal for next meeting: get policies finished and start work on handbooks

3. Treasurer's Report and Financial Committee Updates

- a. Combined April & May Financials 2024
 - i. Questions: no questions
 - ii. Stacey's Report
 - 1. Have not received the \$1000 grant from CRD and have not entered in accommodations for CIZ
 - 2. Stacey has started on guidelines for festival: Someone needs to be in charge of getting sponsorship
 - 3. Capital acquisition budget almost finished, just waiting on GK Sound for their cost
 - 4. Budget for next seasons fiscal year will be available next month



5. Started two grant applications for new sound equipment. Money left in savings to cover possible sound equipment
4. Season Producer's Report
 - a. Kate:
 - b. Stacey: putting new logo on old forms and removing fourth play. Kate will start after school is finished
5. Dr. Jekyll & Mr. Hyde
 - a. Director Tanis:
 - b. Producer Kathy:
 - c. Liaison Becky:
 - d. Lighting designer Shane: Something to keep in mind; sets should be easily designed to be dismantled and moved when it is a festival piece
6. Sweeney Todd:
 - a. Interim Liaison: Shane
7. Review of Online Business
 - a. Mimi sent out an email regarding Theatre clean-up before the opening of Jekyll and Hyde
 - b. Someone wished to donate a dress to the theatre but also wondered if we would be willing to pay \$150 for it. Christa agreed to take the dress to use for fabric. The



agreement was made. We are willing to take it as a donation but not purchase it as we are not looking to do so at the moment.

- c. Becky talked to Jay regarding using theatre boxes. Made the arrangement with Tanis to let Jay pick them up at the theatre. Her and Chris would dig them out for him. **Note Jay did not end up using them as he did not contact Becky for confirmation on pick up.**
- d. Kim Herdman contacted Kirsten about a collection company trying to contact Michael about the theatre. She gave a collection agency file and phone number. Kirsten emailed them and told them not to contact Kim again. Stacey called to determine what was going on and asked to have Kim forward any contact she has had and everything she has sent to the theatre email. Stacey discovered that our current Shaw account is up to date and the "Shaw Cable," which we have never purchased from, is attempting to collect from December 2016. Stacey contacted Shaw directly to determine if there had been an error. Shaw emailed confirmation that our account is up to date and in good standing, establishing that whomever was contacting Kim was a scam.
- e. Mimi sent out an email regarding Sweeney Todd auditions and Kirsten made a social media post.
- f. Tanis shared the article from the Williams Lake Tribune regarding Jekyll and Hyde. It was very positive.
- g. Tanis asked about when online ticket sales are offline each day. There were some issues of people buying tickets online and then there not being a record of it for the front of



house (no tickets had been pulled) They just looked at their receipt and gave them the tickets. Tanis suggested there should be an online cutoff time. Stacey stated there are only a certain amount of online tickets available anyways so there will not be an issue of oversell. There is a note of the cutoff time on the website and they can show their receipt for tickets. Becky suggested the concern might be if we are almost full and we sell the rest of the tickets at the concession then find out there were actually some people who bought online and we then do not have their tickets available. Stacey would contact Pete. Tanis suggested if tickets are sold after pick up time from the Open Book we could be contacted. She offered to be the contact person for Jekyll and Hyde's run. Stacey voiced the concern that if people go to purchase online after the cut off they might think the show is sold out and not bother. She will make further contact with Pete. Kirsten pointed out that on our website it does state that online ticket sales are not available for the day of the performance. She suggested we have a statement on the Owl Ticket Site that if tickets are not available online, check with The Open Book.

- h. We were contacted by Sharon Hoffman from the Community Arts Council asking if Eloise and Ella could apply for a project grant meant for putting together a production at the high school, from CAC, under Williams Lake Studio Theatre Society. Stacey brought up concerns that have been voiced about the project by Mimi and Becky and mentioned there is a lot more going on. She feels we need to talk in person about this. She stated



she felt they should not be allowed to apply under the WLSTS umbrella. Stacey agreed to reply to the email from the girls asking to apply under our name.

- i. Tanis asked about any news regarding ticket sales cut off each day. Stacey commented they don't have it available yet but the back office is working on it. She was drafting up a disclaimer to put on the site in big bold letters that if they purchase after time that tickets are not guaranteed the day of. Tanis asked for access to the back office after 4:30.
- j. Brad forwarded an email from Willie Dye about participating in the Stampede parade. Entry fee is \$25 for a decorated entry and \$150 for an undecorated. The decision was made not to participate in the parade. The decision was made that participating in the street fest would be a better option if it is held this year.
- k. Kirsten questioned if vouchers were ready as they're needed for the Spring Fest draw and fall fair donation. Stacey said Monica was sending the proof the next day
- l. Stacey shared voucher proof and asked for feedback asap. There was the questions: did the Art Society Logo need to be on them (no), Should we clarify the price for adult and senior (no need the staff clarifies this when they go in to get the tickets), is it possible to put the dates that are currently on them under the names of the plays (Stacey will ask). Stacey came back with a new proof and it was agreed they were good.
- m. Motion made by Stacey " to have Kallie Schick and Stacey Poirier work on the rebrand to complete the first week of June"

Seconded: Becky



Discussion: Stacey provided details: Kallie and Stacey are going to meet up to brainstorm and present a few different options for the board to decide on. She would like the Board to email 5 keywords that describe the society in your eyes. The key words will then be used in creating the rebranding. Kirsten asked whether we could give suggestions on colour and style. Also were they open to other board members joining the meeting. Stacey responded she would like to treat it as hiring a professional giving Kallie creative licence first, and she would like to take point on it. Stacey suggested creating a messenger group so people are able to watch the process. Kirsten inquired whether the different options as they are drafted will be brought to the board for suggestions and final vote. Stacey confirmed she will be posting everything as they go along. There will be multiple options the board will vote on.

- n. Stacey brought to the Board's attention that Caravan Stage Company based in Vancouver is selling equipment. She sent an email asking for a quote to purchase the lot. If she hears back and the cost is reasonable she will make a motion so it can be discussed.
- o. Kirsten asked Mimi to send out an email regarding Sweeney Todd auditions as another day has been added to auditions.
- p. Kirsten brought to the Board's attention that the current FOH recommended putting up "Do not drink the water" signs in the bathrooms as patrons were trying to fill their bottles from the tap. Jessica offered to fill their water bottles from the FOH water. It was also asked if we were okay with giving away free water if it gets unbearably hot again.



- q. Kirsten questioned whether Becky was able to get a hold of the previous producers/poster designers for the TBC contest. Becky had emailed but not heard back
- r. Stacey sent a second proof of vouchers, with suggested changes, for approval. Responses back confirmed all looked good
- s. Kirsten mentioned Kim was still getting calls from the collection company and they refused to take her number off the file. She has sent emails to the theatre regarding the issue. Stacey is dealing with the issue, it is just taking time. She now has a case number and will contact Kim. Stacey also mentioned they are not in breach of privacy as our financials are public record. Shaw did a deep dive and is sending a confirmation letter that can be forwarded to the collections. Shaw has stated clearly this is a scam.
- t. Becky requested borrowing some items for her production at Lake City Secondary for their production. Items requested were: the folding screen, one of the bejewelled chairs and some flowers. As long as Becky records what she borrows and returns it, it is okay.
- u. Tanis contacted the Board with sound issues during a performance of Jekyll and Hyde. They had no sound. Stacey tried to troubleshoot what could be wrong. It was determined it was an issue with Qlab. The password needed to be reset. This was done and the new password was recorded on the mastersheet.
- v. Someone was looking for tickets for May 16 as they thought the show was sold out. Jeff informed the Board there were still tickets available at The Open Book



- w. Someone contacted the theatre stating they had lost their tickets and was wondering if they could get replacements. No one recognized the name, but they found their receipt.
- x. Kirsten requested from Stacey the vouchers promised for the Spring Festival. Stacey was going to look back in the minutes and determine the number needed.
- y. Stacey asked if anyone had been at the theatre the night of May 20 as the alarm had not been set and Stacey received a call from the alarm company. Tanis believed she had set it.
- z. Kirsten requested updated production budgets from Stacey and Shane for the next meeting, in order to have numbers for next year's projected budget.
- aa. Kirsten created a next season production poster to use for advertising. She will have some printed out to use at events.
- bb. Stacey asked if she could pre-populate some elements of the production budget form to help make it easier. It was agreed to. She used actual current production budgets to base the numbers on
- cc. Stacey sent Shane a festival budget to complete for Misery.
- dd. Mimi sent an email to the complex to book the banner for next season. The dates requested are: Nov 13-17, Feb 12-18, Apr 16-May 10
- ee. Kirsten was looking in the office for the magnets created as she wanted to hand them out at the different events. Stacey gave her the location
- ff. Stacey presented the audition poster for Gatsby for approval.



gg. Motion to approve the list of tools put together by Stacey and Jeff and the requested

budget

TOOLS:

- 3 heavy duty hand staplers (\$150.00)
- 3 full sets of screwdrivers (\$300.00)
- 3 multi head screwdrivers (\$150.00)
- 1 set combination wrenches (\$100.00)
- 3 adjustable wrenches (\$100.00)
- 3 sets assorted pliers (\$200.00)
- 1 handsaw (\$50.00)
- 3 sets metal files (150.00)
- 3 carpenter's tape measure (150.00)
- 1 sliding bevel (\$50.00)
- Orbital Disc Sander (\$150.00)
- Jigsaw (\$200.00)
- 2 Impact Drills (\$400.00)
- 2 each of backup Dewalt and Bosch batteries for drills (\$400.00)
- 4 sets of industrial drill bits (long and regular) (\$400.00)

Grand Total \$2 950.00

Budget Request is \$4000.00 to take into consideration the taxes on all items.

Motion: Stacey

Seconded: Becky

Discussion: Kirsten asked what brand would be bought. Stacey replied it will be

Milwaukee or Dewalt

Carried: unanimous

hh. Kirsten informed the board the four vouchers that we donated to the Harvest Fair fundraiser auction sold for \$140



- ii. Due to illness and unavailability the meeting will be moved from May 28th to June 4th
- jj. Stacey submitted Sweeney Todd Banner and Ticket proofs for approval
- kk. Stacey questioned Shane’s addition of dinner theatre meals on his budget for Misery as he had no dinner theatre tickets on the budget. Shane asked her to remove it from the budget
- ll. Stacey put all necessary budget templates in the directors package folder
- mm. Stacey reminded the board that reimbursements can not be made off debit receipts. they must be official business receipts
- nn. Stacey brought up we may have been overdoing it with motions in our meetings. She had talked to some members who mentioned it. She then provided a number of articles for the board to read on the topic.
- oo. The Theatre received a new alarm code from the School District
- pp. Due to the number of new members helping out, going forward people are to print their names rather than give their signature when picking up items on account
- qq. Brad received another email from Willie Dye regarding the stampede parade. Kirsten brought up the difficulty of planning for the parade and getting volunteers. Just doing the street party, if they have it, would be a better option. It was agreed not to do the parade



- rr. Another production coming up of Sweeney Todd was brought to the board's attention with concerns it may affect our production. Stacey confirmed it will not as we already have paid for everything and have the scripts
- ss. Due to illness the meeting on June 4 is postponed
- tt. Kirsten asked Mimi to send out the approved March minutes as Brad was looking to update the website
- uu. Kirsten questioned what the postage reimbursement was in financials and Stacey commented that it was a returned script to MTI
- vv. Stacey sent rebrand options to the email. There was discussion as to the logo each board member liked.
- ww. Motion regarding Jekyll & Hyde CIZ Festival: "Drivers will receive \$136.38 non drivers will receive \$34.00. The U Haul fuel will be covered entirely"
 - i. Motion: Stacey
 - ii. Seconded: Mimi
 - iii. Discussion: Kirsten asked if they are providing receipts for food. Stacey said they should have but it hadn,t been received. The only receipts she had were for fuel. But she feels they should still be reimbursed as it was clearly not explained. She will be making a presentation at AGM regarding the festival and expenses. Kirsten questioned if they knew there was a meal subsidy. This could be partly our fault for not clearly relaying the information on to the production. Festival



expenses have always been an issue in the past as to what gets paid and how much. If there are clearly defined documents we give to festival participants, then hopefully everything will be more clear and less confusing/frustrating for all parties. Tanis mentioned her and Chris provided all the food for the cast. Stacey commented with the amount of people that were on the cast/crew that have been to Festival before she was unsure why this was an issue. Also why did no one ask. She mentioned they had 2 lunch hours people were required to be there, but Chris and Tanis made supper and breakfast for everyone. Stacey said there is an expense document everyone can access and included a picture. Tanis was unaware of the form and asked where to find it. Stacey said it is on the Drive and she needed a detailed timeline of what was provided so she can get money to those expecting it. The suggestion was to put this form in the director's package. Tanis sent a timeline. Stacey recommended the theatre paying for the lunch on Saturday and asked about the food provided for the coffee critique. Due to the fact the critique wasn't until 12:30, we should be paying for lunch on Sunday. Tanis pointed out 90% of her cast had not been to the festival, including as Director and Producer. She suggests having a festival checklist package to give the director.



- xx. Kirsten was putting up a post June 5 looking for people who would like to do workshops. She would also run it by Troë to make sure she's okay with having workshops in the theatre over the summer, as long as they don't conflict with rehearsal.
- yy. Stacey sent rebrand proofs. The proofs for the rebranding, in each category are all ours. Stacey had Kallie do colour and black and white so we will have choices. But each category has its own style. We need to pick just one. Kirsten mentioned it was kind of like how we have a colour logo and a white logo right now and we choose which is best for where we're using it. Stacey replied if we ask through the year to change the colours she will. So it's really the design we need to focus on and a base. Kirsten asked would it be possible to get an outline or something in the future, looking at versatility. Stacey responded that our current one doesn't have an outline. If you outline it, it appears as a box which makes our logo look like a square on anything we put it on. Kirsten commented our current one has a transparent background so it can be used on any background. Is that what this new one will be, too? Stacey responded It's the same idea. Stacey asked for feedback by the next day and then it would put it to the vote. Board members added their opinions to the discussion.
- zz. Stacey posted a rebrand poll: 4 voted 1C, 2 voted 1D, 1 voted 5. Stacey would have Kalie send all components to the WLSTS dropbox for all to use.



aaa. Stacey informed the Board that the locks on the School (including ours) were all tampered with. She would meet Ryan to make sure ours would be keyed correctly. They didn't get into the building, just the locks.

bbb. Stacey asked if we were wanting to look at the sponsorship pricing this year Mimi asked if it needs to be increased? Stacey replied not this year. We increased post Covid and increased ticket prices this year so we should take a gap year before we consider an increase. All agreed and levels will stay the same.

ccc. Kirsten received an email from Sandi referring to the March minutes and wanting clarification on what was said in the letter. She will phone her back tonight. Kirsten asked if she wanted to read the letter, where could it be found? Stacey said she would forward the email to Kirsten. Kirsten mentioned since it was read at a meeting, wouldn't it be public then? She also felt Sandi had the right to know what was said about her. Stacey stated It was read but not submitted to the minutes. It was addressed to the Board. It was agreed we should gain Drinda's permission and there should be no contact. Drinda has agreed to allow Sandi to read her letter. With the caveat that it is made 100% clear that she is not to be contacted by Sandi at all. The email to Sandi was to be sent via the Theatre email address and if there is any other correspondence, it is to be sent to the theatre email. Stacey was making a Member Concern folder in 2023/2024 Season to put all of this information in.



ddd. Stacey clipped the response from Drinda and started an email with the theatre email so it won't be lost in a folder. Kirsten said she would send her the email as she just got off the phone with Sandi and She would be happy to know that she can read the letter. In the future Kirsten feels it would be a good idea to let people know privately if there has been a complaint and/or a letter about them given to the Board to discuss at a meeting where potentially other members of the theatre will be in attendance. It would be a courtesy to that person so they're not finding out this information through the minutes. Just something to consider.

eee. Starbucks will not accept our size of posters, the manager stated they are too big for their community board. If someone really wants to put up a poster there, they have to print a small size.

fff. Stacey sent ticket proof with the new logo in all inboxes. There was discussion as to whether the tickets should say "at the Williams Lake Studio Theatre Society in Glendale School". They haven't said this before and the proofs were the original format. It was agreed to stay with the original format

ggg. The following message was placed on Social Media by Mimi and Kirsten.

"70 years is quite an accomplishment, and to celebrate, we're giving ourselves a fancy new look! We're super excited to show off our new logo brilliantly created by



the talented Kallista Schick. Starting today, keep an eye out for our new logo on our social media pages, website, advertisements, and more!"

hhh. Stacey updated all of our forms and manuals with the new logo. So if anyone is looking for something that is not yet updated, they are to let her know. Kirsten asked if she could leave the P&P and manual changes talked about in the minutes to her as she said she was going to do them over the next few months when she had time.

iii. Kirsten asked Becky and Jeff if they were still interested in holding workshops. She provided a screenshot of the poll taken from members regarding workshops. Top 4: acting, directing, lighting, stage managing

jjj. Kirsten asked if there were plans to get in touch with Brad about the website revamp? He's currently updating it. Stacey said she needs to present the Board with some options as it will be a complete redesign meaning we need to talk about it first. Kirsten apologised to him about not letting him know about the new logo. A launch of a website sometimes happens after a rebrand unveil. It's not that big of a rush. Kirsten told him there was no rush. She suggested we invite him to that next meeting in case we have any specific questions about the current site and can get them answered then and there.



kkk. Stacey emailed the Board a list of items on sale from the Caravan Stage Company.

The projectors are discontinued, but the fog machines would be beneficial. There was also interest in the moving light.

lll. Facebook banners and website were updated with rebrand logos

mmm. Stacey presented banners and "Now Playing" graphics.

nnn. There was an email from Kathleen in the Inbox regarding a workshop that Amy Baskin would be holding in Kersley to be posted to the socials and email it to the membership. Email and Facebook posts were done.

ooo. Stacey provided an update regarding her look into the sound equipment. "I have been working with James from GK Sound in Kamloops. He and his team supply all of the equipment and tech for the Sagebrush in Kamloops among multiple other events and spaces. They happened to have two techs in town yesterday so Ramsey and Tanner came to the theatre to take measurements and 3D mapped the space to supply us with a quote for a full refurbish of our sound specific to our space and needs. They will give us a quote for all of the equipment, cables, etc and do the entire install and provide support going forward. I also have a meeting with Brandon Hoffman on Wednesday for additional thoughts and opinions."



ppp. Stacey asked Kirsten and Mimi to do a quick Gatsby audition plug? It was agreed to wait until after the cast of Sweeney is posted to give some space between audition announcements.

qqq. Everything is set for the Colin Sanford Memorial Bursary for next year. The family is thankful and touched that this is happening. Next year there will be paperwork to fill out but everything else is completed.

rrr. Gridlock asked to borrow costumes for the Stampede Parade. Christa, as head costumer, gave permission and informed the board.

sss. Motion to purchase the 2 Rosco Vapour plus fog machines from Caravan Theatre Event Gear.

Motion: Stacey

Seconded: Kirsten

Discussion: it can be programmed to the board instead of only having the option of using a manual button offstage. It will be able to coincide with lighting and or sound cues too. They can use any of the Rosco brand liquid. No matter what kind of vapour, fog, etc we have to put a warning up.

Amendment:

Carried: Unanimous

8. Fluorescent lights and transformer - Tabled Indefinitely



- a. Jeff

Motion to "Remove 8 & 9"

Motion: Stacey

Seconded: Kirsten

Carried: unanimous

9. Dimmer pack issues - Tabled Indefinitely

- a. Jeff

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

- a. Kirsten will put the document in as an addendum in our policies

11. Air Conditioning

- a. Stacey

Motion to remove number 11 on the Agenda concerning Air Conditioning:

Motion: Stacey

Seconded: Kirsten

Carried: unanimous

12. New Tool Budget

- a. Stacey & Jeff - Have purchased the majority of the things on the list.
- b. Well under budget and was able to get more than on the list. Still a few more things to pick up.

13. Mimi - Photo Consent



- a. With new season look at how to do this: on membership forms
- b. Stacey and Mimi will work together to create form on photo consent and liability waiver
- c. Will be done for the AGM

14. Workshops

- a. Revolving.
- b. Kirsten and Mimi sent our social media. Troe wants to do acting workshop, Sharon story through song workshop, Becky directing workshop, Jeff lighting workshop

15. Bursary: Stacey

- a. Bidy Jones wording needs to be put in our policies
- b. Colin Sanford Memorial Bursary his family would like to be involved and are very pleased

16. 70th Anniversary Committee: Stacey

- a. Quotes for spaces but are waiting for the school year to end
- b. Possibly at the Tourism Center
- c. Looking at dates in March 2025

17. Lighting Ladder: Stacey

- a. Stacey looking to get a quote for a 12 foot ladder, non-conductive

18. Trailer and Sea Can clean out: Stacey



- a. Would like to get numbers to rent a wood bin to use while cleaning. Dump will bring it
- b. Will also try and inventory what is in the trailer
- c. Will look at getting rid of the trailer
- d. Look at putting in racks and other ways to organize
- e. Date to follow

New Business:

19. Land Acknowledgement: Kirsten

- a. When we do the opening speech we should add more to sound thankful. "We are thankful to live, work and play..."
- b. Harry has information on how to do the acknowledgement

20. Elder College: Tony

- a. Kirsten will re-invite him to next meeting
- b. Wants elder college come see the process of how a play is put together

21. 2024/2025 Production Budgets: Kirsten

- a. Motion "Approve Sweeney Todd Budget for 2024/2025 Production Season"

Motion: Kirsten

Seconded: Mimi

Carried: Unanimous

- b. Motion "Approve Great Gatsby Budget for 2024/2025 Production Season"

Motion: Mimi



Seconded: Shane

Carried: Unanimous

- c. Motion "Approve Misery Budget for 2024/2025 Production Season"

Motion: Stacey

Seconded: Becky

Carried: Unanimous

22. AGM: Stacey

- a. Date: Saturday, September 28 4:00
- b. Stacey will get food options together

23. Art Walk Advertising: Stacey

- a. Past the date to put advertising in

24. BGC Party: Kirsten

- a. Street party in August we can add an information table

25. Street Party Table: Stacey

- a. This item is duplicated with 24. Remove for next month.

26. CIZ AGM: Kathy

- a. Kathy not present
- b. Stacey will have her email the theatre with information

27. Zone Festival Debrief

- a. Tanis not here.



- b. Shane is proud of Kersley getting to go. Limited lighting but was able to make it work.
Load-in with set went well - lighting trees not necessary, used large uhaul, Jamie's trailer and truck. Had it set up in the four hour limit. Maybe future festival production, keep in mind portability.

28. Banners: Kirsten

- a. At the volunteer fair at the spring festival. The Rotary booth had pop-up banners.
DO-More Promotional and Schickworks both do them
- b. Drinda will get a quote from Do-More Promotional
- c. Put decal on the sunshade of the new logo

29. Keys: Kirsten

- a. Kirsten and Stacey talked about getting two more gun cabinet keys: stage manager, office, Stacey

30. Spring Festival Debrief: Kirsten

- a. Brad joined Kirsten. It was rainy and windy but it was a good event. Placed on an offshoot from the rest of the festival. Interest in the new season. Super busy with many different things going on.

31. Workshop budget: Kirsten

- a. Give a small budget if people holding workshop need anything
- b. Motion "Provide workshop leaders with a \$100 budget"



Motion: Stacey

Seconded: Mimi

Carried: Unanimous

32. Unveiling of Rebrand: Stacey

- a. Has been done

33. Providing heads up to members: Kirsten

- a. If we are discussing someone in a meeting that will end up in the minutes, we should give the courtesy of the informing them so they have been mentioned in the minutes before it goes out to all members.
- b. Mimi- We need to be conscious of the fact that we are the voted in board by the membership and it is our responsibility to make decisions.
- c. Kirsten- Going forward names can be omitted if necessary.
- d. Stacey - Remember we are the business end of the Theatre. But protecting everyone is our job and issues are discussed when they come up.

34. Motions made in meetings and member feedback: Stacey

- a. We are over doing our motions. Stacey has done a great deal of reading and found Robert's Rules are no longer used. While they are a guideline, they are outdated.
- b. Motions should only be made when the decisions affect or include money, something that directly affects the membership or societyship.

35. Caravan Theatre equipment: Stacey



- a. Fog machines are going to be shipped to us
- b. Motion lights are a consideration as they would be very versatile.

36. Costuming: Christa

- a. Lent costuming to the girls for their recital and when they came back Christa was not contacted. Not sure who they returned them to. Christa has found most of them but she is missing some pieces. White breeches lent without being signed out.
- b. How can we track borrowing and returning. Need new signage that is bigger. Send out an email reminder to the members reminding them of the borrowing policy. Christa will let us know what she can not find
- c. Cinderella and Jekyll and Hyde costumes are back
- d. Member to borrow for husband for Clinton Ball . Wore an 1800s outfit and won most dapper gentlemen at the ball.
- e. Stampede parade: Gridlock electric wanted to borrow the Benjamin Franklin era. Lent an outfit. Want a sign for the float to thank the Studio Theatre. Drinda will create a Core-plast sign. Stacey will get the sign to them.

37. Website

- a. Stacey was approached by Carla Mather who does website design and wants to come to us with a proposal for new website design. Look at doing a refurbish. Central Cariboo Arts Centre has a new one. Asked Brad if he was willing to do a refurbish with the idea of



the Arts Centre Website. Would still be the same domain and website. He is not interested at this time.

- b. We acknowledge and appreciate the work and time Brad has put into the website over the last 15 years and continues to put in. He is truly an asset to our theatre.
- c. Stacey will see what Carla has to put forward for the update.

37. Shane reminded of the need to make public acknowledgement of sponsors for the last season. Try and get a photo of past season cast and crew to send a picture out to the sponsors. This could become a yearly thing.

38. Motion to adjourn 6:57

- a. Motion: Stacey
- b. Second: Mimi
- c. Discussion:
- d. Amendment:
- e. Carried: Unanimous

39. Next Meeting July 23, 2024 at the Theatre at 5:30.