



Minutes for WLSTS Board of Directors' Monthly Meeting held in person at WLSTS
March 19th. 2024.

1. Roll Call & Establishment of Quorum
 - a. Called to Order: 5:33
 - b. Present: Stacey Poirier, Mimi Searls, Kirsten Lyons, Tanis Armstrong, Shane Tollefson
 - c. Regrets: Jeff Rankin, Becky Strickland
 - d. Thank you to all attendees: Christa Obergfell, Troe Weston, Brad Lawryk, Rae Perry, Chris Armstrong, Marina Campsall, Later arrivals: Jamie Regier and Alison Turnbull
2. Review of Agenda
 - a. Amendments
 - i. There will be some spelling error amendments.
 - b. Motion to Approve the Agenda for the March 19th, 2024 Board Meeting
 - i. Motion: Stacey
 - ii. Second: Tanis
 - iii. Discussion:
 - iv. Amendment:

- v. Carried: Unanimously

- c. Motion to approve minutes for February 13th, 2024

- i. Motion: Tanis

- ii. Second: Shane

- iii. Discussion:

- iv. Amendment: A few spelling errors

- v. Carried: Unanimously

- 3. President's Report

- a. Congratulations to Mamma Mia! For a great run. Lots of comments around town.

- Brought lots of joy. All other points are on the agenda.

- 4. Treasurer's Report and Financial Committee Updates

- a. December/January/February Financial Report

- i. All looks good other than Tanis' question below.

- b. Explanation of the dual approval method for online payments.

- i. Covered in the online business.

- c. Concession sales percentage back to Society

- i. Because the society pays for all the pop, water and chips as it carries over from one play to the other, the suggestion is that there is a small percentage charged back to the play that gets paid back to the society to recover a small portion of the expenses for those items. It was asked that we start this next season so that it is even all the way across this season. To be added to the Treasurer section of the P&P.

ii. Motion to charge 20% of the concession revenue to the play to recover costs incurred by the society to pay for concession items, starting next season and going forward.

1. Motion: Tanis
2. Second: Kirsten
3. Discussion: n/a
4. Amendment: n/a
5. Carried: Unanimously

d. Questions?

i. Tanis purchased some things in January for J&H but didn't see them on the financials. Stacey received the breakout for the taxes last week, so will enter those this week.

5. Season Producer's Report

- a. Kate:
- b. Stacey: Kate just picked up two more production sponsors for J&H. Kit N Kaboodle, who is okay with not having their ad on the poster, (may be added to newly printed posters) and Hoelzler Construction (same as above). Kate is getting geared up to start in the summer.

6. Review of Online Business

- a. Wrong decals were put on the banner over Oliver Street. The Cinderella info was used rather than Mamma Mia.
- b. Tanis was asked to use the theatre for script night April 6 and she agreed

- c. Stacey repaired the old vacuum as it had a backup in one of the hoses. Now usable.
Discussion was had as to when a new vacuum was purchased. Stacey posted minutes from November 2023 showing motion for purchase.
- d. The Executive reviewed the Rules of Conduct Poster. After some minor adjustments, Mimi printed multiple copies and put them in strategic places in the theatre
- e. Kirsten forwarded email about festival adjudication if we were hosting. It was agreed the proposal put forward for the time for adjudication would not work as it would take place during Jekyll and Hyde's run. Prince George finally got back to Kirsten regarding the festival but it was after the cut off date of February 9th that was given. We will not be hosting a festival this year. We will be looking into a travelling adjudicator. Kirsten was going to let Kathy know of the decision.
- f. A lady contacted WLSTS by email regarding a ticket issue, wanting to trade dates. She was inquiring how to go about this. We had no other person email regarding trading a group of tickets. It was agreed Kirsten would recommend she post on the buy and sell pages as she would most likely have better luck selling them, or finding a trade.
- g. Susan Nelson contacted WLSTS looking for a group of people willing to help her with a play reading of a script she is writing. She does not need it immediately but was hoping the info could go out to the membership. There was agreement the message would be put to the membership. Tanis said she is fine with Susan using the theatre on nights they do not have rehearsal.
- h. Kirsten added new wording to the FOH Handbook clarifying the responsibilities of the parking lot attendant. Becky printed copies and placed the updated handbook in the FOH

- i. Tanis emailed the poster for Jekyll and Hyde to the executive for approval. Some minor changes were needed and questions asked regarding: wording for company requirements, possibility of a cheap night, colouring on safe space logo. It was determined the safe space logos are to be done in colour as they are not our logos to alter without proper permission
- j. Kirsten noted the banner over Oliver had not been removed and still had the Cinderella information. Mimi had sent several messages to the City of Williams Lake. They replied they would get it down as soon as possible
- k. Stacey received an email from Kathleen Macdonald informing us there will need to be more applicants to qualify a travelling adjudicator in order for WLST to get one for Jekyll and Hyde. Tanis asked if we could relook at hosting the festival. See if there is anyone willing to put together a one act. She informed the executive Gavin's grandparents own the Limelight and may be willing to let us use the space so a one act could run. Tanis said her cast was disappointed they may not be going to the festival. Stacey stated it is too late to try and put together a festival; the logistics and paperwork alone make it impossible. There was agreement from other Executive Members. It was also pointed out we should not go back on deadlines we had already set. Tanis asked about tacking on to another festival or being the wildcard. It was suggested she discuss this with Kathy.
- l. Motion to purchase a large humidifier for use backstage at WLST
 - i. Motion: Stacey
 - ii. Seconded: Mimi
 - iii. Discussion: there were 3 nosebleeds situations during performances of Mamma Mia. There were already humidifiers that the cast/crew owned that are being used, but it is not making a big enough difference. People are also dealing with

allergies and dry mouth. Later humidifiers will benefit later productions in the theatre as well. After some research Stacey recommended cool air humidifiers and the price range is \$150-\$250. There are two at \$179.99 each

- iv. Amended Motion: To purchase 2 new cool mist humidifiers with a budget of \$500.00

Motion: Stacey

Seconded: Kirsten

Discussion: n/a

Amendment: n/a

Carried: Unanimously

- m. Jeff informed the executive that a seat in the first row of the audience came apart during the performance. He was able to mickey mouse it back together during intermission. The problem was one of the bolts holding the seat to the frame had come loose and damaged the top part of the threads. The next day Jeff fixed up the necessary materials to fix the seat properly. He checked other seats in the section as well and found they needed tightening. He proceeded to go through all seats in the theatre and make any necessary repairs. There was a seat with a cracked part. Jeff kept a list of any further repairs which will be needed. It was also determined the seats need a good deep cleaning
- n. Tanis informed the Executive there would be two different posters run for Jekyll and Hyde. Some posters were put up at the theatre so people saw them during the run of Mamma Mia

- o. Stacey contacted Richard regarding how many plays needed to apply for a travelling adjudicator. He informed her three plays are needed. There was question as to the deadline for applying for a travelling adjudicator
- p. Stacey asked what Elaine Sager's position was in Jekyll and Hyde as she had received an email correspondence form Papyrus with her name on it. Tanis informed the Executive that Elaine is the assistant producer. Tanis sent a copy of the contact list for Jekyll and Hyde to WLSTS email.
- q. Tanis inquired as to key policy for a show. Kirsten informed her by policy the stage manager and director each get one. If anyone else is in need of a key they need to contact the building manager, Stacey. Kirsten inquired if Tanis had received the Directors Handbook and she had. Tanis requested a key for her lighting person, Shane. It was agreed to give him one after Mamma Mia was done and to get it back before the play starts to give it to FOH.
- r. Tanis sent tickets to the email to be proofread. Changes to make: add non-refundable, determine if the cost changes with the different style of tickets. Tanis said she had budgeted a little extra for tickets but would get a quote.
- s. Stacey asked for access to Facebook as she had been hiding comments from scammers and wanted to make sure they were properly blocked from our account. Mimi and Kirsten had also been working on removing the scammers/spammers. Stacey was granted access by Kirsten to delete and block comments only.
- t. Stacey requested the revived proof for Jekyll and Hyde tickets so she could upload them into the new software. She asked not to go live with ticket sales until all is ready, including Angela. Tanis asked if they could go on sale March 11 and was informed it was possible but Angela needed to give the go ahead. Posters were going to be distributed

around town March 4. The reminder was made that new play posters do not go up until the end of the previous play as to avoid confusion.

- u. The Cinderella sign came down from over Oliver. It was not replaced with one for Mamma Mia as there was not one to use, and being half way through a sold out run it did not make sense to make one.
- v. Spring Festival May 26th, has a Volunteer Fair organized by the Rotary Satellite Club. It is \$10 a table for a volunteer club. If we are interested Kirsten is willing to reach out to them. It was agreed this would be a good idea. A table was secured at the fair.
- w. Tanis asked how to be reimbursed for a purchase off Market Place. As treasurer Stacey stated she needs a physical receipt with the item details, amount, taxes, etc. She suggested printing off the seller's post as proof of purchase from the credit card. Tanis suggested this info go in the Director's handbook
- x. Tanis asked what Angela would need to be ready to sell tickets on March 11? She needs all tickets separated in their envelopes and as soon as they are in the system she will give the go ahead. Stacey would get her the envelopes for separating. She was also informed Papyrus does not separate tickets; this is done usually by the Producer. Due to her Producer's busy schedule, Tanis wants to get everything in place. Monica has said the tickets will be the same price as normal and is working on the new proof. Angela is asking to have tickets on sale by March 11 as she is heading out of town March 15. Tanis also discussed with Angela if logistically they could manage with tickets that were all the same colour and she is fine with it. Tanis wants to use neutral colours, more vintage. She wants a different colour for each Wednesday, Thursday, Friday and Saturday and also asked Monica about changing the number sequence each day (100s Wednesday's 200's Thursdays etc). For recording purposes the decision was made to stay with our usual

numbering system. Though the executive agreed to use neutral colours for the tickets, the FOH manager would prefer four distinct week colours

- y. Banner and Ticket submitted for approval. Tanis was asked to get the printer to adjust the wording on the tickets to reflect what the WLSTS tickets usually say “No late seating, tickets are non-refundable”
- z. Stacey posted a link to the new ticket site for everyone to see. Asked everyone to give feedback. Stacey has a session with Pete, our Ticket Owl contact, and will then go see Angela. Kirsten would like to advertise that we are using Ticket Owl and are looking for required graphics and info.
- aa. Stacey is looking at the capitol purchase we want to look at for next season to work on budget for AGM. Suggestions made: sound system, 2 more projectors, 2 new fog machines, new tech booth chairs, comfortable chair for when two are removed for wheelchair, 6 folding chairs to use for FOH when they are audience, Once the executive has discussed possibilities the thought was to put an email out to members for input.
- bb. We have \$5000 in the sound budget for this year. We used a portion to purchase a new sound laptop. After purchase of the laptop there is approximately \$3500 left in the budget.
- cc. We did not vote at the AGM on the sound system purchase so it will need to be carried forward. It was in the budget that was approved though stating that once there are quotes we can put it to a vote. We must have a vote from the membership on any purchase over \$5000. Tanis requested a copy of the list of sound equipment Brad had suggested, Stacey was going to look for it

- dd. Rotary asked if we would like to make a donation to their silent auction at their next Starfish Pack Fundraiser, on April 13th. The decision was made to give them two physical tickets for the first Thursday of Jekyll and Hyde.
- ee. Concern came after Jekyll and Hyde cast and crew were asked about their comp tickets. Though policy is to give tickets for Friday nights, an actor asked about an exception for a Saturday instead and was told no. They then replied they had been given the exception for Mamma Mia. Tanis felt caught in the middle as the director of the show and unsure where to go with it. Becky stated it was a miscommunication and a ticket had come available from a friend for a Saturday so it had been given to the actor, but this was not communicated to said actor. The actor in question was privately messaged and Kirsten addressed the cast and crew of Jekyll and Hyde. Tanis wanted the clarification before the executive meeting as she wanted to get comps pulled. Stacey made the point that if we take the option from the Director away to make one or two exceptions as thank yous we need to replace it with something else. Shane pointed out Policies are written for a reason and should be followed as exceptions get hard to track and giving a comp they can give to another person is still saying thank you to a castor crew. He suggested having a deadline for comp ticket choices to be before tickets go on sale. Stacey and Kirsten both felt this should be discussed at our physical meeting
- ff. Mimi was asked to put an email out for Pitch Nights March 20th 7pm-9pm and 24th 2pm-4pm. An email sent had incorrect dates, Mimi sent an amendment
- gg. Sandi Aaric asked for a pitch package. Kirsten sent one
- hh. Mimi informed the executive there had been three disturbances from a group of teenagers during the run of Mamma Mia. They were wandering inside, screaming into doors, hanging around cars and even trying to set a fire against the building. There is an

open police file and there were several nights we had extra parking lot security. We may want to discuss proper security patrols. It was felt this was also important information for the Jekyll and Hyde group to know about.

- ii. Stacey mentioned the banner on the Rona fence could come down. Stacey informed that it was the job of the next show's producer. They were also responsible for getting it to Schickworks. This information is in the Producers handbook.
- jj. Brad was provided information on Ticket Owl for the website and Kirsten would make a post on Facebook
- kk. Tanis questioned if Schickworks had to be on the poster and program. This was affirmed and the poster had to be adjusted to add the logo. The Board had approved the poster and takes some responsibility for this mistake.
- ll. Stacey asked if Cinderella costumes were back as a young girl had enquired about borrowing for grad. They have not yet been washed and returned as Tanis has had a great deal going on. It was recommended she refer to the new Policy wording regarding costume return. Stacey suggested coming up with a plan to get the costume cleaned. Tanis mentioned Christa told her to wait until summer to get them done. Becky offered to help wash some of the costumes. Tanis has suggested we should not lend out the Cinderella costume due to its long train and the cost for making the dress. She will consult Christa regarding the dress. Stacey asked who owned the Cinderella dress and suggested she purchase it if she does not want alterations made. Also if laundry needs to be dry cleaned it can be sent out, the play is just responsible for paying for it. Tanis reiterated she will discuss the dress with the head Costumer as she does not want domain over the dress

mm. Tanis posted concern over the paint job on the makeup room door and was upset by it. She did realise it was memory making, snapped a picture to put in the room and painted over the door. She suggested a chalk paint on one side of the door. Stacey informed the executive the kids were allowed to paint the door because there were a lot involved in Mamma Mia set building and they had fun. Each play will do different things and we will put work into the building all the time.

nn. Angela is finding TicketOwl challenging, it took her 30 minutes to deal with 4 online orders. She is worried we might oversell because it is difficult to keep track of what is sold online as well as what is being sold in the store. She knows that this might just be part of the learning process, but it doesn't help that the new software is very cumbersome as it seems to be set up with the assumption that all tickets will be sold online. She has to deal with the tickets individually, even if people buy a block of them. Stacey will reach out to our contacts at TicketOwl to see if there is anything we can do to help with data input. She also suggested that we cut the online sales down to half of the ticket quantity so that she doesn't have to deal with input at all. After speaking with Angela, Stacey will be asking Pete to limit online tickets daily to 48 and the rest will be physical through Open Book. Will also be requesting a confirmation email sent to us and the Open Book when online tickets are purchased as well as an "End of Day" report to reconcile to.

oo. Stacey gave a head's up that she will be stopping in at the theatre, accessing only the maintenance room that day to drop off paper towels and the office intermittently for the next few weeks as she deals with year end paperwork and financials for the next meeting. She will only access the areas required for her Building Maintenance and Treasury duties.

pp. Tanis has asked for a key for her set builder and lights person. Stacey asked the rest of the board to weigh in, as it is 4 sets of keys for one play and generally it is only the Director and the SM who get one. It was agreed that as long as the keys were returned immediately once they were no longer needed, it would be ok.

qq. Becky asked if she could Zoom in for Pitch Night, Kirsten agreed and said that we could do it over Messenger, as we no longer have a Zoom account.

rr. Kirsten requested that Tanis give a copy of the new stage map Jeff drew last year, as she was interested in seeing it. Jeff is hoping to have the second drawing, with dimensions, done for April.

ss. Becky let the board know that Windsor PLYwood has cull half sheets of plywood for \$19.99. Stacey thought it might be a good idea for building up the stage or replacing some of our portable staging.

tt. Motion to donate 4 ticket vouchers for next season to the Harvest Fair's Auction.

i. Motion: Stacey

ii. Second: Kirsten

iii. Discussion: The auction is May 23rd. It is a fundraiser for the Harvest Fair. Mimi and Kirsten agreed it was a good idea. No one else gave any input.

iv. Amendment: n/a

v. Carried: Unanimously

uu. Kirsten had the idea to have a draw at our Spring Festival Volunteer Fair table. Anyone who visits the table would be able to put their name into a draw for 2 vouchers for next season. Stacey, Mimi and Tanis agreed that this was a great idea.

vv. Kirsten asked Tanis if she would like to do a ticket giveaway for opening night of J&H.

Tanis would like to. Kirsten asked Tanis to have Kathy pull two tickets for opening and put them in the concession.

ww. Motion to purchase a jigsaw for the theatre.

i. Motion: Tanis

ii. Second: Kirsten

iii. Discussion: Tanis thinks it would be an asset to the theatre. Stacey donated one last summer, but Tanis can't find it. Stacey said we can add it to the list that she and Jeff are compiling. It would be nice to have it for J&H. Stacey suggested also looking at other stores, just to have comparative prices. It was also brought up that many builders bring their own tools. It is nice for the theatre to have some of its own tools, to help encourage other people to build even if they don't have their own tools.

iv. Amendment: n/a

v. Carried: no vote held

xx. Tanis looking for the sound computer. It is in the filing cabinet. Megan has a key.

Kirsten asked if we had two keys again, and yes, Stacey has hers and the SM has one.

yy. Becky cannot come to the meeting and asked that someone take Minutes. Kirsten asked

Mimi. Mimi agreed. Kirsten asked if Becky was able to join via video, but she is unsure whether she is able to.

zz. The wind damaged one of the new banners and it is unfortunately unsalvageable.

Motion to purchase a new banner for the Rona fence for J&H.

i. Motion: Stacey

ii. Second: Kirsten

- iii. Discussion: Tanis and Shane agreed. No one else chimed in.
 - iv. Amendment: n/a
 - v. Carried: Stacey, Kirsten, Tanis, Shane: For Jeff, Becky: Did not vote Motion carried with majority.
- aaa. Murray will pick up his key from Stacey around 10am on March 15th. He will also need the code.
- bbb. Tanis talked with the rugby team about the teens that have been harassing the theatre. She is hopeful that between them being on the field, J&H being in the theatre and it being light out later, the teens will be deterred.
- ccc. Tanis asked to have the door lock serviced. Stacey will contact Marc from the SD.
- ddd. Kirsten received an email from Sheryl-Lynn regarding Festival. "Kersley has a plan". Tanis thinks that Kersley may be wanting to host. Kirsten expressed concern that it is very last minute. TheatreBC memberships need to be in by the end of March. Also, the longer it takes to apply to do festivals, the harder it will be to secure an adjudicator. Kirsten and Tanis agreed that it would be a good idea to get availability of the cast members in case there is anyone who cannot go.
- eee. Stacey is receiving TheatreBC memberships being asked for reimbursement from the cast of J&H. Tanis was asked to ask them to hold off sending any more memberships until we hear about the Festival as we cannot reimburse unless they are actually participating.
- fff. Kersley is willing to host the festival May 25-26. Kirsten will call Roy to iron out details. All of the cast of J&H is willing and available.
- ggg. Mimi apologised for not sending out an email for Set Building. Won't happen again.

hhh. There will be another set building this Saturday from 10am until 3pm. The plan is to have one every Saturday until mid to late April.

iii. Pitch night times were backwards on the event on Facebook.

jjj. Kirsten will schedule the ticket giveaway for Wednesday with the contest closing Friday.

6. Liaison/Producer Update

a. Mamma Mia

i. Director Becky:

ii. Producer Stacey: We went over everything last time. It went extremely well.

Everyone had a ton of fun. It was a bit daunting to go into a fully sold out show, but it was super fun.

iii. Liaison Shane: Nobody came to me, so it was easy.

iv. Christa: Went well. Several requests from actors to buy costumes, so we're still in the process of dealing with that.

v. Marina: It went great. Lots of energy from all of the audiences.

vi. Rae: It was a blast. Becky was getting lots of comments about the quality rivalling that of big cities.

vii. Troe: It was great. Lots of great feedback from the community.

viii. Outside disturbance: (based on online discussion point hh.)

1. The police were called all three times, they showed up the second and third time very quickly. Jamie was also called and came within half an hour and was doing laps to supervise, which was a big help.

2. Tanis spoke to the rugby team- they're here Tuesday, Thursday from 6 until dark. Tanis is hopeful that having people on the field and it being light out later is enough to deter them.

b. Dr. Jekyll & Mr. Hyde

ix. Director Tanis:

1. Rehearsals are going well. Set is very close to being done. We have 22 mis-printed posters, so it'll cost us \$16 to print just the bottom section and paste the bottom section. Stacey suggested the society absorb half of the cost for the reprint since the board is partially at fault for not catching the errors.
2. Concession: Wants to check for pricing. \$2 for everything? Trying to figure out if we can do ice cream for \$2. Looking at potentially borrowing a freezer from someone, would pre-scoop the ice cream. Asked if they could get a freezer, if they could store it in the tool room so that we don't blow the breakers. Potential for having a different selling station for selling ice cream. Maybe the plug-in outside the maintenance room.
3. Ad program: Would like to change the size of the program. Emailed the program to the theatre, and amended the budget to the larger size. The difference in the cost is only about \$200, the bigger size is 8.5x11.
4. Budget amendment: To reflect the larger size of the program.
5. Motion to absorb the second poster reprint cost back into the society advertising budget.
 - a. Motion: Stacey

- b. Second: Mimi
- c. Discussion: n/a
- d. Amendment: n/a
- e. Carried: Unanimously, without Tanis as she is the Director and abstained.

6. Motion to absorb all of the reprint costs back into the Society advertising budget.

- a. Motion: Shane
- b. Second: Tanis
- c. Discussion:
 - i. Shane: It went through 7 pairs of eyes on the Board and no one caught it.
 - ii. Chris: Tanis and I aren't overly concerned about it.
 - iii. Tanis: Very grateful for the suggestions.
- d. Amendment: n/a
- e. Carried, three in favour (Mimi, Shane and Kirsten), one against (Stacey)

x. Producer Kathy:

xi. Liaison Becky:

7. Conduct and Policy regarding theatre usage and respecting current production space

- a. Stacey: It has come around people being in the theatre very close to show time. People who were in the theatre weren't supposed to have a key at that time. Would like to see us have a clear policy that we can all follow and have clear and concise wording.

i. Motion to have a policy with clear and concise wording that governs theatre usage and access during productions.

1. Motion: Stacey

2. Second: Tanis

3. Discussion:

a. Shane: it would have to be from current director to incoming director. Is this not a safe space, inclusivity, etc. That doesn't seem very inclusive if we're not allowing other people into the building.

b. Stacey: There wasn't supposed to be anyone else having a key. It's more that it is obtrusive to the people who are in the building, there are personal belongings and materials in the show, especially that close to a show.

c. Tanis: In honesty admitted that it was her that came into the theatre at that time. Clarified that they did not touch anything and that

d. Alison: Can someone clarify what has happened?

e. Chris: The motion was to make a policy surrounding access to the theatre, not discuss personal feelings. Having policy is good, but there needs to be grace, as we all share a space and it would be more appropriate to have a policy that is more heavily based in communication.

f. Kirsten: I hear that our space is small and that everything is here and needs to be accessible if they want to start ahead of time,

but also that we have to respect the space of the current play.

Communication is important between whoever needs to access the space and the current user.

- g. Troe: Do we have an agreement that someone has to sign in order to get a key? That they are agreeing to the keyholder policy - this seems like a keyholder policy rather than a director policy. Or a producer policy. In this space it might make more sense that it be director to director.

- 4. Amended motion that anyone entering the theatre space should, in advance, contact the current Director and that there be a signed keyholder agreement created.

- a. Motion : Kirsten
- b. Second : Stacey
- c. Discussion: n/a
- d. Amendment: n/a
- e. Carried: Unanimously

8. Dress rehearsal audience policy

- a. Kirsten: Don't remember why we put this. She thinks that for the past two there were full audiences. Think that this should be an invite-only, so that we don't end up over-capacity. It's up to the Director's discretion. How will we know - invited through the Director.
 - i. Motion to add to policy that all rehearsals, including dress rehearsal, are invite only.

- 1. Motion: Kirsten

2. Second: Mimi
3. Discussion: n/a
4. Amendment: n/a
5. Carried: Unanimously

9. Change over of plays

- a. Motion that there will be a consistent time of 6:00 pm on the Sunday with no early arrivals or to move the switch to the following Monday

- i. Motion: Stacey

- ii. Second: Mimi

- iii. Discussion:

1. Shane: 2pm. Some afternoon rehearsals start earlier.
2. Stacey: We often have the Arts Centre for earlier start rehearsal.
3. Kirsten: Can we then amend the motion to include previous communication with the current director.
4. Mimi: This allows for both sides to have a deadline.

- iv. Amended motion: Tear-down should be done by 6pm on the Sunday after closing night at which time the space is turned over to the new play, unless previously discussed between Directors.

1. Motion: Stacey
2. Second: Kirsten
3. Discussion: n/a
4. Amendment: n/a
5. Carried: Unanimously

10. Handbook Distribution

- a. Kirsten: Would like us to make sure that the handbooks are getting into the hands of the people they are meant for. Suggesting that this be part of the liaison responsibility when they first check in with the director, to check in that these have been sent out to the appropriate people.
 - i. Tanis and Chris have developed “Rehearsal norms” for her cast and crew and Troe would like to use it for her future plays. Would like to pass it along to the board to give to new directors if they would like it. It is a guide, not a policy, and is a working document.

11. Archival Donations

- a. Kirsten: was given a bunch of things from a member. Will add it to the pile - the archives is Stacey's summer project.
- b. Suggested that the archives be digitised.

12. Use of Sound Budget for recommended purchases

- a. Discussion (based on online discussion point aa. and bb.):
 - i. We had \$5000 to play with, we had \$3500 left. Anything above that needs to be put to a SGM.
 - ii. Tanis has spoken with The Guitar Seller based on her conversation with Brad, and the Guitar Seller would be able to get us the Beringer board that was suggested for \$3500 plus tax. Stacey would like quotes on the warranties available.
 - iii. Our speaker cords are incorrect, suggested to buy a roll of the correct cord and put our ends on ourselves.
 - iv. Tanis will get more info about the board and send it online.

13. Comp Ticket policy

- a. Discussion (based on online discussion point ee.) done online. Will revisit next month.

14. Performance reservations

- a. Kirsten: We always did not reserve seats unless it's for medical and accessibility reasons or for adjudicators. It was shocking to have a lot of the theatre reserved. Stacey takes responsibility for it. There is no wording for it in the P&P. Can we make a policy for this? Exceptions would be the above mentioned or for very small play specific audience participation. If it's for the comfort of the actor, the board should be warned.
 - i. Motion to include a policy for no reserved seating, with the exceptions of medical, accessibility reasons, or adjudicator requirements. Possible exception for specific blocking with board communication.
 1. Motion: Kirsten
 2. Second: Mimi
 3. Discussion: n/a
 4. Amendment: n/a
 5. Carried: Unanimously

15. Rights and Royalties

- a. Shane: When we pitch, we have to see if the rights are available but not purchasing them. We are doing things backwards, advertising for our season before the rights have been purchased. Stacey: You can apply for the rights without paying for it, so that it is approved but not paid until the plays have been chosen. If a credit card number/account number is needed, the application can be sent to the Treasurer.
- b. Motion to have Directors apply and have approval for the rights of their production pre-pitch so that as soon as the plays are selected, the rights can be paid for before we advertise our season.

- i. Motion: Shane
- ii. Second: Kirsten
- iii. Discussion: n/a
- iv. Amendment: n/a
- v. Carried: Unanimously

16. Fluorescent lights and transformer - Tabled Indefinitely

- a. Jeff

17. Dimmer pack issues - Tabled Indefinitely

- a. Jeff

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

- a. Mimi: Tabled

19. Zone Festival 2024

- a. Kirsten: Spoke to Roy from Kersley who is Chairing the festival. We are scheduled to perform on Saturday May 25th, with the coffee critique on the Sunday. He will send the entry form and whole Festival package via email for this week. The entry fee for us for the play is \$150. Asked for the approximate measurements of the stage. He will send an image of the stage with full dimensions, but it is approximately 22'x16'. There will only be 3 plays at our festival. PG is not participating. Kersley is putting up two one act plays. Stacey recommended to get the height of the stage too so that we know. Producer fills out the package for this. Tanis: All cast are able to go. Performance being on Saturday means that the whole cast will be there for set up.
- b. Tanis CIZ Rep Report
 - i. Received my first email today. They are suggesting that the AGM be on the 26th of May.

20. Air Conditioning - Tabled

- a. Stacey

21. New Tool Budget

- a. Stacey & Jeff - Tabled. Lots of things on the list.

22. Mimi - Photo Consent

- a. Tabled

23. Workshops

- a. Revolving.
- b. Kalelin has offered to do a stage combat workshop, which she is certified in.

24. 70th Anniversary

- a. Stacey: Will get three quotes for rebranding.

25. Borrowing of Cinderella's Ball Gown

- a. Tanis: Spoke with Christa and she agreed that it should not be loaned for Grad because the policy says that the garment has to be returned to the theatre in the original condition it was in.
- b. Stacey: The dress is now property of the theatre, so if another play uses it, we need to be ok with that.
- c. Shane: Is the dress intellectual property of the creator? - This is a fine line, because the creation of the set is also "intellectual property" of the Creator, but no one is asked if that can be painted over because we all have parts of ourselves that we put into things and have to be able to let them go.
- d. Mimi: The dress was originally donated to the theatre and the other materials were purchased by the theatre, therefore the dress belongs to the theatre.

- e. If we are going to allow for alterations, we have to allow for alterations across the board.
This is a discussion we need to continue when we can invite Christa to return (she had left at the time of this discussion).

26. CCCTA Membership

- a. Troe: Cariboo Coast Chilcotin Tourism Association: We are not a member and we should be. Membership is free. It would put us in their guide. It also gives us access to a representative for the region (which is now Troe) who would have lots of connections in government, school districts, fundraising, marketing, grants, etc. We would have access to all their programs, which cost extra, but are not necessary. Global reach. Will chat with Kirsten
- b. Motion to become a member.
 - i. Motion: Stacey
 - ii. Second: Kirsten
 - iii. Discussion: n/a
 - iv. Amendment: n/a
 - v. Carried: Unanimously

27. New Business

- a. Drinda Huston - sent an email to the Board to discuss her experiences this season. Email was read to the board by Stacey.
 - i. Discussion: Very unfortunate what happened. We as a board noted the issues with Liz in a previous meeting. Kirsten shared that Sandi told Liz not to speak to Drinda but Liz did anyway. But Sandi also should not have said what she did. We cannot dictate that someone is unable to direct/participate. The expectation was that Sandi would have an assistant director.

- ii. Could we have wording that says that if a play has pitched as having an Assistant Director, there needs to always be an Assistant Director and if they wind up not coming, then that Assistant Director needs to be replaced. Director needs to also be more open with the board: if something is not going well, the Director needs to communicate with their liaison to have that person replaced or spoken to.
 - iii. It needs to start at pitch: if you do not have the things needed (Stage Manager, Producer, costuming for larger casts, Choral Director for Musicals are the minimum), maybe this needs to stop at pitch. Could the Committee recommend that she have an Assistant Director to make sure that she has someone who can support her.
- b. Chad Larsen: he wants to shoot a music video as an audition video for a band's live shows. Stacey is on board if it is ok with Tanis. The weekend he would like is Tech Weekend, so this won't work. Suggestion to see if he can do it after the run (this doesn't work for him due to deadlines) or during the day during the week. Tanis has agreed that if he would like to use it during the week that is ok. He would like to fly from the ceiling - this is a hard no. Tanis would be here with him. Stacey needs to check with the School Board first, since this is a professionally shot video. She will look into it and let Tanis know. Insurance could also be an issue. Tanis let Chad know that everyone involved in the video would have to be a member. We will have to ask him about insurance that he has as it is a professionally shot video. Discussion and motion will be moved online.

28. Motion to adjourn at 8:12pm

- a. Motion: Stacey
- b. Second: Shane

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

29. Next Meeting April 23rd, 2024 at the theatre at 5:30.