



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

April 15th, 2025

A. Roll Call & Establishment of Quorum

- a. Called to Order: 5:35
- b. Present: Mimi Searls, Marina Campsall, Jeff Rankin, Stacey Poirier, Taryen Owen, Becky Strickland
- c. Regrets: Troe Weston
- d. Thank you to all attendees: Khloe Bremner

B. Review of Agenda

- a. Motion to Approve the Agenda for the April 15th, 2025 Board Meeting
  - i. Motion: Jeff
  - ii. Second: Marina
  - iii. Discussion:
  - iv. Amendment: n/a

- v. Carried: Unanimous

C. Motion to approve minutes for March 25th, 2025

- i. Motion: Marina

- ii. Second: Mimi

- iii. Discussion:

- iv. Amendment:

- v. Carried: Unanimous

D. President's Report

- a. Cast and crew of Misery have been busy in the theatre and things look great. Pitch nights were done very well, Marina did an amazing job making the committee so professional and set a precedent for the future. Thank you Jeff for fixing the outlet that shorted.

E. Treasurer's Report and Financial Committee Updates

- a. Review of Reports Emailed
  - i. Projecting a deficit for this year.

F. Season Producer's Report

- a. Kate:
- b. Stacey: Joey and Kate are working on the sponsor forms.

G. Online Business Review

- a. Discussion regarding the Traveling Adjudicator. How is Misery planning on recovering the costs? Marina will reach out to Jessica.
- b. Jessica was not aware that she was expected to get this going. She was also not given the Producer's Manual. Stacey emailed the Manual. Stacey will also reach out to meet with Jessica regarding expectations for fundraising and what that looks like.

- c. Misery would like to have decommissioned firearms as props. The Board is looking into the forms needed to complete this. Stacey is contacting the insurance company for guidance and Mimi is making a template with our logo. There is also a certificate online provided by the RCMP that will need to be completed by the person decommissioning.
- d. Motion to have Jessica Hill sign the Theatre BC Travelling Adjudicator Agreement.
  - i. Motion: Stacey
  - ii. Second: Troe
  - iii. Discussion:
  - iv. Amendment:
  - v. Carried: Unanimously
- e. Marina sent out the Pitch questions for feedback and additions.
- f. A message from Jamie Lynne was sent to Christa regarding borrowing a top hat.
- g. The Board intervened with a patron asking to reserve the front and centre seats in order to provide mobility assurance to watch Misery. After discussing, the Board agreed that this is to be provided to the patron as it is a mobility challenge and our mandate is to provide for these challenges in every way possible. Jeff suggested that we have Kallie create official signage so that the esthetic is more official.
- h. Suzanne Englund messaged to inquire about advertising in kind for the Horsefly Musical Theatre Group. Stacey will reach out to them as soon as they email.
- i. Motion to have Krista with Delainey's come to fix the lock on the filing cabinet.
  - i. Motion: Stacey
  - ii. Second: Marina
  - iii. Discussion:
  - iv. Amendment:

v. Carried: Unanimously

H. Misery Update

- a. Director Shane Tollefson:
- b. Producer Jessica Hill: has 1 sponsor so far and has about \$400 for CIZ.
- c. Liaison Marina Campsall: Misery got their casters, spoke to cast members and they are full steam ahead.

I. 70<sup>th</sup> Anniversary Committee (Revolving Item) - Mimi

- a. Waiting until no play is in the building, a committee is being built.
- b. Meeting is scheduled for Monday, hopefully we can send out an email to touch base with a few members who expressed interest in helping.

J. Future of WLSTS Space (Revolving Item)

- a. Jeff Richards and Stacey will be working together on the business plan that Stacey has already started.

K. Sound System - Jeff

- a. Is waiting on updated numbers.

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

- a. Tabled

M. New WLSTS Website Proposal (Revolving Item) Board

- a. Proposal for new website email to be sent out, Stacey will take on responding to proposals.

N. WL Stampede Parade Update - Taryen

- a. Will update at the next meeting. Putting together a committee potentially.

O. Pitch - Marina

- a. Can we pull off a 5 show season financially?
  - i. Stacey related the concerns of having to pay for 3 plays worth of Royalties.
- b. Are we capable of paying for royalties for 5 plays?
  - i. Stacey said that without breaking a Term, this would be very difficult as there is not any guaranteed revenue.
- c. Are we open to running a play in the summer?
  - i. For next summer, possibly.
- d. Are we okay with the amount of time between shows as seen on the calendar?
  - i. Stacey voiced a concern regarding having to hold auditions in May for a September play, giving a very tight advertising/booking time. Also the rehearsal time would be short.
- e. Are we okay with 2 week runs for Escaped Alone and Dracula?
  - i. Yes.

P. New Business

- a. Trailer - Stacey

- i. Will look into seeing if someone will donate one. Doors replaced?
- b. Summer Workshops for Members
  - i. Taryen will take on organizing.
- c. Boys & Girls Club Youth Week May 1 - 7, 2025
  - i. Helena Morgan emailed asking if we would like to put on an activity during this.  
We would need to utilize the Arts Centre as Misery is in production.
  - ii. Will send an email out to membership with Helena's contact information.
- d. Boys & Girls Club Annual Street Party August 27th
  - i. Setup starts at 4pm and takedown is 8:00. Contact is Krista Harvey.
  - ii. Becky will take this on. Will touch base with Krista.
- e. Volunteer Fair at the Library
  - i. Karen MacDonald via email: As a finale to National Volunteer Week, I am planning a Volunteer Fair at the Williams Lake Library. I'm reaching out to community groups that rely on volunteer help to run programs and events. I know that many of your groups are looking for volunteers, even for events such as this. If you wish, you can send materials to me at the Library and I will display them for you. That way, you can still have a presence at the event. If you would take part in this event, please contact me at my email (on the poster below) or leave a message for me at 250-392-3630. Also, if you know of any other groups

that might benefit from a bit of exposure, please forward this message to them.

Thanks.

ii. Discussion: Stacey will take this on.

Q. Motion to adjourn at 6:22pm

- a. Motion: Mimi
- b. Second: Marina
- c. Discussion:
- d. Amendment: n/a
- e. Carried: Unanimous

R. Next Meeting at the Theatre May 20 , 2025 at 5:30 at WLSTS