



Minutes for WLSTS Board of Directors' Monthly Meeting held in person at WLSTS
April 18th, 2023.

1. Roll Call & Establishment of Quorum
 - a. Called to Order: 5:31pm
 - b. Present: Brad, Mimi, Stacey, Tanis, Kirsten, Jeff, Jessica
 - i. Corrine Stromsten, Shane Tollefson, Sandi Alaric, Eileen (virtually)
 - c. Regrets:
 - d. Thank you to all attendees:
2. Review of Agenda
 - a. Amendments:
 - b. Motion to approve Agenda for April 18th, 2023
 - i. Motion: Tanis
 - ii. Second: Kirsten
 - iii. Carried: Unanimously
3. Review of March 21st, 2023 Minutes
 - a. Amendments:
 - b. Motion to approve minutes for March 21st, 2023

- i. Motion: Mimi
- ii. Second: Tanis
- iii. Carried: Unanimous

4. President's Report

- a. Brad: Nothing new to report that's not already on the agenda. WUD stage manager was replaced.

5. Dance in Common

- a. Corinne Stromsten: Owns Dance in common. They are trying to put together a recital and are seeking a location for it. They require a 30x30 stage and have only been able to rent TRU. She is reaching out to the theatre to borrow/rent flats (8' 8" flats with extensions), portable sound and lights, and possibly a technician to run it. Dress rehearsal is June 13th. They have become members. Need an answer in the next two to three weeks. Tanis recused herself from this decision as she is too close to this issue. Ideally would like to have the gym lights off completely. Tanis is stage-managing the recital so will be there already. She would be willing to buy some of our theatre black paint to paint the flats. We will give her an answer via email.
- b. Stacey thinks that they would be better off renting a sound system, since our speakers would not be ideal. We made some suggestions for that.
- c. Tanis will see if she can find people to run these.
- d. Motion to allow the supplies for sure, with the older lighting board. Stacey moved. Jeff seconded. All in favour, with the exception of Jessica who is no longer here.

6. Cinderella

- a. Sandi/Eileen: questions. Newspaper/radio ads? Whatever they want. Jessica will send Sandi/Eileen phone numbers for the screens that do ads (gym, airport, etc). Ticket

prices? Prices will be discussed tonight, will let them know after tonight. Can there be a family price? We will discuss it, but it would be a logistical nightmare. Free tickets and reserving seating? We don't reserve seating. Sponsors all have their flex packages already. Matinees? They would like to, but wonder about timing. Two performances on saturday? Or one saturday and one sunday? What will be better for kids? Tanis suggested only doing two matinees - the first two sundays. Sundays people tend to already out for church, etc. Dates are set. They are planning on having auditions before the school year ends.

7. Treasurer's Report and Financial Committee Updates

a. Accept December, January and February Financials

i. December:

1. Motion: Kirsten
2. Second: Jessica

ii. January:

1. Motion: Mimi
2. Second: Tanis

iii. February:

1. Motion: Brad
2. Second: Kirsten

b. March Financial Review

- i. At present we have \$11,719.19 in chequing, \$5, 183.85, investments are sitting pretty. Once AoA is reconciled, we will move more \$ into our savings.
- ii. Tabled until next meeting.
- iii. Questions:

c. CCACS Grants

- i. Applying to pay for new projector and sound board. Stacey will take the cost of the projector from the cost of the sound board, but we should consider putting in the money to get a new sound board/system. Ours is dying.

1. Stacey will give us some numbers for what the grant could cover of the new board.

8. Season Producer's Report

- a. Kate:
- b. Stacey: The three are having a meeting after WUD to get things organized for next season.
- c. Eileen:

9. Review of Online Business

- a. We now have a documents page on the website for the approved minutes.
- b. The key to the trailer is missing. Jeff was going to cut the lock and use the extra lock.
- c. Tanis wondered if getting a big batch of encyclopaedias for props for \$10 on marketplace would be useful.
- d. Two possible ideas for the Spring Garage sale were put out - 1. Before WUD to help promote, or 2. After WUD so that people can go into the theatre and look around if wanted. Brad, Tanis, Stacey and Mimi all thought option 2 would be best.
- e. Sandi Alaric has agreed to organise summer workshops.
- f. Becky has agreed to do WUD FOHM.
- g. Poster approved for WUD.
- h. Jeff asked that Kirsten post about set building for WUD for Saturday April 1st again.

- i. Need a proxy to be appointed to vote at the WLDCU AGM for the incumbent or potential new Board Member. Cannot be Stacey. Brad agreed to do it.
- j. Stacey and Brad received a QLab update email. Brad looked into it and found that it will be of no benefit to us.
- k. Jeff took a look at the wonky trailer door. It's slightly bent, but still locks easily.
- l. Trailer and storage cans need a cleanup. Perhaps a summer work bee?
- m. School was broken into on the night of March 31st and the thieves gained entry to our office. It appears that nothing was taken (later found that there were some things of ours such as lamps and papers), but the office was a bit of a mess. Tools were put away more securely in case the thieves returned.
- n. Next season directors have been notified, season has been announced to the members and the public.
- o. Stacey brought up the issue of there being so many keys to the theatre in circulation. Added as an agenda item.
- p. Tickets for WUD are ready and on sale.
- q. Merla would like to do the ticket contest for WUD. Winner is Linda Robertson.
- r. Tickets donated to the Rotary fundraiser were successfully auctioned. They raised a total of \$230.
- s. Jeff asked Kirsten to please post again that we are looking for a washer/dryer set for WUD. Kirsten agreed.

10. The Future of WLSTS Space

- a. Stacey: When we got broken into, Mark didn't realize that we were still looking to use more space in the rest of the school. He's willing to open that conversation again; Stacey

has given him an idea of what we would like (would like to move the firewall past the bathrooms) and she will keep the conversation open.

11. Liaison/Producer Update

a. A Few Good Men.

i. Kathy:

ii. Mimi:

iii. Shane: It was really good. Beyond expectations. Rough numbers - best Shane has ever done here. Audience loved it. Accomplished both getting butts in seats and new blood on stage. Concerns: stage managing was a huge umbrella that he wonders if we could compartmentalise it? Also making sure cleaning supplies, etc are well stocked. That waters are refilled- could we partner with a company to have them bring refills at least during the run?

1. It is up to the stage managers to delegate. Our space is too small for stage managing with head sets. Jeff suggested two stage managers and two assistant stage managers for large shows. The board is trying to put together **guidelines** for stage managers, producers, and directors.
2. We can look into partnering with a company for water refills.
3. For any guidelines, we will have **options**.
4. We need to make sure that the casts and crew know that any issues, such as supplies, are taken care of immediately via the board or the show liaison.

b. The Age of Arousal

i. Eileen:

ii. Brad:

- iii. Stacey: Super fun. Cool conversations with audience members at intermission and after the play. We did have an issue with some theatre etiquette with some young women. We also found empty alcohol containers up there afterwards. Otherwise, all was great. Lots of fun.
- iv. Jeff: Challenging but fun!

c. Wait Until Dark

- i. Stacey: Banner has been dropped off.
- ii. Kirsten: There has been some cast and crew changes. Shane had to step down, Chris took over. Brad had to step down for Stage Manager and Kathy took over.
- iii. Tanis:
- iv. Jeff: Going well so far. There have been hiccups - the blinds that were going to be used were thrown away, despite Jeff having paid for them. He's finding alternatives. Finding last minute set pieces. He had ordered some surgical tubing for the knife throwing effect, but it didn't

12. Fundraising Committee

- a. Tabled

13. Chamber of Commerce Membership

- a. Tabled. Jason Ryll is putting together a package for us.

14. Jeff wants to take the corner off the flat that separates the costume area from the seating area.

All agreed.

- a. This can come off.

15. Policy for Comp Tickets:

- a. Has this been resolved?

- i. Angela is ok with doing what we've decided to do. We need to have a solid policy that is the same for every production. Stacey's recommendation is that the policy be that they cannot take comps for closing night, and the cast and crew can ONLY get their tickets from the producer, they cannot get them from the Open Book. Only Producer can pick up comps from Open Book. Maybe we only allow comps be for any Friday of a production. Motion for Comp Tickets to only be for Fridays of the run of the show. Stacey moved. Kirsten seconded. All in favour.

16. Pitch Night & Pitch Committee

- a. Can come off.

17. CAC Funding

- a. Can come off. We will apply for more.

18. Booking the banner for the 2023/24 season

- a. Mimi - will send Bailey an email for dates for the 2023/24 season.
 - i. Also will phone Rona to book the fence along third ave.
 - 1. Stacey will look for this banner.

19. Fluorescent lights and transformer

- a. Jeff *TABLED UNTIL SUMMER*

20. Purchasing supplies

- a. Jeff already did. Can come off.

21. Creating time slots for next season's play so that the selection committee doesn't have to.

- a. Are we going with the dates set forth last meeting? Done, can come off.

22. Email from Downtown BIA wanting to know if we would be interested in helping with development/planning of a proposed week long arts fair in WL.

- a. Kirsten - still hasn't heard anything, so we can take this off.

23. Discussing responsibilities/policies and dispersal of this information to directors

- a. Ongoing. We found the stage managers guide, Kirsten digitalized it. We hope to have one for hair/makeup, director, FoH, Tech, and once approved, this will be sent to all future directors.
- b. The policies and procedures document should be a standing document on the website. Could we have a physical copy in the lobby.

24. Stacey's meeting with Mayor Rathor

- a. Went well. Can't speak about the in-camera portion of the meeting, but the off camera was very hopeful. He's willing to write to the SD. He has had meetings with them, and is hoping to get these old buildings moving. Stacey will have another meeting with him soon. She is cautiously optimistic. Mayor is very supportive of us.

25. WL ED Roundtable

- a. Stacey: Not-for-profits in the community getting together once a month about what everyone is going through, sharing resources, etc. About 10 ppl that participate. We are one of the only that don't have paid employees.

26. Workshops

- a. Kirsten: Sandi has agreed to spearhead rounding up ppl to assist with these. The top 5 choices in the online poll were lighting, sound, stage management, acting and directing. While we need to find ppl to run them, ppl have wanted someone from out of town to do some, at least for acting and directing. Theatre BC is willing to pay for those. If we find someone else to run something else, we don't want to say no.

- b. Mimi: Youth: lots of ppl approach for youth workshops. Stacey and Mimi have talked about this before, but this is something we should talk about for next year. Corrine does a musical theatre workshop too.

27. Corporate Credit Card

- a. Stacey - if Stacey had this, she can actually do the accounts receivable properly, then we would accumulate the points and would build our credit, in case we need to buy a new building in the next few years. It would reduce the treasurer's job, and reduce ppl having to use their own credit cards. Motion to get a No Fee Cash Back Corporate Credit card from WLDCU for the theatre. Mimi moved. Kirsten seconded. All in favour.

28. Flex Ticket Pkg Sales

- a. Brad: he will catch up with Angela. Tabled to next meeting.

29. Script Reading #2

- a. Susan wondered about having a second but really geared toward youth, possibly in September. September may be too busy. Wrapped into workshops? Might be hard over summer. Susan is willing to spearhead, Jessica willing to help. The two should get together and put together a proposal.

30. Pride/Inclusivity

- a. Tanis: there are a lot of Trans/LGBTQ+ communities that will not enter a building unless they see some indication that the business is safe and inclusive. Tanis would like to see something here just to indicate that this is a safe space. She would like to see a small addition to our posters that shows that it is a safe space, possibly a small heart (possibly with the pride colours). We hope to not be complacent - if a small piece of art angers someone who comes here, is that someone that we want here?

Motion to develop a piece of art to possibly include on our posters. Stacey moved.

Mimi seconded. All in favour, with the exception of Jessica who is no longer here.

- i. This is to be presented (by Tanis) at the AGM.

31. Spring Yard Sale

- a. Has been discussed online. Will wait until WUD is over.
- b. Someone needs to organise it, possibly for after the Dance in Common

32. Dimmer pack issues

- a. Jeff: Quote? Tabled.

33. Raising ticket prices for musicals

- a.
 - i. How do we manage controlling who buys what tickets?
 - ii. Maybe a kids night? Or straight across same price for all tickets.
 - iii. Tabled until Stacey can talk to Angela
- b. Cinderella - same as above

34. AGM :

- a. Need to set a date.
 - i. Because of the Orange Shirt Day performances, we cannot have the meeting here in the last two weeks of September.
 - ii. Saturday, September 23rd at the Arts Centre. Stacey, Kirsten, Jeff, Tanis will stand. Brad will likely not be running. Have a BBQ? Stacey will book the Arts Centre.

35. Theatre etiquette

- a. Tabled to develop a policy surrounding this.

36. Performances in the Park Both/Small Performance for WLSTS

- a. They want us to have an informational booth at the performances. If we want to do a scene or some improv, they will fit us in. Kirsten is willing to be at some of the performances. Possibly divide them up, and put up a call out to the membership to help.

37. Sage Accounting Software

- a. Stacey would like to transition from Quickbooks to Sage. We would have to purchase new software. Stacey will have more info for us at the next meeting.

38. Keys

- a. Stacey would like to have full dominion to take all the keys back at the end of all plays.
- b. All keys are supposed to go through Stacey anyways.
- c. At the end of WUD, Stacey would like to recall all keys then reset the alarm code. All agreed.
- d. We should ask Delaineey's to put all of our master locks keys on file- Tanis will help Stacey do this.

39. Costume Buy Back

- a. Krista and Stacey would like to allow ppl to buy back their costumes at the end of a show at cost. Stacey will make a policy with Tanis' help.

40. Proposed Pricing for Cinderella

- a. Added to above

41. Flex Tickets for SD27

- a. We used to give the SD 8 flex tickets per season. We should do this again. All in favour, except Jessica who is no longer here.

42. MMIW Banner Request

- a. Rec Centre has asked if we can take down the WUD banner for a week for MMIW.

Stacey moved to allow. Tanis seconded. All in favour. Stacey will monitor.

43. Sponsorship Matrix

- a. Stacey will put forth numbers for us for the three-show season that we will have. This discussion can happen next meeting.

44. Piano Purchase

- a. We had talked about purchasing a piano. Murray still has not brought it. Kirsten will email him.

45. New Business

- a. Tanis - WUD uses two gas powered guns. Do we need to have them locked in our gun cabinet? As long as they are behind a locked door, they are ok. They are completely decommissioned and are gas powered. Kirsten will talk to Merla about making sure that they are doing a gun check every night. Stacey will send Kirsten a log sheet for this.
- b. Shane - can we rotate the production posters? Can happen if someone does it.

46. Next Meeting May 16th, 2023 at WLSTS at 5:30pm

47. Motion to adjourn at 7:53pm

- a. Motion: Stacey
- b. Second: Kirsten
- c. Carried: Unanimous, except Jessica who is no longer present.