



Minutes for WLSIS Board of Directors' Monthly Meeting held in person at WLSTS
February 21st, 2023.

1. Roll Call & Establishment of Quorum
 - a. Called to Order: 5:34PM
 - b. Present: Kirsten Lyons, Tanis Armstrong, Brad Lawryk, Jeff Rankin
 - c. Regrets: Stacey Poirer, Mimi Searls, Jessica Hill
 - d. Thank you to all attendees: Roberta Patterson, Angela Rankin
2. Review of Agenda
 - a. Amendments:
 - b. Motion to approve Agenda for February 21st, 2023
 - i. Motion: Tanis
 - ii. Second: Jeff
 - iii. Carried: Unanimous
3. Review of January 17th, 2023 Minutes
 - a. Amendments:
 - b. Motion to approve minutes for January 17th, 2023
 - i. Motion: Kirsten

- ii. Second: Tanis
- iii. Carried: Unanimous

4. President's Report

- a. Everything is covered in the online business.

5. Treasurer's Report and Financial Committee Updates -TABLED

- a. December and January Financials Review

- i.

- ii. Questions:

- b. CCACS Grants

6. Season Producer's Report -TABLED

- a. Kate:

- b. Stacey:

- c. Eileen:

7. Review of Online Business

- a. Script reading and Pitch Nights confirmed at the CCACS, all in the upper room.

- b. Email in regards to a potential art fair - would be good if someone could go to the meeting as reps for the WLSTS to get more details.

- i. Stacey and Tanis are going.

- c. Kirsten made the events on FB for the Script Reading and Pitch Nights

- d. All blank documents for potential directors are on the drive ready to be printed and passes along.

- e. Brad will be trying to post the approved November board meeting minutes

- f. Questions regarding cleaning supplies and who to contact regarding Dumpster emptying

- i. Stacey has already emailed Cariboo Disposal and we have an account at
Cleanway
- g. Also questions about the concrete blocks that have been removed beside the back gate and the lock that is nearly non-functional. AFGM cast and crew are using the opening created by the removal of the concrete blocks instead of the gate.
- h. Reminder to Sandi (AFGM SM) to clear and sand the back fire exits.
- i. Jeff had a question regarding lighters or matches on stage for WUD - it is needed for lighting. This is ok, just no candles or lit cigarettes
- j. Stacey asked to transfer \$3000 from the chequing to the savings. Approved by Brad, Kirsten, Mimi and Jeff. Jessica and Tanis did not weigh in.
- k. Discussions of how best to support Shane.
- l. Brad is getting phone calls on his personal phone from people looking for refunds.
We've also had a lot of scammers on our Facebook posts in regards to "selling" tickets.
- m. There was an issue with the thermostat during AFGM. It got REALLY hot in the theatre.
The furnace had to be switched to holiday mode. It was put on the list for checkup.
- n. No one made it to the CCACS Arts Festival Meeting- Kirsten sent an email to get more info.
- o. Ruth from the Tribune called Mimi to update the write up for the WLSTS for the guide to WL. Kirsten rewrote and sent pictures along with the update.
- p. There is a new packrat in the basement. Jeff asks that we keep the basement door closed.
- q. Tanis fixed an issue with the filing cabinet in the office.
- r. Tanis and Kirsten will be making lists for the first aid kit and the SM kit.

- s. Jeff needed to use the first aid kit and was very unhappy with how it was stocked. Jeff agreed to go pick up a new level 3 kit and some extra supplies.
- t. Tickets are on sale for AoA
- u. Stacey asked to buy a new mop and bucket for \$89.99 from Canadian Tire. Kirsten, Brad, Mimi agreed. Jessica, Jeff and Tanis did not weigh in.
- v. Maintenance crew from SD27 fixed the parking lot light.
- w. Kirsten asked to use the coffee pot and coffee from the concession for the Script Reading at the Arts Centre on Friday night.
- x. Ticket contest for AoA. Two winners, with two tickets each.
- y. Kirsten asked about grants available for fairs, events and festivals through the Gov't of BC. The deadline is too close and before Pitch Night, so Stacey will keep tabs on it in case they run another round of applications.
- z. There has been a fake WLST account replying to contest entrants. Kirsten deleted and reported all comments.
- aa. Stacey asked that our meeting be held in the lobby.
- bb. Jeff completed a blank of our space for light/set design.
- cc. Stacey proposed donating all of the proceeds from the AoA show on March 8th (Int'l Women's Day) to the Cancer Foundation in Linda Griffiths' name. The board approved the request (Tanis did not participate in the approval). Kirsten will be sent pictures and information to advertise.

8. The Future of WLSTS Space - TABLED

- a.

9. Liaison/Producer Update

- a. Buying The Moose - nothing new to report

- i. Rae:
 - ii. Jessica:
 - a. A Few Good Men.
 - i. Kathy:
 - ii. Mimi:
 - iii. Brad: It went well. Record breaking online sales
 - iv. Jeff: Great to see people in seats. About three sell out performances.
 - b. The Age of Arousal
 - i. Eileen:
 - ii. Brad: Everything seems to be going well.
 - iii. Jeff: A good quirky positive energy
 - c. Wait Until Dark
 - i. Stacey:
 - ii. Kirsten: Contacted Merla. Have not yet gone to a rehearsal to check in.
 - iii. Tanis: Most are pretty much off-book
 - iv. Jeff: working on different floor plans for the set. Still looking for a stove, sink, kitchen cabinets, washer or washer/dryer, and fuse box.

10. Fundraising Committee - TABLED

- a.

11. Chamber of Commerce Membership -TABLED

- a. .

12. The light by the dumpster

- a. It has been fixed. This agenda item can be removed on the next agenda.

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

All agreed.

- a. Still planning on this. Not a high priority.

14. Sponsorship Discussion/Angela:

- a. Brad would like to make The Open Book a season sponsor. The online sales are picking up and their staff are organising these tickets. Angela's concerned about in-kind advertising because businesses are supposed to be supporting community non-profits. She doesn't want to see WLSTS go down the road of people expecting free advertising, and that the theatre should be cautious on how much we are giving away for free as it can be a slippery slope. She is happy to volunteer time to help the theatre. Angela suggests maybe giving her staff a free ticket instead if we are wanting to give back as a thank-you for the hard work. She also suggests just putting a thank-you in the program instead of in-kind advertising.
- b. Since our online sales are picking up, Angela suggests charging a service fee to our patrons for online ticket sales so that we are no longer losing money for our patrons' convenience.
- c. Angela suggests encouraging audiences to keep programs as a souvenir so that the ads are looked at more. Maybe change the wording in our opening speech.
- d. Angela noticed that some audience members left and came back in during AFGM. She suggests that we make sure the Front of House is aware that if someone leaves, they shouldn't go back in until a scene change or intermission with the help of a FOH member. It is theatre etiquette. This is something to add to the opening speech and/or program. If an audience member is disruptive (adult or child) they should be asked to leave. Angela also wanted to let us know that she had a patron ask if their small child

could get in for free because they would be sitting on their lap. She had told them that we do not have a free ticket option, and that the child would have to have at least a student priced ticket.

- e. Angela suggests that we have something sugar-free and caffeine-free yet refreshing in the concession. Something like sparkling water (ie Bubly).

15. Policy for Comp Tickets:

- a. Angela has the ability to take these out for any night except closing night. She is willing to go along with whatever the Board decides. This will be an open discussion for now.

16. Script reading night

- a. Well attended. Coffee and snacks were appreciated. 5 scripts were brought to read. There was time to read a few scenes from most scripts.

17. Pitch Night & Pitch Committee

- a. All ready and set. Replaced Stacey with Val Hanet. Pitch Night is this upcoming Friday and Saturday. We are expecting at least 3 potential directors, but do not know which nights they are coming to pitch.

18. New treasurer laptop

- a. The Board approved the Sandtronic quote at the last meeting. Has a new laptop been purchased?

19. CAC Funding- TABLED

- a. .

20. Booking the banner for the 2023/24 season

- a. We can book these times based on the time slots. Ask Mimi to send production date slots to the Cariboo Memorial Complex to book the banner over Oliver Street.

21. Rotary Donation

- a. Stacey is going to drop off the vouchers at Sandtronic.
- b. Rotary fundraising dinner postponed until April.

22. Fluorescent lights and transformer

- a. Jeff - missing quite a few house lights. There was a lot of buzzing backstage when fluorescents were on. The transformer was vibrating. Jeff is wondering if the burned out lights are causing the transformer to work harder. We need to contact the SD to see who is responsible for looking at fixing this (transformer and/or lights), and to get their opinion. If we can do it ourselves, it can be something we can look at in the summer when we don't have a production going on. Brad suggests a summer work bee to see if good bulbs work in 'out' spots to see what needs to be fixed and/or replaced. Probably should have an electrician 'okay' everything.

23. Purchasing supplies

- a. Jeff - gave Stacey an invoice for gaffers tape. Rosco brand is not available at the moment. This tape is priced similarly to other good gaffers tape.

24. Posting minutes

- a. Brad will keep working on putting them on the website. Kirsten will, in the meantime, email them out to the membership.

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

- a. September 25-30 - tentatively the whole week. We will wait to hear the Orange Shirt Day production pitch to see what they're thinking.
- b. November 1-4, 8-11, and 15-18
- c. January 17-20, 24-27, and 31 - Feb. 4
- d. March 13-16, 20-23, 27-30
- e. May 1-4, 8-11, and 15-18

26. 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 emailed Dwayne Davis and is still waiting for a reply.

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

- a. Information and handbooks for each department have either gone missing or have not been handed over to people in those positions. There used to be binders with all of this information.
- b. Tanis suggests having all of the handbooks in the make-up room so anyone can read it backstage. These should also be on the Drive in one file. She volunteers to put these handbooks together with suggestions from experts in our membership. Kirsten volunteers to put together drafts for Front of House and Stage Manager handbooks.
- c. This should be something that should be sent to each director to hand out to their production team.

28. Open Book and Ticket Sales

- a. Stacey's discussion with Angela: See Comp Ticket discussion.
- b. Make sure to have 'non-refundable' on all tickets. It was missed on the 'Buying The Moose' tickets.

29. Stacey's meeting with Mayor Rathor -TABLED

- a.

30. WL ED Roundtable - TABLED

- a. Stacey:

31. Workshops

- a. Tanis: start thinking about what workshops do we want to run this summer as people have been asking about them. Also think about who would like to organise the

workshop series (ie finding people to run workshops, picking dates, corresponding with the Board)

b. Mimi: Youth: TABLED

32. Corporate Credit Card -TABLED

a. Stacey

33. Flex Ticket Pkg Sales - TABLED

a. .

34. Script Reading #2

a. Susan Nelson suggests we have a script reading night geared towards youth using youth scripts. Kirsten will send Susan a message to invite her to the next Board meeting to hear more about her vision for this. Maybe as a summer workshop.

35. Pride

a. Tanis suggests that we have a pride flag on our door to show that we are an open and inclusive society and a safe space. Tanis showed an example from a Facebook moms' group that we could base ours on. Tanis will ask Jazmyn Lyons to design something to put on our outside door.

b. Jeff suggests also putting it on our posters.

36. New Business

a. N/A

37. Next Meeting March 21, 2023 at WLSTS at 5:30pm

38. Motion to adjourn at

a. Motion: Kirsten

b. Second: Brad

c. Carried: Unanimous