



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

1. Roll Call & Establishment of Quorum
 - a. Called to Order: 5:46
 - b. Present: Brad Lawryk, Stacey Poirier, Kirsten Lyons, Mimi Searls, Jeff Rankin, Tanis Armstrong, Jessica Hill, Merla Monroe Late arrival: Jamie Regier.
 - c. Regrets:
 - d. Thank you to all attendees:
2. Review of Agenda
 - a. Amendments:
 - b. Motion to approve Agenda for July 18th, 2023
 - i. Motion: Stacey
 - ii. Second: Kirsten
 - iii. Carried: Unanimous
3. Review of June 20th, 2023 Minutes
 - a. Amendments:
 - b. Motion to approve minutes for June 20th, 2023

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

4. President's Report

- a. Brad: OSD: Popped in on reading on Sunday. Sophia is not getting any help or feedback and is very frustrated. She will go to the band offices this week to see if she can garner support. (This statement was amended August 15th, prior to the Board Meeting and prior to approval of minutes.)

5. Treasurer's Report and Financial Committee Updates

- a. May Financial Review
- b. June Financial Review
 - i. Combined May and June into one b/c not much happened in June. We still look good. Budget is almost done for AGM. She'll get it to us as soon as possible so that we can approve it before AGM. We have GICs coming to term that we'll need to vote on.
 - ii. She's taking a grant writing workshop at the end of the month. For community gaming grants. There's up to almost \$5 million in possible money that we may have access to. With Amy Bond.
- c. Questions?

6. Season Producer's Report

- a. Kate:
- b. Stacey: Kate has been out already. We already have some income coming in, she's invoiced three companies already.
- c. Tanis:

7. Review of Online Business

- a. Merla has been invited to July's meeting.
- b. Slight amendment to June's minutes - The adjournment was not voted on by all in attendance, only by board members.
- c. Discussion asking about where Mainstage might be. Doesn't appear to have been announced yet.
- d. June minutes had listed the incorrect AGM date. It has been fixed.
- e. Stacey will drop off Cash Box to Kirsten for the Yard Sale, Kirsten will keep for the summer. It can't be left in the building when not in use.
- f. Same pricing as last yard sale will be used, anything unsure will be approved by the board.
- g. \$5 obo for furniture at Yard Sale
- h. Motion to purchase a foldable table for WLSTS made by Stacey. Seconded by Mimi. Approved by all who voted. Tanis did not vote.
- i. Interesting offer for a workshop came in via email, not enough time to put together an worthwhile workshop. Stacey will look into this more.
- j. Christa is going to go through the leftover clothes from the sale, salvage what she can for material and donate the rest.
- k. Made \$120 at yard sale.
- l. Yard sale revenue has gone into Society revenue.
- m. Cinderella cast list has been posted. Sandi has a choral director.
- n. Keys were all returned after WUD.
- o. Kirsten purchased a black 6' table.

- p. Question from membership about why we're able to redo the makeup room but not the basement. Makeup room is not structural and is not a fire issue.
- q. Thank you post and email has been made for this season's sponsors.
- r. Tanis would like to make an account for a PDF patterns website for the theatre to avoid copyright issues. Several discussions about this. Added as Agenda point.
- s. Kirsten asked to purchase a pop-up tent for Performances in the Park and other future events. Tanis moved. Mimi seconded. All in favour. Jessica did not vote.
- t. Our containers were broken into. Reported by someone walking at Glendale. Reported to us and to police. Brad and Tanis went to check on it. Rummaged through, but nothing stolen. Lock was replaced and put on more securely.
- u. Makeup room reno has started. Talk about removing/cutting counters to make room for a two-basin sink. Cannot because it belongs to the school board.
- v. Anything taken off the walls from the makeup room that are not reused will be returned to the School Board.
- w. Sophia would like to do a read-through of the Orange Shirt Day Script on July 15 or 16. Casting will be at a later date. This is ok with Sandi.
- x. Kirsten looking for help with the WLSTS table at Performances in the Park for several dates.
- y. Receipts must be turned in ASAP to make the fiscal year end as smooth as possible. Cut off is August 1st. Anything purchased between then and August 31st must be turned in to Stacey on the day of purchase.
- z. Sophia requested a key or someone to let her in on July 16th for the OSD read thru.
- aa. Pride Society is looking for Vendors for their Party in the Park on August 18th. None of the board is able to man the table, so Kirsten reached out to the membership.

- bb. Stacey will run again for Treasurer.
- cc. Stacey asked for permission to book Fabiola for food for the AGM. All who commented agreed. Kirsten moved to allot \$600 to the food for the Annual General Meeting. Stacey seconded. All in favour.
- dd. Things are not going great with the OSD project. Sophia is doing it mostly by herself now and is having a hard time getting interest.
- ee. Sandi is having difficulty finding a stage manager. Kirsten will post/email.
- ff. Questions about whether we can advertise our musicals at the Music of the Night event at the Gibraltar Room on October 25th.

8. The Future of WLSTS Space

- a. Stacey: Spoke with Steve Forseth. She's been in contact with Rena Schill and is back on the agenda to be on the agenda for the next joint committee meeting. She would like to involve the gymnastics club and some small local businesses to show that there are other organisations that want to move on the building. We need to keep our momentum on this. The SD is very difficult to deal with. IF the city and CRD are speaking to the SD, then we can keep speaking with the city and the CRD. No one has enough time to keep on the SD. Making sure that the new council and the joint committee remember that we are here and have needs. Stacey will present the same slide show with some new additions. We need to make this bigger than us. Use the Ashcroft Hub as an example.

9. Liaison/Producer Update

- a. Wait Until Dark
 - i. Stacey: Made \$3731.47!

ii. Merla: Blown away by the end production. Enjoyed it every night. Grateful to the many hours put in by so many people. Many went above and beyond. There were 25 people who were directly involved. Was very happy with the audience numbers, not under 25 every night. Especially with how hot it was. Came pretty close to what she had budgeted for. Loves directing, but this production had its challenges - but not where we expected them. Culmination of silly things that began at the beginning and carried all the way through. Caused a lot of stress, wasn't sure if the play would go forward at all. A big take home for her is communication - there was a lack of communication that she takes ownership of. She has a hard time expressing what she wants/needs from people. But communication goes both ways. Thinks that the board's idea to create specific job descriptions to hand out to all would be very useful. Something general that could go for everyone is that communication is VERY important - not just the director saying what they need, but also everyone else communicating with the director. Ie. Keeping the director apprised of where they're at with their tasks. Lastly - let's not burn ourselves out. Overall was very pleased.

iii. Jeff:

b. Cinderella

i. Sandi:

ii. Eileen:

iii. Tanis: Has 183 garments to make. Sewing bee August 26th.

iv. Kirsten: Still all cast. Had a read thru two sundays ago - about two thirds came.

Have started some vocal rehearsals with the main characters. Idea is to have all

the main songs rehearsed and blocked so that vocal rehearsals can focus on chorus. Sandi has spoken to someone who has worked with Kersley who is interested, but would like more help.

v. Jeff: Has met with Sarah who will be his assistant who will be using Cinderella as her Capstone project.

c. Mamma Mia

i. Becky:

ii. Stacey: Auditions are September 24, 25, call backs 26, rehearsals start October 1st. Scripts have not been ordered yet, will order tomorrow. Was waiting for some revenue.

d. Dr. Jekyll & Mr. Hyde

i. Tanis: nothing new. Will remind Kathy to send her the budget for Festival that she used.

10. Fundraising Committee

a. Stacey moved to remove this agenda item, as there has been no news in months.

Kirsten seconded. All in favour.

11. Chamber of Commerce Membership

a. Tabled until next meeting. Waiting for Jason Ryll to put together a package for us.

12. Booking the banner for the 2023/24 season

a. Did we find this banner? Not the one for Rona. We think it may have been ruined. We will use one of the smaller ones that we've walked with in the parade.

13. Fluorescent lights and transformer

a. Jeff *TABLED*

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

- a. Ongoing.
- b. Getting more info from Merla is good. Kirsten and Tanis will work on this this week.

15. Workshops

- a. Kirsten. For sure have two. Lighting design with Troe Weston - August 2nd @ 6:30.
Stage managing with Kirsten - August 19 @ 10. Trying to put together a group of experienced directors to do a directing panel - possibly the 12th of August. Kirsten will speak with Sandi about the panel, and will send out invites for the workshops soon.

16. Corporate Credit Card

- a. Update? Stacey : Almost done putting all the paperwork together. Couple of things to submit.

17. Flex Ticket Pkg Sales

- a. Brad: Contacted Angela, but just this morning, so hasn't heard back from her yet.
Kirsten asked if we can put some of our postcards at Open Book.

18. Pride/Inclusivity logo

- a. Tanis: Pride Community will put us on the list for a sticker for the makeup room.
They will send us the graphic for our posters - Tanis will ask for this to be sent before the AGM. This can be removed from this agenda and added to AGM.

19. Spring Yard Sale

- a. How did it go?
 - i. Didn't go as well as the one in the fall, but lots of people came in and checked us out and interested in this season. Afterwards, Christa invited the Thrift Bucket to come and take what they wanted, they in turn want a sponsorship form.
Anything left over Christa went through and took what she wanted and donated the rest.

20. Dimmer pack issues

- a. Jeff: Quote? Tabled.

21. AGM :

- a. Dinner first, then meeting.
- b. Possibly catered by Fabiola.
- c. Kirsten: could the cast of Cinderella perform what they've rehearsed before or after the AGM? Yes, during dinner? Or one before and one after.
- d. Brad is Chairing. Will also run the voting.

22. Theatre etiquette

- a. Tabled to develop a policy surrounding this.

23. Sage Accounting Software

- a. Stacey: moved to remove. The reporting is not the same with Sage, so will now stay with QuickBooks. Sage is more for accountants, QuickBooks is more clear. Seconded by Mimi. Unanimous.

24. Sponsorship Matrix

- a. Stacey: We voted on this online before it was handed out. Will send a PDF to Brad. This is done. Mimi moved to remove from Agenda, Tanis seconded. Unanimous.

25. First Aid for shows

- a. Have we developed a policy for this? Discussed and concluded last month. Can be removed. Tanis moved to remove, Kirsten seconded. Will be added to all policy books. Unanimous.

26. Zone Festival 2024

- a. Kirsten: 100 Mile will not be participating as they do not have a play selected and are still trying to grow their membership. Sent out emails to all active clubs in Zone and to CIZ

group. Kersley is planning on having a play ready. PG is about 90% sure that they're in. Are waiting for full commitment. Mainstage is back in the Fraser Valley Zone. We are the only people who can host CIZ. We recommend that the incoming board approve hosting CIZ Festival 2024. This will revolve into the next board agenda.

27. Air Conditioning

- a. Stacey: Standing ones that can be bought - have no structural bearing. Stacey can get us a quote for a few units for us. There is a city grant coming up that we may be able to access for this.
- b. Tanis: Condensers would be able to be attached to the wall, only one vent needed and a very small one, and can be removed and moved. She will speak to Horizon and get a quote. Hoping to have it in order to have a special resolution at the AGM. Will also find out the resale. Likely 6 would be needed for our space.

28. PDF Costume Patterns

- a. Tanis
 - i. Laughing Moon Mercantile
 - 1. Login account created and info recorded on the password sheet in Drive.
This account wasn't actually created for some reason, so she will redo this.
 - ii. Copyrights: When you buy a PDF pattern, they send you a document. At the bottom of each, it lists who the pattern was made for. She doesn't feel safe sharing patterns between us, which is why she suggested making a WLSTS account, so that the theatre owns the pattern. We can save our patterns on Drive to access in future.

29. Theatre Clean-Up

a. Tanis:

- i. Makeup room: She still needs to make shelves for makeup and install a drawer and reload all the items. And paint the door.
- ii. Theatre clean up: in doing the makeup room and digging through the C Cans and basement, it needs love. Wants to have a theatre clean up August 12th to clean the basement and the C Cans, especially the basement. Would like for Jeff to be there if possible. She and Chris will organise. Would like to propose to buy and make burgers. Stacey moved that we buy burgers and buns and freezies with a budget of \$100. Kirsten seconded. Tanis will donate a pasta salad. Tanis is making a list of things to be done.

1. Anyone going into the basement needs to have masks, gloves, shoes.

30. New tool budget

- a. Tanis: In building the makeup room, we need more bits and drivers, and possibly a jigsaw. Stacey has one she'll donate. We used to have one, but it has disappeared. We've needed new bits and drivers for a long time.

31. New Business

- a. Jeff has been talking with Sam about the fridge from WUD - the cold control doesn't work. Sam can't do anything about it this weekend, but if it hasn't been fixed, he will come and get it.

32. Next Meeting August 15th, 2023 at WLSTS at 5:30pm

33. Motion to adjourn at 7:02

- a. Motion: Jessica
- b. Second: Jeff
- c. Carried: Unanimous