



Minutes for WLSTS Board of Directors' Monthly Meeting held in person at WLSTS
June 20th, 2023.

1. Roll Call & Establishment of Quorum
 - a. Called to Order: 5:30pm
 - b. Present: Mimi Searls, Kirsten Lyons, Tanis Armstrong, Brad Lawryk, Jessica Hill, Jeff Rankin, Christa Obergfell - Late arrivals -Andreas Marty, Margaret Marty, Corinne Stromsten, Carl Johnson
 - c. Regrets: Stacey Poirier
 - d. Thank you to all attendees:
2. Review of Agenda
 - a. Amendments:
 - b. Motion to approve Agenda for June 20th, 2023
 - i. Motion: Tanis
 - ii. Second: Kirsten
 - iii. Carried: Unanimous for those in attendance
3. Review of May 16th, 2023 Minutes
 - a. Amendments: Made by Stacey to the Financial report section.

- b. Motion to approve minutes for May 16th, 2023
 - i. Motion: Mimi
 - ii. Second: Brad
 - iii. Carried: Unanimous for those in attendance

- 4. President's Report
 - a. Brad: Not much to report. We discuss everything online. Yard sale coming up. Thank you to Kirsten, Tanis, Christa, Sharon, Merla, Susan for organising.

- 5. Treasurer's Report and Financial Committee Updates
 - a. May Financial Review
 - i. Tabled to next meeting.
 - b. Questions?

- 6. Season Producer's Report
 - a. Kate:
 - b. Stacey:
 - c. Tanis: Stacey sent her some info, but hasn't had the chance to go through it yet.

- 7. Review of Online Business
 - a. Amendment made to financial report from last month.
 - b. Kirsten forwarded the email that Tanis got in response to us booking a table at the farmer's market on stampede weekend. Stacey and Mimi agreed that Kirsten could fill out the application and send it in. Noone else commented.
 - c. Zoom account is no longer accessible. We're pretty sure we have all of the important videos already uploaded to YouTube.
 - d. Sandi wondered if workshops will be given a budget. Stacey will put something together to submit to us.

- e. Discussion around postcards to give out at Farmer's Markets and Performance in the Park. Brad, Stacey and Kirsten agreed to get quotes from Papyrus and Do More. The others didn't comment.
- f. Kirsten would like to make magnets to sell for the society at the Farmer's Markets. Will get an estimate for cost of making them.
- g. Prescription sunglasses were lost at the May 20th performance of WUD. Jessica has the phone number for the owner.
- h. Discussion about First Aid. We need to make a log binder to report incidents and supply usage. Reminder that anyone who does not have a valid First Aid cannot administer medication and that the Society does not reimburse for medications.
- i. Tanis reorganized the maintenance room.
- j. Online ticket reconciliation for WUD was sent to theatre email. This sparked a discussion about the cost of online ticket fees, as online sales cost us \$0.69 per ticket.
- k. Kate and Stacey will be double teaming the Season Producer Role with Tanis to head the follow up in September.
- l. Website has been updated to reflect next season.
- m. Update from Kirsten regarding postcards. Do-More doesn't do postcards. They do magnets with a 500 minimum, can't quote until given an amount and design. Papyrus is quoting 1,000 for \$239 + taxes; 2,000 for \$370 + taxes; 5,000 for \$766 + taxes. Vote created for number of postcards to make: unanimously voted for 2,000. Will stick with homemade magnets for the Farmer's Market.
- n. Looking like we will be able to have a zone festival next year.
- o. Formatting for postcards was proving challenging. Kirsten found a solution.

- p. Discussion about whether to do Street Fest or Market at Stampede. Realm of Toys will email an application.
- q. Postcard draft approved
- r. Art Walk contacted us looking for businesses to buy ad space in their program. Two choices: 1. Full page - 6" wide X 9 ¼" for \$225, or 2. Half page - 6" X 4 ⅝" for \$125. We would be responsible for making the ad. We decided on full page, Kirsten making ad.
- s. Discussed Lifetime Membership and Lewerhoff Award for this year.
- t. Script orders are in.
- u. Brad, Stacey and Tanis approved the Art Walk Ad.
- v. Stacey motioned for Kirsten to have permission to buy glass stones, mini magnets and glue to make the WLSTS magnets for Street Fest. Brad 2nd. Tanis and Jeff agreed. Others did not comment.
- w. Kirsten filled out the form and paid \$10 for Street Fest.
- x. Kirsten will use Stacey's 6'x6' tent for Street fest and Performances in the park.
- y. Tanis and Corinne will be painting a few flats with Theatre Black
- z. Postcards are printed.
- aa. Brad will check in with Katalin, Jamie and Sophia to see how Orange Shirt Day is coming along. It is a go and moving along slowly.
- bb. Stacey sent out the proposed sponsor pricing for next season. Was approved by Tanis, Brad, Kirsten. Others did not comment.
- cc. Email from new member, Troe, asking to borrow some of our lights for a show in Penticton. Board all agreed that we were not comfortable with that.
- dd. Kirsten looking for volunteers for the booth at Performances in the Park and Street Fest.

- ee. Due to a possible attempted entry into instagram, Kirsten reset the passwords and set two-factor authentication (her phone number) and added the passwords to the list on our drive.
 - ff. Magnets are done. To be sold "By Donation". If people buy memberships now, they will still need to be renewed in September. Kirsten will take Sponsorship forms for the booths for the summer. And Seat forms.
 - gg. Discussion about what should and shouldn't be lent to Dance in Common and that if this goes forward again, we should have a contract.
 - hh. Shane asked to use the Theatre's easel. Jeff, Tanis and Stacey approved. Others didn't comment.
 - ii. Tanis expressed concern over the office lock that is sticky and not working quite right. Stacey will mention to the school board.
8. The Future of WLSTS Space
- a. Stacey: Tabled
9. Liaison/Producer Update
- a. Wait Until Dark
 - i. Stacey:
 - ii. Jeff: Went well, didn't sell out any shows, but had some great audiences
 - iii. Invite Merla to next meeting to debrief
 - b. Cinderella
 - i. Sandi:
 - ii. Eileen:
 - iii. Tanis: needs more green, purple and yellow dresses - really anything but blue.

iv. Kirsten: Sandi had call-backs yesterday and was calling today, will send Kirsten the cast list to post. First read-through is July 9th. Sandi will be dropping off the scripts and music at the theatre on Saturday - will use us as a pick-up point.

c. Mamma Mia

i. Becky:

ii. Auditions will be late September.

d. Dr. Jekyll & Mr. Hyde

i. Tanis: Auditions will likely be first week of January.

10. Fundraising Committee

a. Tabled

11. Chamber of Commerce Membership

a. Tabled

12. Booking the banner for the 2023/24 season

a. Mimi -

i. Also will phone Rona to book the fence along third ave.

1. Phoned. The property now belongs to Sprucelee. Phoned their office and left a message today.

a. We can put banners up whenever we want as long as we clean up after ourselves. No cost. If it looks crowded, give Brian at Sprucelee a call.

2. Stacey will look for this banner.

13. Fluorescent lights and transformer

a. Jeff *TABLED UNTIL SUMMER*

- b. Do we have a ladder high enough to reach the fluorescents? Tanis will let us use hers again.

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

- a. Ongoing.
- b. We got the producer and stage-manager ones. Need to get the director's one done. Tanis and Kirsten will tackle this before next meeting.

15. Workshops

- a. Kirsten spoke to Sandi. Has two workshops set up for sure: Stage Managing hosted by Stacey and Lighting Design hosted by Troe Weston. Unsure of dates.

16. Corporate Credit Card

- a. Update? Tabled until Stacey is back.

17. Flex Ticket Pkg Sales

- a. Brad: Hasn't been able to connect with Angela yet, so he will email her.

18. Pride/Inclusivity logo

- a. Tanis: Tanis has wondered if we should keep the Pride Society's business stickers image. They've said that they'll send us the image if we want to add it to our posters. We should also put one in the makeup room.

19. Spring Yard Sale

- a. This weekend.
- b. Kirsten: Will be picking up 9 tables from the Arts Center for things that need to go on tables. Set up will start Friday at 1pm. Tables will be returned after cleanup on Saturday. Tanis asked Lorne about BBQ, he asked for numbers, but she hasn't heard back. Member Margaret asked if only things from here were being sold, we invited any donations. 10am-2pm.

20. Dimmer pack issues

- a. Jeff: Quote? Tabled.

21. AGM :

- a. September 23rd: we'll need to start looking at food. Stacey was going to talk to the Loon?

22. Theatre etiquette

- a. Tabled to develop a policy surrounding this.

23. Sage Accounting Software

- a. Stacey: Tabled

24. Sponsorship Matrix

- a. Stacey: Tabled

25. First Aid for shows

- a. Idea of having someone with valid first aid: will cost the theatre quite a lot of money and is a big ask for someone. Better idea would be to keep maintaining our first aid bin. Anyone who has valid first aid and needs to use it will be covered under the Volunteer Act. Tanis would be willing to do the cheaper first aid if it's something we really need. We're close enough to the hospital that we're ok without a designated first aid. If there is any building going on, there should be someone else in the building with you at all times. Tabled to the next meeting to create a policy around this. Are there other theatres that we could look at their policy? Our policy should be presented to the membership at the AGM if possible.

26. Zone Festival 2024

- a. Kirsten: emailed all the groups within our zone and the actual zone itself. To see if we are interested in having a festival and if the groups are wanting to do productions. PG is

very interested, but waiting to see if there is anything firm. Kersley is putting in a production. No word from 100 Mile. Must have three plays from at least two different companies. We're next to host and are the only one that has a place to perform. Kirsten will reach out to 100 Mile again.

27. Air Conditioning

- a. Needs to be discussed. There were people who left at intermission in WUD because it was too hot and they couldn't breathe. Investigate ways that this could be done. Swamp coolers? A/C venting out the covered window? Continuing.

28. Dance in Common

- a. Corinne: went great. New venue, but it looked great especially with the lighting. Was much like a theatrical production. Made it easier having a stage manager. Will need to decide where it will be held next year. Stage looked amazing. Clean up was excellent and went very smoothly. Lots of great feedback. Super grateful as they had no budget this year.
- b. Tanis: Thank you to Jeff, Cathy, Drinda. Minor hiccups. For next year, if we do this again: Need more extension cords. Corinne has some that she'll show us. Maybe one or two volunteers to be there during the day. Maybe one more truck. From the board point of view- we will write a contract if we do this again, Tanis has kept a list of everything that was used. Used an extra 3 4x8 and 2 3x8 flats. Would be better to set up the day before next year- should be in the contract.

29. Open Book staff appreciation

- a. Did this happen yet?
 - i. Yes, they got the food and were very grateful. Charcuterie from Mint and Lime.

30. New Business

- a. Orange Shirt Day Question from Carl: gave the update that we had - it's going, but slowly.
- b. Makeup Room: the goal is to have the makeup room gutted, rebuilt and painted by end of July. She'd like to be in here on Sundays. Will coordinate with Kirsten to possibly have a few "Theatre Maintenance" work-bees. Depending on how many people show up, we can get them to start painting the stage, taping and painting the seat risers, tightening bolts on the seats, etc. Make a list of priorities of things that need to get done.
 - i. What do we want to use for cleaning the seats? Does CleanWay rent them?
- c. Stage: For Orange shirt day, it needs to be painted black. Sandi also wants the addition to the stage left, or at least not broken down. Talk to OSD to see if they want the addition to be left, or at least let them know that it's there.
- d. Question from Carl - has the theatre been involved at all with the Marie Sharpe rebuild? Not that we've heard.
 - i. Jessica - there is no performance space planned there.
- e. Christa has moved and reorganised all the military costumes to the basement. The only spot was next to the door that is to be left clear. She's hoping to reorganise the period pieces soon.
- f. Jeff: The door between the office and the space behind was wide open the other day. Tanis said it was closed the next time she came.
- g. Christa: Is there a way we could finish the basement to make it fire safe so that we could use more of it? Can we ask the school district again? We know the answer was no last time, but it would be great to address it again.

31. Next Meeting July 18th, 2023 at WLSTS at 5:30pm

32. Motion to adjourn at 6:40pm

- a. Motion: Jessica
- b. Second: Tanis
- c. Carried: Unanimous, for those that were in attendance.
 - i. Amendment to Adjournment note c.: Only the board voted to adjourn. This expression was used to describe that only the board members who were in attendance voted.