



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

1. Roll Call & Establishment of Quorum
 - a. Called to Order: 5:33PM
 - b. Present: Brad Lawryk, Kirsten Lyons, Jeff Rankin, Jessica Hill (video call)
 - c. Regrets: Stacey Poirer, Tanis Armstrong, Mimi Searls
 - d. Thank you to all attendees: Susan O'Sullivan
2. Review of Agenda
 - a. Amendments:
 - b. Motion to approve Agenda for March 21st, 2023
 - i. Motion: Brad
 - ii. Second: Jeff
 - iii. Carried: Unanimously
3. Review of February 21st, 2023 Minutes
 - a. Amendments:
 - b. Motion to approve minutes for February 21st, 2023
 - i. Motion: Kirsten

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

4. President's Report

- a. Not much to report. Looks like we had a good run for AFGM. According to the reports, we're doing pretty good.

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

- a. December, January and February Financials Review

- i.

- ii. Questions:

- b. CCACS Grants

6. Season Producer's Report - **TABLED** Are we inviting Kate and Eileen to these meetings since their names are on the agenda?

- a. Kate:

- b. Stacey:

- c. Eileen:

7. Review of Online Business

- a. Angela borrowing the sunflowers from "Calendar Girls" for a display in support of the Ukraine. Approved by Kirsten, Mimi and Stacey.

- b. Rotary wants to borrow our large easel for their Starfish Pack fundraiser on April 15th. Approved by Kirsten, Mimi, Tanis, Stacey and Jeff.

- c. Half the dimmers in one of our dimmer packs went out during the February 27th performance of AoA. Jeff is diagnosing and has suggestions.

- d. Our label maker is missing.

- e. Price changes in concession should be discussed with the board. Stacey made a motion to change the cost of pop, water and cookies at FOH to \$2. Seconded by Kirsten.
Approved unanimously.
 - f. Theatre was given a white board.
 - g. Kirsten created a "Members" label in the email to facilitate sending emails just to our membership.
 - h. Tanis sent several options for inclusivity stickers/flags for the theatre.
 - i. Stacey made a motion to increase the float to \$500 for concession. After some discussion, the board compromised to increase it to \$400, which is what it was before COVID.
 - j. Teacher inquiring about a theatre tour for their grade 6/7 class. Kirsten has said she can be there. The board has approved the request. Tour will be sometime in April.
 - k. Stacey picked up the incorrect check for the laptop and paid for it.
 - l. Dimmer pack is magically working again.
 - m. Alarm should be checked - Brad got a call at 1am that it wasn't set, but when he got there, it was.
8. The Future of WLSTS Space -nothing to report at this moment. The School Board came by today while Jeff and Murray were working on the set. They, too, have a pack rat problem on the other side of the school. Apparently, the rats have brought some of our food props to the other side of the school.
9. Liaison/Producer Update
- a. Buying The Moose - nothing new to report ****remove for the next agenda****
 - i. Rae:
 - ii. Jessica:

- a. A Few Good Men.
 - i. Kathy:
 - ii. Mimi:
 - iii. Brad: financials are in and we made money
 - iv. Jeff: lots of excited patrons
- b. The Age of Arousal
 - i. Eileen:
 - ii. Brad: numbers aren't in yet, but it seems to have done well.
 - iii. Jeff: It went well.
- c. Wait Until Dark
 - i. Stacey:
 - ii. Kirsten: popped in to a rehearsal at the Arts Centre. Seems to be going well.
 - iii. Tanis:
 - iv. Jeff:
 - v. Brad: lost Shane as an actor. Chris Armstrong will step in

10. Fundraising Committee

- a. ****TABLED****

11. Chamber of Commerce Membership

- a. ****TABLED****

12. 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. Hoping to do that this week.

13. Sponsorship Discussion/Angela:

- a. ****Remove - had this discussion last meeting****

14. Policy for Comp Tickets:

- a. Try to make it streamlined so that it's consistent for every production. Maybe have it every Wednesday or Thursday or Friday. This way it can help alleviate any confusion around the comp ticket process. One comp ticket per credited person.

15. Pitch Night & Pitch Committee

- a. 3 plays were pitched. Q&A will be Friday, March 31st at the Theatre. Brad will send a reminder to all directors and committee members.

16. New treasurer laptop

- a. The new laptop has been purchased and picked up.

17. CAC Funding

- a. **TABLED**

18. Booking the banner for the 2023/24 season

- a. Mimi - **TABLED UNTIL OUR SEASON IS CHOSEN**

19. Rotary Donation

- a. Stacey has dropped off the vouchers at Sandtronic
- b. Rotary fundraising dinner postponed until April 15th.

20. Fluorescent lights and transformer

- a. Jeff - this will be a summer job

21. Purchasing supplies

- a. Jeff - picked up new tape. Much better than the last batch.

22. Creating time slots for next season's play so that the selection committee doesn't have to. Are these finalized? We need to create a scenario for a 3 play season and a 2 play season.

- 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
 - 3 Play Season Scenario
 - a. Orange Shirt Day - last week of September. Will need theatre the majority of September. Out of the theatre by October 2nd.
 - b. November 29 - Dec 2, 6-9, and 13-16
 - c. February 21-24, 28- Mar 2, and 6-9
 - d. May 1-4, 8-11, and 15-18
 - 2 Play Season Scenario
 - a. If a play doesn't get selected, then we get rid of the slot it would have fit into.
23. 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 haven't heard back. We will keep this agenda item for one more meeting.
24. 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.
- d. Tanis: Met with Mary-jo she said she would look for old drafts of the hand books. Brad found a Stage Manager one and he sent it to her. She hasn't had a chance to do anything with it yet. Kirsten is willing to help out with that one. She has been looking at directing handbook examples for community theatres and is going to use them as an outline/starting point. She started this on vacation so she hasn't gotten to a point to give to the board yet to look over. She plans on having a seasoned directors coffee meeting to get their input on it. She would also like to do the same with the producer's cheat sheet and front of house. Jessica is willing to help out with the writing.

25. Open Book and Ticket Sales **discussed last meeting**

- 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.
- c. Trading tickets for another date should not be allowed.

26. Stacey's meeting with Mayor Rathor

- a. **TABLED**

27. WL ED Roundtable

- a. Stacey: **TABLED**

28. 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. Kirsten will contact Sandi Alaric to see if she would like to organise workshops again. Susan is willing to help.
- c. Mimi: Youth: **TABLED**

29. Corporate Credit Card

- a. Stacey - **TABLED**

30. Flex Ticket Pkg Sales

- a. Brad: They're great to have, but they might be more of a hassle. He would like to hear Angela's input on them as she will be selling them at The Open Book. Brad will contact Angela.

31. Script Reading #2

- a. Susan: a friend with a child said it would be great to have a script reading for children. After discussion with the friend, summer might be hard, and June could be very busy with year-end youth based activities happening in the community. Maybe the first weekend of September, possibly September 7th as long as it doesn't interfere with Orange Shirt Day rehearsals. Maybe from 6:30-8:00. Susan has some kids' scripts at home that we could use. She would need help facilitating it and maybe run it as she doesn't know if she will still be in town. Jessica is also willing to help. A possible tour of the theatre would also be great. A question about criminal record checks came up. Is that something we need to get for our volunteers if it's a one time event or a series? Jessica thinks that if it's a one-off event, it shouldn't be an issue. The Board needs to think of a date to make this happen as long as there is someone to help run this.

32. Pride/Inclusivity

- a. Tanis loved the conversation we had around the inclusivity logo/sticker/thing. She doesn't think this is something we want to rush. We should have conversation around it. She personally likes the idea of the inclusive flag, and instead of the red dress and orange shirt we could do something with hands holding wrists in a circle with different colours of skin and the words "everyone is welcome" as well as our logo.
- b. Brad would like a discussion about this when everyone is here.

33. Spring Yard Sale

- a. Something to discuss online with the rest of the Board. Decide on a date. Tabling it until the next meeting might not give us enough time. Possibly before Wait Until Dark to help promote the play.

34. Dimmer pack issues

- a. Jeff: Covered this already. Will get a quote and then talk about it more once we get some solid pricing numbers.

35. Raising ticket prices for musicals

- a. ****TABLED - should be discussed with everyone present.****

36. New Business

- a. AGM Date - need to decide whether we will have it before or after the Orange Shirt Day event. This is something to add to the next agenda.
- b. Theatre Etiquette - leaving during the show and coming back in should not be allowed. This is something we need to add to the speech as well as theatre etiquette signs in the lobby and possibly the program. If the TV is used again, it can be added to a slide. This needs to be reviewed with the Front of House members, too.

37. Next Meeting April 18th, 2023 at WLSTS at 5:30pm

38. Motion to adjourn at 6:48PM

a. Motion: Brad

b. Second: Jeff

c. Carried: Unanimous