



Minutes for WLSTS Board of Directors' Monthly Meeting held in person at WLSTS  
May 16th, 2023.

1. Roll Call & Establishment of Quorum
  - a. Called to Order: 5:32pm
  - b. Present: Kirsten Lyons, Brad Lawryk, Tanis Armstrong, Jeff Rankin, Mimi Searls, Stacey Poirier
  - c. Regrets: Jessica Hill
  - d. Thank you to all attendees:
2. Review of Agenda
  - a. Amendments: added in the body
  - b. Motion to approve Agenda for May 16th, 2023
    - i. Motion: Stacey
    - ii. Second: Kirsten
    - iii. Carried: Unanimously
3. Review of April 18th, 2023 Minutes
  - a. Amendments: Last names will be to the beginning of the minutes
  - b. Motion to approve minutes for April 18th, 2023

- i. Motion: Brad
- ii. Second: Stacey
- iii. Carried: Unanimously

#### 4. President's Report

- a. Brad: Nothing to report that hasn't already been discussed online. Saw WUD. Set is fantastic. Show is great. Audiences loved it.

#### 5. Treasurer's Report and Financial Committee Updates

##### a. March Financial Review

- i. Once AoA is reconciled, we will move more \$ into our savings.
- ii. Tabled from last meeting.
- iii. We are in the black. The new laptop is not in our assets yet. Will meet up with Val next month to add it and reconcile GST. We have finally received our final CERB payment after much struggle. The society will always be in a deficit because we are a non-profit. \$11000 deficit for now. AoA did well- \$7300. Nothing glaring with those numbers. WUD is in deficit for now because we don't have their final financials. Few more receipts, but they're doing well. \$3900 revenue for now for profits. Great, especially after the last two years. Memberships are at \$515 for the year. The e-transfer fee is paying for itself now. Only paying \$18 a month now.

##### b. April Financial Review: Combining with March

##### c. Amendment to Treasurer's Report (Stacey)

- i. In the March Financial Review bullet point iii.
  - 1. The reason that the Society shows a significant deficit on the report is because the class "Society" is isolated to its own Profit and Loss. The

Society in itself does not generate much revenue unless in the form of donations direct to it. Our revenue comes from the productions.

However, the Society does shoulder the day to day operations as it is normal in a not-for-profit. The "for now" after \$11 000 needs to be removed as that is just a stated fact. WUD is waiting for their generated revenue to reflect in their final financials. The \$3900 revenue is the all class reporting for this fiscal year. We pay \$18 as a monthly fee in our account agreement. It isn't for now.

2. In the Questions portion below under bullet point iii.

a. I did not redact anything. I dated the AoA P&L report, the Balance Sheet, and the WUD P&L report to May 16th instead of April 30th to reflect the Deposits that were made in May so that the reporting was offering accurate P&L for the Board to see. I would never redact information on the Financial reporting.

d. Questions?

- i. On Society - the hair and makeup was negative. Stacey not sure - she will ask Val. She charges each show. Is an expense.
- ii. Under WUD - two ticket sales before tickets went on sale - from the Station House gallery. It's because she paid for them so stacey entered it immediately.
- iii. Some reports say until April, some say May. Stacey redacted some reports so that we could see the reports in real time. In the same way that BtM and AFGM were back dated because the rights were paid for before Covid. Hopefully the new software will take care of that.

6. Season Producer's Report

- a. Kate:
- b. Stacey: They have a meeting on the 23rd to help get things rolling for next season. Kate and Stacey will meet, Eileen will be away but will be on board for whatever is decided. Tanis will do the September follow-up, will try to attend the meeting.
- c. Eileen:

#### 7. Review of Online Business

- a. Kirsten to set and record a password for the WUD gallery from Jesse Madden.
- b. Should ask membership for volunteers for the yard sale.
- c. Reminder that we cannot be making copies of scripts, especially the musicals, due to copyrights.
- d. Board decided, after some discussion, to withhold the Bidy Jones Bursary for the year, as none of the candidates met our requirements. Stacey made the motion to defer the 2023 Bidy Jones Bursary as it does not meet our curriculum. Mimi Seconded. All in favour.
- e. We will donate four vouchers to next season to the Harvest Fair Fundraiser again this year. Fundraiser is May 16th.
- f. A child member was poked with a needle while playing outside on our property. Jeff has created a sharps disposal that is in the tool room. We should do a sweep of the grounds periodically.
- g. Murray dropped off the keyboard.
- h. Discussion about ticket pricing for Musicals. Stacey is meeting with Angela.
- i. Tanis has been given the password for the Google Drive
- j. Discussion RE: Ticket prices. Added to agenda.
- k. Telus called and said we may be able to get fibre optic.

- l. Station House Gallery had an anonymous donor purchase tickets for WUD and will be using them for a giveaway.
- m. We're out of vacuum bags. Stacey will hang a sheet with her contact info in the maintenance room in case we run low or are out of supplies
- n. Spring Script order, deadline May 13th.
- o. A member sent a membership and payment to our street address. Stacey found it.
- p. Stacey sent email to Arts Center for AGM booking.
- q. Royalties for Cinderella have been paid - \$6155.34 USD. This high cost is why we need to consider raising the cost of tickets for musicals.
- r. There have been rumours that WLFN has bought our building and is kicking us out.
- s. Another member received an email from a patron that had an incident with another patron at one of the performances of WUD and forwarded it to a board member. Board has decided to print and keep record in the FoH of all incidents with patrons. Patron who encountered the issue was offered flex tickets as our apologies, but insisted it wasn't necessary.
- t. Cinderella auditions poster was proofed, corrected, printed and has begun being dispersed.
- u. It has been brought up to the board to try to come up with ways to cool down the theatre. Several options have been discussed. For the time being, fans have been set up and it was agreed that water would be given for free to patrons. Board approved Stacey purchasing a quiet fan to be placed behind Oona and flameless mosquito repellents.
- v. Our new Shaw bill amount is \$58.15
- w. We need to make sure that all pitch documents are uploaded and centralized. No more handwritten budgets.

- x. Stacey purchased 2 new fans at \$50 each and installed them.
- y. Class theatre tour went well.
- z. Food was left out in the theatre over the weekend. No traces of mice.

#### 8. The Future of WLSTS Space

- a. Stacey: New lease - lease ends June 30th. Stacey will renegotiate. Will try to renegotiate for more space, especially after her meeting with Mark. Thinks the part of the school past the FOH could be a shared space. Suggested to put a locked gate that can be shared. Could give us two more rooms and an office. If we approach as a shared space, we may have less reluctance. This would be very useful with the large casts that are coming up next season. Hope to have the papers by the second week of June.

#### 9. Liaison/Producer Update

- a. Wait Until Dark
  - i. Stacey: It's going very well. The audience is loving it.
  - ii. Kirsten: WE've had lots of great comments on our Social Media posts. The fans have been working well for the first act, but it gets very hot in second act.
  - iii. Tanis: Sold popsicles the last two nights. Went over well.
  - iv. Jeff: Door 2.0 is holding!

#### 10. Fundraising Committee

- a. Nothing new. Revolving item

#### 11. Chamber of Commerce Membership

- a. Tabled to next meeting. Stacey is going to their lunch next Thursday.

#### 12. Booking the banner for the 2023/24 season

- a. Mimi - Emailed Bailey for booking two weeks before and first two weeks of
  - i. Also will phone Rona to book the fence along third ave.

1. Will phone them this week.
  2. Stacey will look for this banner.
- b. Brad: Are we charging the banner to each play, and if so, what if the play chooses not to? It was charged to the play once the society started making better money, but then would the director choose not to? But we hate to lose the advertisement. Could we make a deal with Schickworks for them to discount the cost of making the banner, perhaps in kind? The banner provides consistency in advertising. If we want it for this, then the society should pay for it. Especially since we don't advertise in the paper or on the radio anymore. The "Now Showing" sign should stay within the play budget and is a requirement. Is there a way that the "Now Showing" sign be rolled into the deal that we may be able to work with Schickworks? Won't pay for the orange shirt day banner because it is not actually part of the society.
- c. Motion to keep two banners cost as part of the society expense going forward. Motion by Stacey, seconded by Kirsten. Unanimously carried.

### 13. Fluorescent lights and transformer

- a. Jeff \*TABLED UNTIL SUMMER\*

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

- a. Ongoing.

### 15. WL ED Roundtable

- a. Stacey: Should this stay on for future updates from them?
- b. Can be removed, Stacey will keep us posted if there are any updates.

### 16. Workshops

- a. Kirsten: Sandi is going to find people to run workshops. Top five subject areas were given to her, as well that it was requested that we have someone more professional for

an acting and a directing workshop. Was directed to check theatre BC for grants etc. that may be available. Kirsten sent her a message today, will let us know when she hears from her.

#### 17. Corporate Credit Card

- a. Update?
  - i. Stacey: has a list of the paperwork to get together and there are two more things that need to be done and she'll send off an application. She will be requesting \$15,000 so that it covers the royalties for two plays if necessary.

#### 18. Flex Ticket Pkg Sales

- a. Brad: has some concerns. Where do they get sold from and how does that look? Does Open Book send us a cheque?
- b. They've been sold at the Open Book before, but a long time ago. We'll have to check with Angela to see if she's willing to do it again. They would need to be advertised very well. We would like to stick with having them sold at Open Book if Angela is willing. We sold lots of them, especially at Christmas time. Flex tickets were 10 for the price of 8. The price of these need to go up to match our new ticket prices. Even number price: Book of 10 for \$180. They need to be printed at Papyrus. Brad will talk to Angela.
  - i. We would like to get the staff of the Open Book something in appreciation for their work for us. Possibly lunch?

#### 19. Pride/Inclusivity logo

- a. Tanis: has asked Payton to draw up something small but recognisable. Will also ask some other members to see what they may come up.



- b. Willing to stand and talk at the AGM about this, but would like the board to be physically on the stage with her so that the unity is visible. We should all be on the stage for the entire meeting.

#### 20. Spring Yard Sale

- a. This is a go. We have three members and one currently non-member willing to help Kirsten and Tanis. They will get together to plan, and will meet with each of the directors to make sure that nothing is sold that they want for their plays. June 24th as a date? After grad, father's day and auditions. Can we have vendors? No, not with our liability. Lorne Doerksen will come cook burgers for us and the proceeds will come to us. Tanis will contact him. Contact Jesse Madden to come take pictures for us.

#### 21. Dimmer pack issues

- a. Jeff: Quote? Tabled.

#### 22. Raising ticket prices for musicals

- a. Recommended increase of \$2 across the board and charging the online fee
- b. \$22 for regular ticket prices and \$25 for musicals? Needs to be put to the members before we can make a hard decision. This is the recommendation that will be made to the membership at the AGM.
- c. Charge the online ticket fees. This is the recommendation that will be made to the membership at the AGM.
- d. Points B and C will be put forth by Stacey during the Treasurer's Report.

#### 23. AGM :

- a. Chair: someone not on the board, not in conflict with anyone running. Brad will chair. Need to ask Vote Counters. Needs to be someone in attendance - will be asked at the meeting.

- b. Food: our budget is \$600. Get Lorne Doerksen to do burgers again? Salads and sides from Save-On? Or have the Loon do it? Stacey will contact the Loon.
- c. Tanis would like to decorate, make it a sort of social event. Maybe for next year, as this year is at the Arts Centre.
- d. Create a youth liaison position again.

#### 24. Theatre etiquette

- a. Tabled to develop a policy surrounding this.
- b. This policy will be hung in the lobby

#### 25. Sage Accounting Software

- a. Stacey: Tabled until Val gets home.

#### 26. Costume Buy Back Policy

- a. Can be bought back for the cost of what it was made for.

#### 27. Sponsorship Matrix

- a. Stacey: Tabled until season producer meeting.

#### 28. Workshop Pricing

- a. In the past, Members pay \$5 and Non-Members pay \$15 or Free for Members and cost of Membership for Non-Members.
- b. We like \$5 for members and \$15 for non. Non Members would get a membership with this. This provides a small fund for snacks or the like.
- c. Motion for workshops to be \$5 for members and \$15 for non-members. Special events are situational. Stacey moved. Tanis seconded. Unanimously carried.

#### 29. Societies act

- a. Stacey: Nothing to DO, but there's been a change. If you are listed as a director and you want your name removed, you need to send in a form. If we dissolve, we need to

appoint a records keeper for three years. Registered members need to be organized by class and no other information can be included on the public records.

30. Finalizing next season's dates

- a. Cinderella: Nov. 29th - Dec 2, Dec 6-9, Dec 13-16
- b. Mamma Mia: Feb. 21-24, Feb 28-March 2, March 6-9
- c. Dr. Jekyll & Mr. Hyde: May 1-4, May 8-11, May 15-18

31. Makeup Room

- a. Lots of wasted space. Tanis would like to redo the makeup room, using as much reused items as possible. Would like a hair station, another makeup station, a full sized fridge, more raised cabinets, fresh paint, frame the things drawn on the wall, replacing the sink. Could be done as a workbee this summer, with Membership participation. Needs to coordinate with workshop dates. Stacey moves to give this project a \$300 budget. Kirsten seconded. Carried unanimously.
  - i. Tanis will take this on to organise. She will be given a key for the summer.

32. Seniors discount age

- a. Currently at 65. Keep it at 65. Tickets have always been on the honour system. No more room on the tickets for more writing.

33. Receipt Submission Policy

- a. A reminder of what types of receipts are able to be submitted. Need to give a reminder of protocol at the AGM and will be added to the Policies and Procedures as well as the Producer Guidelines.
- b. Stacey would like to see added that if there are personal items on the receipt, there will be no reimbursement. Does not work if we get audited. This will be added to all the handbooks. Having the credit card will facilitate the ordering of items online.

- i. Mimi moves that If there are any personal items on the receipt, there will be no reimbursement. Jeff seconded. Carried unanimously.

#### 34. Budget Policy

- a. Stacey has discovered that our budget format is out of date and will thus be amending it to match our reporting. She would also like to separate out regular production and Festival to two different budgets. Directors interested in doing Festival should do separate budget projections for the show, Festival and Mainstage.
  - i. Stacey puts all of these budgets into the budget for the AGM. Having them separate when plays are pitched makes it much more streamlined.
- b. No more handwritten budgets. Stacey will help if they need it.

#### 35. Stampede Parade

- a. They are advertising to have people apply to be in the parade. The theme is Man in Motion. Kirsten emailed to clarify what we apply as: decorated float - \$25 fee. We are not allowed to hand anything out this year. Seems like a lot of work if we cannot hand out flyers.
- b. Kirsten will organise. Do we want to do this again? See above. Could we have a table at the market instead? There is no Street Party this year. The Farmer's Market is doing two markets this year, Friday and Saturday. \$15 for a table. \$10 membership to Farmers Market of BC. Tanis will contact- ask about whether we can have a table and if so, if we can sell Memberships. We can hand out AGM flyers and Season Postcards.

#### 36. New Business

- a. New lease agreement - addressed above
- b. Cinderella - audition dates have been set and posters have been printed and are being distributed. Royalties have been paid. Scripts have been ordered and are being shipped.

c. Website hosting - We have a situation. Brad has been footing the bill for the website and can no longer do this. He has been happy to, but can no longer. We could transfer everything into the theatre's name and have the theatre pay for it directly, or Brad can keep paying for it and we can reimburse. We could take it on and "in-kind" reimburse Brad for his time running it. Website cost is about \$200 per year or about \$550 for 3 years.

i. Motion for Brad to invoice the society for half of the cost of the website fees for three years. Stacey moved. Kirsten seconded. Carried unanimously.

d. Dance In Common

i. Tanis took on finding people to do the lights for them. Jeff has agreed to design the lights. Tanis will help Cathie Hamm get everything organised. Cathie, Chris Armstrong, Tanis, Drinda Houston will come set up and take down on the 18th of June, Drinda has agreed to run the old board. No one else will touch anything. Only members. Tanis will also take the flats. Leprechaun light board, four dimmer boxes, extension cords, a few dmx cords.

1. Stacey moved to donate use of above mentioned lighting equipment and flats to Dance In Common for June 18th. Mimi seconded. Carried unanimously, Tanis recused herself from the vote.

e. Open Book appreciation

i. Motion to purchase lunch for Open Book staff from Mint & Lime. Stacey moved. Kirsten seconded. Carried unanimously - Jeff recused himself from the vote.

37. Next Meeting June 20th, 2023 at WLSTS at 5:30pm

38. Motion to adjourn at 7:36pm

a. Motion: Tanis

b. Second: Jeff

c. Carried: Unanimous