



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

1. Roll Call & Establishment of Quorum
 - a. Called to Order: 5:34 pm
 - b. Present: Tanis Armstrong, Mimi Searls, Stacey Poirier, Kirsten Lyons, Jeff Rankin
 - c. Regrets: Shane Tollefson, Becky Strickland
 - d. Thank you to all attendees: Troe Westo
2. Review of Agenda
 - a. Amendments:
 - b. Motion to approve Agenda for November 21st, 2023
 - i. Motion: Mimi
 - ii. Second: Stacey
 - iii. Carried: Unanimous
3. Review of October 24th, 2023 Minutes
 - a. Motion to approve minutes for October 24th, 2023
 - i. Motion: Stacey

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

4. President's Report

- a. Kirsten: nothing to add to what's already in agenda

5. Treasurer's Report and Financial Committee Updates

- a. September Financial Review:

- i. September was slow, though lots of memberships because of AGM. Had to backdate the P&L for Cinderella to May to include the royalties that were paid then. That's why the society is separated. Nothing glaring. We will be in a negative balance for everything until the profits for Cinderella start coming in. We've made almost \$6000 for sponsorships and program ads. We have also had some big expenditures, with the laptop, etc. With the new Treasury laptop not having a disk, we will have to purchase QuickBooks again. Even if we use an external disk, the software was last purchased in 2016, so we should probably purchase up to date software anyways.

- b. October Financial Review:

- i. Combined with September discussion.

- c. Questions?

- i.

6. Season Producer's Report

- a. Kate:

- b. Stacey: Nothing new since last meeting, other than wanting to take the option for business to have us create their program ads for them. Businesses should have their own.

7. Review of Online Business

- a. Motion to sell custom cookies for \$5 a piece if Janet had already ordered them.
 - i. Motion: Stacey
 - ii. Second: Mimi
 - iii. Discussion: Janet had been waiting for our decision before ordering, so they will not be ordered and motion is unnecessary.
- b. Stacey and Becky set a stricter deadline on the “decision date” for Mamma Mia to end of the following week.
 - i. If there is no movement from MTI, Stacey will direct Shakespeare in Love from the cast of Mamma Mia
 - 1. This changed to Great Gatsby
 - ii. Mamma Mia rights were awarded. All advertising was restarted once MTI received payment.
- c. Fire Extinguishers need to be serviced before Cinderella
 - i. Stacey will do it
- d. Tanis looking for volunteers for the New Year’s party committee
 - i. Kirsten will be
 - ii. Tanis would like Becky and Stacey to be involved at least in the conversation so that there is no interference with Mamma Mia.
- e. Any paperwork put into the office for Stacey should have notes on them for her. Ie - how memberships will be paid.
- f. Sarah Grainger won the ticket giveaway
- g. Season ticket/vouchers questions
 - i. They’ve been ready, but were waiting on the info for Mamma Mia

- ii. Motion to sell single vouchers at regular ticket prices not including cheap nights
 - 1. Motion: Stacey
 - 2. Second: Kirsten
 - 3. Carried Unanimously - Tanis did not vote
- iii. Stacey got them printed and out for purchase at the Open Book. Advertising has gone out.
- h. Stacey will be moving \$4000 from the Saving to the Chequing to cover Mamma Mia royalties. This will be replaced with the \$6000 that is in the auto deposit account
- i. Mamma Mia reduced the cast by 3 due to attendance and age limitations.
- j. Kirsten was asked by Todd Sullivan to do an interview for his podcast to help promote Cinderella and possibly the rest of the season.
 - i. Board was able to preview the questions and agreed this was a great idea.
 - ii. Kirsten signed a location release form for the podcast taking place at the theatre with Board permission, knowing that "Property" can only be in the theatre, as we do not have permission from SD27 to shoot outside.
 - iii. Kirsten did the interview
- k. Tanis asked about renting space for auditions for J&H
 - i. Suggestions were made to ask the schools (they would charge too) and Becky about when rehearsals for Mamma Mia would be.
 - ii. It's ok to rent space for money, but would need to resubmit the budget with that included.
- l. Motion to submit our bursary of \$500 named the Biddy Jones Bursary for consideration to the 2024 School District #27 Scholarship Program.
 - i. Motion: Stacey

- ii. Second: Mimi
 - iii. Discussion: the requirements are the same
 - iv. Passed unanimously. Mimi did not vote.
- m. Motion to purchase a rolling laptop case for the Treasury department.
- i. Motion: Stacey
 - ii. Second: Mimi
 - iii. Discussion:
 - 1. The laptop plus all the documentation and now vouchers, it is getting to be too heavy to continue to carry.
 - 2. How much? Approximately \$150
 - iv. Motion amended: Purchase a rolling laptop bag for the Treasurer with a budget of \$150.
 - 1. Motion: Stacey
 - 2. Second: Kirsten
 - 3. All in favour.
- n. Motion to discuss the purchase of a new MacBook to accommodate the Qlab software and updates.
- i. Motion: Mimi
 - ii. Second: Stacey
 - iii. Discussion:
 - 1. The sound MacBooks that we have no longer support the Qlab software and the iOS update won't go through properly. They no longer have the space to handle the updates. We need a new MacBook as MTI only runs through Apple.

2. Stacey will get quotes from Staples, as they are the only ones in town that carry Mac.
 3. Quotes received and recommendation to purchase the one with the largest memory and best CPU.
- iv. Motion to purchase an Apple MacBook Air 15.3" laptop from Staples in Williams Lake for \$1749.99 with the 2 Year Protection Plan at \$499.00 and a case.
1. Motion: Stacey
 2. Second: Shane
 3. Carried: Unanimously, Jeff did not vote
 4. Final total was \$2610
- o. Email from a patron wanting to donate paint to the theatre.
- i. This is something we are interested in.
 - ii. Stacey contacted him and picked up the paint. He is also a collector and is willing to lend items for props and sets.
 - iii. Donated 16 quarts and a 5 gallon pail of paint.
- p. Reminder to please add ALL passwords to the Password Mastersheet on the Drive.
- q. Festival of Trees
- i. Kirsten would do it if had help
 - ii. Kirsten cannot, nor can anyone else on the board
 - iii. Email sent to membership to see if anyone else wants to take it on. Sent with a date restriction as there is a deadline for registering.
- r. We already have people asking to exchange tickets for other nights. Are we allowing this?

- i. Yes, but no refunds. Only exchanges for other shows that still have tickets available, and not openly offered.
 - ii. Talk to Stacey if this is needed.
 - s. Jeff found Vintage Leco Stage lights for sale on Facebook.
 - t. Motion to pay the renewal for Arts BC membership of \$55.00
 - i. Motion: Stacey
 - ii. Second: Kirsten
 - iii. Carried unanimously
 - u. Ruth from the Tribune contacted for permission to use our photos for a brief about the upcoming show.
 - i. In waiting for permission from Jesse, the deadline was missed. So Ruth will do a brief online and an interview with Sandi and put a more robust article in the next physical paper. With her permission, Sandi's information was shared.
 - ii. Ruth was also invited to the dress rehearsal.
 - v. Schedule made for opening speech for Cinderella
 - w. Our label maker is still missing. We should consider a new one.
 - x. Station House Gallery is doing another ticket giveaway thanks to an anonymous ticket donor for the December 9th show.
 - y. Mimi needs access to etransfer approvals.
 - z. Tuesday's meeting will be held in the office.
 - aa. Recommendation of removal of option to have us design ads for businesses for the programs. Companies should be able to provide their own ads.
 - bb. Motion to purchase a new vacuum with a budget of \$1000.00
 - i. Motion: Stacey

ii. Second: Kirsten

iii. Discussion:

1. Ours is done. Would like to get one that does not require bags and has cheap or washable filters.
2. Mimi, Kirsten and Tanis chimed in and agreed. No disagreement from Jeff, Shane and Becky.

cc. Motion to move \$5000.000 from the Savings account.

i. Motion: Stacey

ii. Second: Kirsten

iii. Discussion: For Mamma Mia royalties, that were just over \$10,000.00

i. Carried: unanimously. Shane did not vote.

8. The Future of WLSTS Space

- a. Stacey: Had a very good meeting with the joint committee on September 27th. Very forward thinking and arts driven. Lots of great questions. Melissa, the ED from the Arts Centre, was also there and they would also like to expand, so good potential there. More forward thinking on the part of the city than I've ever been a part of. Will check in after Christmas unless they come to her for another meeting first. The discussion is getting bigger.

9. Liaison/Producer Update

a. Cinderella

i. Director Sandi:

ii. Producer Stacey: Everything Producer-wise is done. The program should be coming this week and the matting is done. Will be here Sunday to work on the till and get things cleaned up in the office.

iii. Liaison Mimi: Few little issues this week, but all has been resolved and has been discussed. Mimi has one more check in to do.

iv. Kirsten: Dec. 1st, 8th, 9th and both matinees are all offline. Both matinees are sold out. Lights have been going up, a few cues have been made.

b. Mamma Mia

i. Director Becky:

ii. Producer Stacey: Going very well. Cast is ready to rock. Will send out posters for board to look at tomorrow.

iii. Liaison Shane:

iv. Mimi: It been great. We've started choreo.

c. Dr. Jekyll & Mr. Hyde

i. Director Tanis: "Speech" - Audition poster was approved today. She was wondering if she's allowed to do a recorded speech. That's fine, as long as everything is in there.

ii. Producer Kathy:

iii. Liaison

10. Fluorescent lights and transformer

a. Tabled until Cinderella is over.

11. Corporate Credit Card

a. Update? It's in the mail!

12. Flex Ticket Pkg Sales

a. Stacey: Done and for sale! 100 of each denomination was printed. Took out 48 for sponsors. Angela will contact if she needs more.

13. Dimmer pack issues

- a. Jeff - tabled until December
14. Theatre etiquette & policy for dealing with member/patron/public issues/complaints/concerns
- a. Mimi: created a document for us to start with. Wanted for us to have something to post for Cinderella. Printed and will be posted for Cinderella.
 - b. Please add the No Space for Hate and Safe Space decals
 - c. Mimi will continue to develop procedures (for FOH, etc) for dealing with any issues that arise. Can take pieces of the Covid plan for this if needed.
15. Zone Festival 2024
- a. Kirsten: revolving into the next board's agenda.
 - i. Nothing right now. We'll have to build a committee and contact the other theatres after Cinderella.
16. Air Conditioning
- a. Stacey: tabled. Will need to be in conjunction with the school board.
17. New Tool Budget
- a. We need to agree on an amount. Tanis will get approximate costs.
 - b. Tanis & Jeff: Tabled.
18. Member Appreciation Winter Party
- a. Tanis: Move to online business.
19. Review of Roberts Rules
- a. Stacey will send out.
20. Utilising a different ticket company
- a. Stacey: for online ticket sales.

- i. From a society stand-point, it's not great to have this money going into a personal account then transferred to us. Would like the discussion opened. Angela will have to be a part of this discussion too.
- ii. How do we differentiate with people being honest about ticket prices? Same as always - trust-based.
- iii. Member suggestion for Ticket Owl - Kelowna based, we would get a small kickback on the fees that they would collect. Troe can put us in touch with them.

21. New Business

- a. Motion to top up the till \$200 to come up to the \$400 agreed upon by the board.
 - i. Motion: Stacey
 - ii. Second: Kirsten
 - iii. Carried: Unanimous.

22. Next meeting: December 19th, 2023 at 5:30pm

23. Motion to adjourn at 6:07pm.

- a. Motion: Kirsten
- b. Second: Tanis
- c. Carried: Unanimous