



Minutes for WLSIS Board of Directors' Monthly Meeting held in person at WLSTS
September 19th, 2023.

1. Roll Call & Establishment of Quorum
 - a. Called to Order: 5:40pm
 - b. Present: Stacey Poirier, Mimi Searls, Brad Lawryk, Kirsten Lyons (left at 6:15), Tanis Armstrong, Jeff Rankin, Val Hanet, Christa Obergfell
 - c. Regrets: Jessica Hill
 - d. Thank you to all attendees:
2. Review of Agenda
 - a. Amendments:
 - b. Motion to approve Agenda for September 19th, 2023
 - i. Motion: Brad
 - ii. Second: Stacey
 - iii. Carried: Unanimously
3. Review of August 15th, 2023 Minutes
 - a. Motion to approve minutes for August 15th, 2023
 - i. Motion: Kirsten

- ii. Second: Tanis
- iii. Carried: Unanimously

4. President's Report

- a. Brad: Wanted to thank the board, it's the best, most energetic board that he's ever been a part of. He's going to miss it. Everyone brought something different to the table. Thank you all around.

5. Treasurer's Report and Financial Committee Updates

- a. August Financial Review: There will be an additional \$600 that shows up for Buying the Moose because some concession revenue was accidentally put into society.

- i. For AGM:

- 1. Stacey has made a comparative of last season's projected budgets for each play compared to the actual expenditures and gross.

- 2. Val printed out a 2018 to August 2023 comparison for overall.

- a. COVID, depreciation and purchase of lights is reflected in these dates as well.

- b. Val Hanet: It's nice to be involved and to do something she can be helpful with. She says the books are going very very well and are clear and well done. It makes things easier for her because she just has to check the books and make out a charity report.

- c. Questions?

- i. Vendor balance for South Broadway- They hadn't invoiced us for the liquor that we'd used. It's now been paid. They've now set up an account for us - we can pick up the alcohol and whatever we don't use we'll bring back. Whatever we used is what we'll be invoiced for.

6. Season Producer's Report

- a. Kate: Hello members of the Board, I wanted to give you an update on what I have done as your Season Producer this year. Over 100 local businesses were brainstormed as places to approach seeking sponsorships. Over the summer, I went out on multiple occasions to drop off letters at more than 70 of the suggested locations. Nearly 20 locations have agreed to sponsor at this point with another 2 weeks of follow up to go. I am happy to report we have new businesses sponsoring for the first time as well as many businesses who continue to sponsor year after year. Stacey has been an invaluable resource to me by heading up the invoicing, tracking the incoming money, helping businesses design their ads (with Brad's help), getting ticket packages out to the appropriate sponsors, and making sure the production producers know which ads go in their program. While my first 2 years as Season Producer had some "growing pains" this year I really felt like I found my stride. In order to continue doing the things we love in this space; we need the support of our local community, and nothing shows us more support than the generous donations of these amazing local businesses.
- b. Stacey: The spreadsheet is up-to-date and I'm working on one more season sponsor, but I don't count it until it's in my hand. There are 2 Jesse is a season sponsor in kind because of all the work she does, Credit Union and Do-More are all season sponsors. Flex ticket packages won't be printed until the ticket pricing has been finalized. Just waiting on the final sponsors to roll in.

7. Review of Online Business

- a. Final AGM poster was sent out to the board for proofing.
- b. Kirsten added the account that we have at Schickworks to the policies, as well as the key policy.

- c. Stacey will make a list of our head people and building manager to post throughout the building.
- d. P&P is up-to-date, without the etiquette policy and new ticket prices, which will be determined by the new board.
- e. Brad uploaded the P&P and C&B documents to the website. He has suggested that we have the specific revision date marked on the document each time one is made. Kirsten added them.
- f. The school district was going to look at our locks sometime on the 17th of August.
- g. Eileen was notified that the OSD project had been postponed and they could go ahead on rehearsals in the theatre.
- h. Brad was made interim liaison for Cinderella.
- i. Discussion about who the SM are for Cinderella, if there will be a head SM, and what they will do for keys. Brad agreed to ask Sandi.
- j. Suggestion to send the Director's Package to seasoned directors to get input. It was agreed that enough board members are directors, that it would be better to get the document out and if people have suggestions, the document can always be updated and is always evolving.
- k. Director's Manual and Front of House Manual were sent out. Several suggestions were made for both, but specific conversation around the FOH manager having keys or not. This was added to the agenda.
- l. The only portable a/c units that Stacey could find that did not need to be vented were swamp couplers that are quite loud. She will price out three a/c units and email the quotes.

- m. Quotes for a/c were sent out. Jeff does not think that the swamp coolers will work because of the humidity. Other units that need to be vented would be better, but we would have to talk to the SD to OK opening up covered windows to vent. Stacey will speak with the SD about venting and with a company like Markey Mechanical about swamp coolers and their viability for our space.
- n. Would we like to participate in the Fall Outdoor market at the Station House? Kirsten is willing to head it. Brad will help. Cost is \$20. No one was opposed. Kirsten signed up.
- o. Tanis and Kirsten made up a list of stuff needed for Hair and Makeup. Kirsten will purchase some in town, Stacey will order the rest from Don's.
- p. Kirsten added a Prop Weapons Check Protocol for the P&P.
- q. Christa has finished cleaning and reorganising upstairs. She brought in more storage and containers. She couldn't do much with the shoes. A few things like tablecloths, afghans and curtains had to go back downstairs, under the stairs, double bagged.
- r. Kirsten sent out the Director's Packages to this season's directors.
- s. Kirsten recommended that we move our meeting on the 19th to the office as there is a full cast rehearsal at the theatre at 6:30. No one was opposed.
- t. Discussion regarding allowing our Season Producer(s) to do their duties as they see fit. Any concerns regarding the handling of said position should be brought to the board first. This was added as an Agenda point.
- u. Pitch Guidelines were updated. It was also uploaded to the site.
- v. Budgets for CIZ and Mainstage were sent out to go over before being resubmitted so that Stacey can send out the proposed budget for the AGM.
- w. Please send Stacey positional reports to be included in the AGM agenda - easier for secretary.

- x. Reminder that Producers are in charge of collecting cast memberships and fees.
- y. Brad received a concern that \$25 for tickets to a musical may be too much. This is something that needs to be voted on at the AGM by membership in any case, and has been shown to be on par or lower than many other companies and events in BC.
- z. Tanis sent her Pride presentation to the theatre for the board to look over to ensure that we are all on board and on the same page.
 - aa. Kirsten has no concerns to voice to the CCACS Board re: PIP.
 - bb. Sign and Banner for Cinderella were proofed and approved.
 - cc. Stacey is writing a letter to bylaw to have the streetlights in our area put back into working order.
 - dd. Tanis is donating her old makeup dolly case for Mainstage.
 - ee. Discussion about smoking on the property. Motion made by Kirsten to make sure that all speeches and programs include a reminder about smoking/vaping on school district property and to remind cast and crew of the smoking vaping laws we must abide by in accordance to our lease. Also to make recommendation to next board that they approach the school board about possibly having a designated smoking area since there are no students present on our site. The motion was not carried; this was made an Agenda point.
 - ff. Something was stuffed into our lock. Tanis was able to unclog it, but the School Board needs to be contacted to have the locks serviced.
 - gg. Kirsten moved that banners and signage will come off of the individual play's expenses going forward. Brad Seconded. All in favour.
 - hh. Revised Mainstage budget was sent out. None opposed.
 - ii. AGM Agenda sent out for review.

- jj. There was a letter from MTI regarding the rights for Mamma Mia - there is a delay in getting them and there are no guarantees. As they have already been advertised, auditions will go ahead as planned.
- kk. Reminder that we made the recommendation that there be a \$2 fee charged for online ticket sales.
- ll. If we have a liquor night, we must have a special permit licence, the serving area needs to be separate, and anyone serving alcohol must have their Serving It Right.
- mm. #2 WLSTS Board 22/23 chat was created, as the original message group was glitching.
- nn. Revised budget has been sent and current version of AGM Agenda was sent out for additions and amendments.
- oo. The sign for Cinderella is up at the end of the driveway.

8. The Future of WLSTS Space

- a. Stacey: sending in report of what she'll be talking about to the city next week. She'd like to talk to a few other people who may want to be involved in this potential space so that they can present as a collective. Will take some numbers from Ashcroft which has a really incredible Hub building. They might be more inclined to want to participate if they see something similar that is successful.

9. Liaison/Producer Update

- a. Cinderella

- i. Sandi:

- ii. Eileen:

- 1. Budget will need to be resubmitted if ticket price changes go through.

2. Report from Eileen was sent to Mimi: Stacey has the copy of the poster and the notice for the lobby. She will get the tickets next week when she is home. She and Sandi are both resistant to the \$25 tickets across the board, but will both attend the AGM to give their opinions. Stacey also got the sign up at the end of the driveway - thank you!
- iii. Brad: Introduced himself as temporary liaison. There was an issue already, but Brad handled it and won't expand because it's been handled, but will mention it to the liaison from the next board in case it comes up again.
 1. Questions: Stacey: Any word from Sandi about who her main stage manager will be? No answer as of yet, next liaison will tackle this.
- iv. Stacey: waiting on additional modifications before sending the poster and notice proofs out. Banner is being made, but we have gotten rid of one of our banners in the past. Stacey will get a quote to have a new one made to pass along to the new board.
 1. Questions: Val : Is there a huge difference between the cost of having a new banner made as opposed to having it re-vinyl? It's a lot of waste to continuously make new ones, we'd rather re-vinyl.

b. Mamma Mia

- i. Becky:
- ii. Stacey: After she applied for the rights a while ago, she checked on them and they have been delayed 4-6 weeks. If we get denied, she will appeal it on the basis that we are so remote and can't compete with any of the other companies and that it will refill our COVID coffers. Auditions start Sunday!
- iii. Budget will need to be resubmitted if ticket price changes go through.

c. Dr. Jekyll & Mr. Hyde

- i. Tanis: Asked Stacey to purchase the rights, just needs to get Stacey a number of scripts.
- ii. Budget will need to be resubmitted if ticket price changes go through.

10. Fluorescent lights and transformer

- a. Jeff *TABLED* Been on his list. Need to check a bunch of bulbs and possibly replace some. Has found a place to get bulk bulbs cheaper.

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

- a. Is always on line and is always revolving, so Stacey moves to remove from the agenda. Tanis seconded. All in favour.

12. Workshops

- a. Kirsten: Have had the SM workshop. Had 6-7 attendees. Went well, very hands on. Showed them comparisons of professional SM book vs ours - ours is fairly easy comparatively!

13. Corporate Credit Card

- a. Update? Still in application process.

14. Flex Ticket Pkg Sales

- a. Brad: waiting until the ticket prices have been changed. This will need to be taken on by the next board.
- b. Angela suggested doing a single voucher. Flex packs are useful for businesses.

15. Dimmer pack issues

- a. Jeff: Quote? Tabled.

16. AGM :

- a. Dinner first, then meeting.

- b. Food will be here, two songs performed by the Cinderella cast.

17. Theatre etiquette

- a. Tabled for the new board to develop a policy surrounding this.

18. Zone Festival 2024

- a. Kirsten: revolving into next board's agenda.

19. Air Conditioning

- a. Stacey: tabled for the new board. Will need to be in conjunction with the school board.

20. Theatre Clean-Up

- a. Noon until three on Saturday before AGM. Brad, Stacey, Mimi will be here.
- b. Tanis: reserves the back row of seats for the costumes during the AGM.

21. New Tool Budget

- a. We need to agree on an amount. Tanis will get approximate costs. Tabled to next board.

22. Front Door Lock

- a. Kirsten: It is very sticky and difficult to unlock. Afraid the key will snap off.
- b. Tanis: Our locks need to be rekeyed. Stacey will need to contact the school board for this. Had to unclog the lock.
- c. Stacey: Talked to Mark, said he'd look into it, Tanis mentioned it to the maintenance people who were working here today - he said he would put a work order in.

23. Keys for FOH Manager

- a. Stacey - this falls under Stacey having the keys for the building. Brad's concern was that if the FOH manager doesn't show up, no one can get the filing cabinet open. The SM keys also has a filing cabinet key, so this shouldn't be an issue. Stacey also has one. Stacey also has the only current key for the gun cabinet.

24. Costume Budget for large casts

- a. Tanis: sewing machines need to be regularly serviced etc. Builders have tools here available to them, the makeup people are provided tools, but seamstresses do not have this. Her suggestion is to either budget for paying for a servicing for the seamstress or to purchase a machine for seamstresses. Would like to see this as something that gets talked about and perhaps passed on to the next board.
- b. Stacey: unfortunately it is a slippery slope, because we can't control whatever usage the machine is receiving and we cannot be paying for people's services. A sewing machine would be more easily explained for our status. Christa added that she would never use another machine. If we charge this fee for costumers, it has to be charged to all plays equally. Also, if people have come to help at sewing bees, do we then pay for servicing on their machines? Slippery slope and needs to be addressed carefully.

25. Performances in the Park

- a. Kirsten: went well, but it's her suggestion that if the next board wants to do this again, choose a couple of dates instead of all of them as they didn't want to get up during the performances. Then choose several dates at the Farmer's Market (as a Non-Profit, the booth fee is very cheap and get lots of traffic.)

26. Lifetime Membership and Lewerhoff Award

- a. Brad nominated Sharon Hoffman for Lifetime Membership, and Christa Obergfell for the Lewerehoff Award. Tabled to be voted on online as Christa is in attendance.

27. Procedure for dealing with member/public concerns and complaints

- a. Tabled to be dealt with by the new board.

28. Budgets for next season

- a. Are done! All comparisons are ready to go. The next board will need to discuss how this is handled during pitch. Perhaps having the treasurer go over the budget pre-pitch. Even if the treasurer is pitching, they can still help in the beginning of the process. Also, the new budget template is very easy to use!

29. Smoking/vaping policy

- a. This is in the programs and we'll put signage up. Stick with the no smoking policies that we've always had.

30. Mainstage allowances

- a. Val: First year that she did our audit, there was a lot of dispersal of money for Mainstage for no clear reason. We can give travel allowances, meal allowances, can give an advance for known expenses, such as hotels. If held in town, we wouldn't cover mileage or hotel, but could cover meals or something.
- b. Stacey

31. Liquor Licence

- a. Stacey: If you get a catering licence that includes liquor, we can hold the licence longer and cover more time. If, cost-wise, this works out, we could do this for the whole run.

32. Fall Outdoor Market

- a. Thanks to Brad for helping. Beautiful weather, though a bit smokey. Handed out lots of postcards, lots of interest in auditions and coming to help back stage.

33. New Business

- a. Proposed budget must be voted on before the end of the meeting tonight.
 - i. Tanis moved that we accept the proposed budget for the 2023/2024 season.
Brad seconded. All in favour.

34. Next Meeting to be determined by the new board.

35. Motion to adjourn at 6:55pm

- a. Motion: Brad
- b. Second: Jeff
- c. Carried: all in favour.