



Minutes for WLSTS Board of Directors' Monthly Meeting held in person at WLSTS
January 16th. 2024.

1. Roll Call & Establishment of Quorum
 - a. Called to Order: 5:32
 - b. Present: Jeff Rankin, Kirsten Lyons, Stacey Poirier, Becky Strickland, Shane Tollefson,
Tanis Armstrong
 - c. Regrets: Mimi Searls
 - d. Thank you to all attendees:
2. Review of Agenda
 - a. Amendments
 - b. Motion to Approve the Agenda for the January 16th, 2024 Board Meeting
 - i. Motion: Becky Strickland
 - ii. Second: Jeff Rankin
 - iii. Discussion:
 - iv. Amendment:
 - v. Carried: unanimously

- c. Motion to approve minutes for December 19th, 2023
 - i. Motion: Jeff Rankin
 - ii. Second: Kirsten Lyons
 - iii. Discussion:
 - iv. Amendment:
 - v. Carried: unanimously
- 3. President's Report
 - a. Emailed clubs in zone before Christmas and has re-emailed Sunday but have not heard back, Will send follow up email
 - b. Contacted Kathy McDonald regarding terms of a festival: it' 3 plays from at least 2 clubs
 - c. Email from library asking if we want donation of scripts. We have agreed to take them. Kirsten asked them to send a list.
 - d. Kirstens goal this month is to fix formatting on all hand books
 - e. Mamma Mia tickets are officially sold out. Cinderella 42 days to sell out Mamma Mia 30 days to sell out.
- 4. Treasurer's Report and Financial Committee Updates
 - a. December Financial Report
 - i. Put financial reports in with next months as there is some issues with reconciling the reports due to an error
 - b. Questions?
 - i.
- 5. Season Producer's Report
 - a. Kate:

- b. Stacey: Kate will drop off letter to someone who is interested in sponsoring Jekyll and Hyde. Tanis will get email to Kate for contact
6. Review of Online Business (November & December 2023)
- a. Motion to pay CAC the \$30 renewal membership fee.
 - i. Motion: Stacey Poirier
 - ii. Second: Becky Strickland
 - iii. Discussion: n/a
 - iv. Carried: Passed - Jeff Rankin & Shane Tollefson did not vote
 - b. Motion to have a cardboard bin delivered to the theatre and pay for the subsequent fees with having one monthly
 - i. Motion: Stacey Poirier
 - ii. Second: Mimi Searles
 - iii. Discussion: How much? Monthly rental \$28.50 and \$29.85 for an empty
 - iv. Carried: Unanimously
 - c. Board notified by Kirsten that Roberta Patterson injured herself on November 26, 2023. Kate Bertenshaw administered first aid. Roberta did go to the hospital for X-Rays. It was decided that incident reports needed to be printed out and taken to the theatre and witness statements filled out. Stacey will create a binder. We found out on December 19, 2023 that Roberta will not need surgery.
 - d. Stacey relayed to the Board that a receipt was submitted completely hand written and will not be paying it as it is not an official receipt of any sort and we cannot be paying things like that.
 - e. Mamma Mia poster approved after revisions.
 - f. The WLSTS credit card is now in use.

- g. Motion to purchase 2 more flashlights for FOH and another carafe for coffee/hot water.
 - i. Motion: Stacey
 - ii. Second: Jeff
 - iii. Discussion: Are the flashlights not working? They may have been taken in the break in as only one can be located. Another carafe to have a third? It would be for decaf as we already have one for regular coffee and one for hot water.
 - iv. Carried: Both purchases Unanimously
- h. Shane Mennie with SD#27 gave Stacey his business card to be contacted for maintenance. His information is now on the drive.
- i. Suggestion from patron to have another post about the vouchers.
- j. A post was made on our FB regarding someone seeing a member of Cinderella cast before or after the show without paying. Kirsten responded that anyone entering must have a ticket. She asked the cast member's sister if she knew the person inquiring after this member and this person is stalking this cast member for a number of years. Screenshots of the conversation were provided to the Board and Kirsten has deleted the person from our page and blocked them to keep our member safe. FOH was notified not to allow this person in the building and pictures were placed in the concession for reference.
- k. Kirsten asked the Board about a patron at the door being difficult with FOH over selling his tickets in the lobby. The consensus from the Board was no.
- l. Tanis brought up information on a website called All Casting. She received a call regarding J&H from a person in Kamloops. She had not posted this on the mentioned website. Because our information is all over social media and we are a not-for-profit, we are susceptible to websites utilizing our information.

- m. A breaker was blown in the makeup room as it had the fridge, lights, hair dryer, microwave, and coffee pot going at the same time. Stacey contacted the SD and they fixed it but also said that we cannot have that many things plugged in there. Stacey will also be moving things in the make room so the things that are plugged in are not isolated to one outlet.
- n. Kirsten shared the social feeds posting schedule: 7:30/8:00 am - reserved for current production to help build views and followers. 11:00 am and/or 1:00 pm - reserved for the next production, events, auditions, etc. This time slot is not necessarily posted every day but sometimes waits for milestone dates (1 month, 2 weeks, 1 day, etc). Things like vouchers are posted weekly.
- o. A member contacted the Theatre regarding the blocked fire exits during Cinderella. It has been mentioned to the stage crew by Kirsten but they did not listen. Mimi will talk to them as liaison.
- p. Banner and signage approved for Mamma Mia.
- q. Tickets approved for Mamma Mia.
- r. Because the royalties were close to \$12 000.00 the crew of Mamma Mia decided not to have a cheap night.
- s. Motion to move \$15 0000.00 into the Savings Account.
 - i. Motion: Stacey
 - ii. Second: Kirsten
 - iii. Discussion: n/a
 - iv. Carried: Unanimously
- t. New Ticket Software

- i. Stacey emailed information for Eventbrite, Audienceview, and Ticket Owl. The Board discussed the ins and outs of all of the companies.
 1. Eventbrite: a bit pricey, larger platform,
 2. Audienceview: larger scale, utilized by the Met so definitely a good company
 3. Ticket Owl: Local (BC), Open Book will have access to the dashboard, exchanges possible online, link for website, promo codes, all fees taken care of so no more recon for the Treasurer, they donate 20% of the fees back to us, money wired straight to the Theatre's bank account.
- ii. The Board has decided to go with Ticket Owl after Stacey speaks with Angela.
- iii. Stacey had a conversation with Angela and she is on board with Ticket Owl.
- iv. Motion to change our Ticket Software to Ticket Owl.
 1. Motion: Stacey
 2. Second: Kirsten
 3. Discussion:
 4. Carried: Unanimously
- v. Motion to start using Ticket Owl with Jekyll & Hyde.
 1. Motion: Stacey
 2. Second: Mimi
 3. Discussion: Angela is willing to have the new software for Mamma Mia if the tickets go on sale on January 8th, 2024. Because we want tickets on sale for Christmas we will wait for Jekyll & Hyde to use Ticket Owl.
 4. Carried: Unanimously

- vi. IBEA's is willing to set up an account for us. Stacey will pop in at some point to make that happen.
- vii. Discussion regarding QR code. It is in the drive and takes the patron right to the box office online. Available on the drive for posters.
- viii. The Open Studio is booked at the Arts Centre for Script Reading Night.
- ix. Kirsten will be uploading past plays to the FB account.
- x. Schedule for the New Years Party sent out.
- xi. Poll created for Pitch Committee. Board members on the Committee will be Mimi, Kirsten, and Tanis.
- xii. Mamma Mia will hold a ticket give away for opening night. Kirsten will post it.
- xiii. The City has been contacted by a member to have a street light at the entrance serviced.
- xiv. Coffee pot donated to FOH by a member.
- xv. Stacey is speaking with a few sound technicians from different theatres and different venues regarding options for WLSTS. Tanis is concerned that she will not be able to utilize our current set up for what she wants for J&H. A new sound system will have to be put into next year's budget as it was not included in the 23/24 Season. The proposed sound system should be user friendly as we don't really have a consistent sound technician.
- xvi. Motion that unless there is an emergency with the theatre or a theatre member that the Board take Sundays as a day of rest. Business will commence on Monday. Motion amended to include Saturday off to make correspondence that is non-emergent to Monday to Friday.

1. Motion & Amended Motion: Stacey

2. Second: Mimi
3. Amended Motion Second: Shane
4. Carried: Unanimous

xvii. Angela with The Open Book let us know that a patron inquired as to whether or not a ticket needed to be purchased for her 1yr old as they could sit on their parents' lap.

1. Motion to have the age limit of ticket purchase set at 2 years old.
2. Second: Mimi
3. Discussion

- a. There have been young ones in our audience before and they have been required to purchase tickets. Mimi brought the suggestion of an age limit of 2 or 3. Jeff relayed that if they take up a seat, they should pay but if they are young enough to sit on a lap then maybe they don't need a ticket. But if they make a fuss or disturb audience members they may be asked to leave. Airline cut off potentially 2 years old? Confirmation of Air Canada Regs is 2 years old. Tanis brought up that she was told if she brought her child in a car seat they would be required to have a ticket but if they sit in her lap they were not required to purchase a ticket. Kirsten said that there was a potential decision last year. It was found there was a discussion but not a vote in previous minutes. Kirsten said that she would like to keep it to everyone must have a ticket to make things less confusing. Stacey relayed that after some thought she was in

agreeance to also help the rest of our patrons from being disturbed.

4. Amended Motion: To have every patron no matter the age are required to purchase a ticket.

- a. Motion: Stacey
- b. Second: Kirsten
- c. Carried: Unanimously

xviii. Our FB posts are being spammed frequently. Kirsten will stay on top of reporting, deleting, and blocking.

xix. Online sales for Mamma Mia were closed Friday January 12th, 2024 due to technical issues but they were close to being pulled anyway.

xx. Melonie Bateman is the winner of the Mamma Mia ticket give away.

xxi. Jekyll & Hyde is cast: Jekyll - Gavin McKimm, Elizabeth - Taryen Owen, Hyde - Kalelin Kirk, Hyde 2 - Troe Weston, Hyde 3 - Matt Tyne, Hyde 4 - Helena Morgan.

7. The Future of WLSTS Space

- a. Stacey: Nothing new at this point. Stacey will make contact with Sarinder and Derek next month and set up meeting

8. Liaison/Producer Update

a. Mamma Mia

- i. Director Becky: sets are going well. We have had a building day and many came. The actors have really worked hard and are very supportive of each other. We are close to being completely finished blocking.
- ii. Producer Stacey: all is on track, tickets are sold out. Banner goes up next month. C-cans and trailer need to be pulled out and organized in the summer. Flats need

to be organized and gone through. Look at removing paint from top stage possibly. Shane suggested we make a master inventory list. Revisit this idea in the Spring to set a date for a work bee.

iii. Liaison Shane: did meet some of the cast. No issues have come up yet.

b. Dr. Jekyll & Mr. Hyde

i. Director Tanis: Play has been cast and first read-through tonight. It is a good group of people and lots of excitement. Tanis wants to record the speech so info on upcoming season will be in the program. Met with muralist about what she is painting

ii. Producer Kathy: Tanis gave her someone to sponsor the play. No other update yet

iii. Liaison Becky: nothing yet

9. Fluorescent lights and transformer - Tabled Indefinitely

a. Jeff

10. Dimmer pack issues - Tabled Indefinitely

a. Jeff

11. Theatre etiquette & policy for dealing with member/patron/public issues/complaints/concerns

a. Mimi: tabled

12. Zone Festival 2024

a. See president's report

13. Air Conditioning - Tabled

a. Stacey

14. New Tool Budget

- a. Stacey & Jeff - Stacey started making the list and will send it to Jeff to go over and add to if necessary

15. Member Appreciation Winter Party

- a. Tanis - went really well. Celebrated New Year with fun decorations and Kirsten had fun games. Some newer members came. Lots of appreciation for it. Everyone helped clean up. Brad and Tanis finished clean up the next day. Created a list of what was done and needed for the party so it is there for future years.

16. Review of Roberts Rules

- a. Stacey will send out.
- b. Take the chance as a board to remove
- c. Move to remove: Stacey
- d. Seconded: Kirsten
- e. Carried unanimously

17. New Business

- a. Kirsten - Lighting Tool Safety Equipment
 - i. Troe approached Kirsten about safety equipment where the lighting tools are attached to the person. Her suggestion is using a lanyard or rope.
 - ii. Needed when you are on a ladder.
 - iii. Move to purchase tool belts: Stacey
 - iv. Seconded : Kirsten
 - v. Discussion: Needs an attachment so tools are connected it. Will also be beneficial when building and on ladder. Delainey's has retractable key cords as an option for attaching tools to belt.
 - vi. Carried unanimously

- b. Mimi - Photo Consent
 - i. tabled
- c. Kirsten - Workshops
 - i. Start thinking about possible workshops.
 - ii. Producers workshop is an option
 - iii. Interest in lighting and sound. Do a workshop series in the summer.
 - iv. Stacey willing to do one on wig work.
- d. Stacey - Tracey Ballas discussion re: 2024 Victims of Crime Week
 - i. Tracey contacted Stacey and she organizes victims of crime week. If there is a play that works in with what they do, could they do a table and posters. Wants exposure of their material.
 - ii. Stacey will contact Tracey and give her Tanis's contact information
 - iii. They have been told we will not build around them but am willing for them to pitch or be a part of a presentation
- e. Kirsten - CIZ Representative
 - i. We do not have a rep for our club for the zone.
 - ii. Tanis has volunteered to be the club rep for WLST
- f. Kirsten - 70th Anniversary
 - i. Coming up next year. Need to get the ball going
 - ii. Stacey has started building a committee for a gala event. Kate is part of the committee. She is looking for other members to join.
 - iii. Possible date around Spring Break since the birthday of the theatre is in March
 - iv. Looking at rebranding the theatre. Will discuss next meeting
- g. Tanis - Sound Equipment

- i. Can we do a special meeting about new sound equipment. Stacey took everything apart and reworked everything.
 - ii. Tanis wants 8D sound and is worried it won't work. Kirsten and Stacey have informed her it is possible. Jeff has talked about having to do it in the past. It won't be 8D but the sound will still move
 - iii. Stacey has been talking to people about different options for sound equipment and what is most user friendly. She has a list from Brad as well.
- h. Stacey - Cinderella FOH debrief
 - i. Some good suggestions. Float will stay the same. Front of House changes from each play. Update needed on lists. Kirsten says it has been done and we just need to print them off.
 - ii. Front of house inventory sheets will be used. Have space where directors can add items on the list.
 - iii. Motion to add the new list into the front of house handbook
 - iv. Motion: Stacey
 - v. Seconded: Tanis
 - vi. Discussion: should inventory list be there for members to record what they use. Decisions was made this is not necessary. Need to include basics for liquor license in handbook because of confusion. Stacey's willing to be a contact for the liquor license.
 - vii. Carried unanimously
- i. Tanis suggested the theatre should include an exhibition at the art center.
 - i. We could put posters, costumes, props etc into the gallery
 - ii. Do an exhibition in the summer

- iii. If shown once in the gallery building it can not be shown again.
- iv. Proposals go in by end of September to be put on for the January to January year.
- v. Exhibit could be a way of advertising upcoming plays.
- vi. Exhibits are on display for 2-4 weeks at a time

18. Next meeting: February 13th, 2024 at 5:30pm

19. Motion to adjourn at 7:06pm

- a. Motion: Stacey
- b. Second: Second
- c. Carried: unanimously