



Policies and Procedures

2023

Updated September 1, 2023

Whereas the Policies and Procedures in its entirety were reviewed and revised. No parenthetical additions were made. The 2023 on the title page of this document will serve.

The Board Positions and Responsibilities

President

The President's job is to ensure that the needs of the club are met. This includes ensuring that there are going to be productions running throughout the year, and that those productions are created with fiscal responsibility in mind. The President should ensure the Club's financial status allows the theatre the capability to upgrade and maintain the theatre-space.

The president's responsibility is to call Executive Meetings, Special General Meetings, and Annual General Meetings as well as to preside over those meetings as the chairperson in a fair manner. The President is to act as a liaison on behalf of the theatre and its members for community and corporate business. The President is to oversee the operations of Williams Lake Studio Theatre Society as the Chief Executive Officer of the Society and is responsible for the supervision of other members of the Executive in the execution of their duties.

The President is responsible for acting as Liaison between the Board and SD#27. This includes signing the renewal of our lease contract for the Theatre at the old Glendale School property after reviewing the contract with the Board. The lease is renewed each July at the current rate of \$8389.87 per annum.

Ensuring that the Society's Insurance, which expires in February of each year, is paid and the policy maintained after reviewing the contract with the Board. The policy is currently acquired from Axis (Service Club Insurance Program). This includes staying aware of the Liability, etc of the various aspects of performances (outdoor theatre, dinner theatre, festivals, travel, etc.).

Sends out the Policies and Procedures Document to the incoming Board Members after the AGM in September.

Vice President

The Vice President is to assist the Board in all manners necessary and to carry out the duties of the President in their absence. The Vice President is

to ensure that the season has Season & Performance Patrons in conjunction with the Season Producer(s).

The Vice President is responsible for the maintenance and running of all social media sites as well as having access and monitoring of the email.

The Vice President is responsible for the scheduling of the theatre in conjunction with the Directors of each play. A calendar is posted on the WLSTS website for scheduling use of the theatre. Block in auditions, rehearsal times, meetings, regular events and special events as they become known.

When two productions are in rehearsal at the same time, directors should make every effort to accommodate the other production's needs. The first production will obviously take precedence when dress and tech week arrives. Alternate rehearsal space may need to be factored into the production budget.

Treasurer

The Treasurer is to assist the Board to take care of the management of the Society and in particular assurance of the Society's fiscal well being. Bank accounts are maintained at the Williams Lake and District Credit Union. These accounts consist of:

- Organization Chequing Account
- Business Investment Savings Account
- The Auto Deposit Account
- Redeemable/Non-Redeemable Term Deposits
- The Building Fund Savings Account

All current account cheques and account transfers require two signatures. The signatories will be agreed upon at the first meeting of the sitting board.

Ensure that non-emergency non-budgeted purchases over \$3,000.00 are voted on by the General Membership in person at a meeting. Except for emergencies, no member of the Society is permitted to contract for any goods or services without the prior approval of the Board.

The Treasurer's Responsibilities include:

- Maintaining accurate and up to date bookkeeping.
- Collecting mail on a regular weekly basis and giving it to appropriate individuals.
- Ensuring that any possible budgetary overruns are presented to the Board for approval before they occur.
- Doing all bank transactions including cheque writing and deposits.
- Generating financial reports for the Board's monthly meetings.
- Before the monthly meeting send to the Board by email a list of all cheques written and deposits made during the previous month.
- Preparing books for year end Review of the Books by the Accountant.
- Ensuring that for T3010 Registered Charity Information Return is completed and mailed. It is crucial that the T3010 be submitted within six months of the end of the fiscal year (August 31). The form must be accompanied by a copy of a statement of receipts and assets and the statement of Assets and Liabilities. The Accountant will normally do this.
- Ensuring that Form GST284 (GST Refund) is completed and mailed as soon as possible after the fiscal year end. This will be for the second half of the previous fiscal year as filing is done by half.

The treasurer must:

- Issue a receipt for all cash (including cheques) collected.
- Reimburse cash paid expenses as promptly as possible.
- If a Personal Production Expense is presented to the treasurer more than one month after the final performance, the Treasurer must present the receipts to the Board for approval before the expense can be paid. (January 10/13)
- Issue Tax Receipts for cash or materials and services given in lieu of cash when requested.
 - A registered charity is not permitted to issue an official donation receipt for a gift of service. At law, a gift is a voluntary transfer of property. Gifts of services (donated time, skills, or efforts) provided to a charity are not property, and therefore do not qualify as gifts for the purposes of issuing official donation receipts.

Treasurer's Timeline:

The Society's fiscal year runs September 1 to August 31.

First Two Weeks of September. Prepare Material for Accountant including:

- All Bank Statements.
- CRA T3010 Registered Charity Information Return (comes in post near the end of August.)
- GST Application (comes early in the year.)
- Electronic copy of Spreadsheets.
- All Cheque Stubs.
- Documentation for all cheques written.
- Carbon Copy of all tax receipts written.
- List of Board Members

During the month of September:

Prepare a Financial Report for the Special General Meeting and present it to the Board for discussion.

- Include Profit/Loss for all Bank Accounts.
- Include Profit/Loss for all Productions from the previous Season.
- Any Other Report that may be required or requested.

Attend the AGM:

- Ensure that the Society Annual Report (Form 11) is completed and subsequently mailed to B.C. Registry Services with the appropriate fee.

After the first Executive meeting immediately after the AGM, contact the Credit Union (or wherever our bank accounts are held) with a copy of the meeting minutes appointing the new Signing Officers. Arrange for all signing offices to visit the Credit Union with identification so that they can sign onto the accounts. At least two of the signing officers must be Credit Union Members.

January

Ensure that the Insurance policy is up to date and meets the WLSTS Board requirements and pay the invoice.

March

Submit the GST Return for the first half of the fiscal year.

Before every Board Meeting:

Prepare a Financial Report.

Productions

Before tickets go on sale: print a ticket envelope for each performance night for each approved WLSTS ticket seller. The tickets go into this and will be taken to the ticket vendors by the Production Producer. On each performance night, the Producer will pick up each envelope which now will contain unsold tickets and the cash/cheques equal to the amount of tickets sold. Some vendors will arrange to pay the entire amount at specific intervals or at the end of the run.

Secretary

The secretary is responsible for keeping minutes of all meetings of the Society and Executive.

Other responsibilities include:

- Ensuring submission of Form 11. After the Annual General Meeting, a copy of the complete Financial Statement is to be signed by the Treasurer with each page containing an initial. This copy and the fee accompany Form 11 which must be sent, with payment, to the Registrar of Companies within a month of the A.G.M.
- Prepare the Agenda before board meetings

- Completing and mailing the Theatre BC membership renewal before April 30th of each year.
- Maintaining an accurate membership list.
- Distributing minutes to executive members in a timely fashion.
- Writing thank you letters for funds received and/or for donations of goods.
- Assisting with grant applications, as needed.
- ensuring the WLSTS Seal is properly stored.

Executive Directors

The Executive Directors roles vary as they volunteer to take charge of specific duties, events or projects and Chair the various committees which include but are not limited to Studio Cafe, Workshops, 10 Minute Play Reading Night, Script Reading Night, Movie Nights, Parties/Special Events, Parade Entries, Looking after the Various Departments (Tech, Props, Make-Up, Etc), Sitting on Committees (Play Selection, Financial, COVID Re-opening, etc.).

MEMBERSHIP POLICY

WLSTS has various levels of membership.

- Youth: (eighteen and younger) is \$5 per year.
- Student: Any person attending a recognized educational institution (upon presentation of a valid student card) is \$5 per year.
- Adult: Any person nineteen to sixty-four is \$10 per year.
- Senior: Any person sixty-five and older is \$5 per year.
- Family: All individuals residing at the same address and any dependent youths or adults attending an educational facility is \$20.

Memberships paid via e-transfer must be done after the public announcement of the AGM. Memberships paid via cash or cheque must be paid on or after the AGM. Cheques may also be mailed to the theatre with a membership form.

All membership fees for the upcoming season are due at the AGM. Any person wishing to vote or run for a position on the Board must be a member in good standing.

All actors and crew who are actively involved in the production must be members of the WLSTS.

It is the Producer's responsibility to ensure that membership fees are collected.

If a person is in financial need, WLSTS may waive the Society membership fee.

GENERAL BOARD MEETINGS

The Board of Directors will meet on the third Tuesday of every month and the meetings will be made public. Executive meetings may be called prior to the monthly meeting by any member of the board. The Board will review the financial statements and bank transactions as a whole at each meeting. There will be an AGM to be held in September and a SGM for the presentation of the financials to be held as soon as the fiscal year end is submitted by the Accountant no later than the end of January.

Board Appointed Committees/Liaisons

Season Producer

- See Appendix B

Financial Committee

- Presenting a budget for the operation of the WLSTS to the Board for approval as early as possible for the new fiscal year
- Preparing and presenting Annual Financial Statements (income statement and balance sheet) at a Special General Meeting as soon as the fiscal year end is completed by the Accountant
- Presenting the Board approved budget for the operation of the WLSTS to the membership at the Annual General Meeting.
- Liasoning with the Season Producer regarding revenue requirements for the fiscal year.

Selection Committee

- See Appendix A

Head Technician

- The Head Technician's responsibility is to maintain and repair all of the technical equipment in the theatre. They should also be available to train the Production Lighting/Sound Person(s) and should make recommendations to the Board regarding future equipment purchases.

Head Costumer

- The Head Costumer will be responsible for all costumes belonging to WLSTS. This will include the storage, repair, and maintenance of the costume department.

Building Manager

- The Building Manager will be responsible for the general maintenance and ordering of supplies in regards to maintaining the space. This includes the inventory of janitorial, tools, and keys. The Building Manager will be listed as an alarm contact if the person is residing within 10 minutes of the Theatre.

Librarian

- One of the Executive Directors on the Board will be appointed as Librarian unless a member volunteers to take over. The Librarian's job is to ensure the archives are carefully stored to preserve the Society's history. The librarian should make sure that each production team submits a few photos, clippings, and album or framed collage for the archives. The Librarian is also responsible for keeping the theatre's bookshelves in reasonable order.

Production Liaison

- Each production will be assigned a Board member as a liaison. If a Board member is a part of the production team already, a liaison need not be appointed. Regardless, the WLSTS Board has an open door policy and all Board members are available for discussion.

Keys

The following is a list of people who will get keys to the theatre for a season or production. Keys must be given back to the Building Manager directly after the role is complete. Any other person needing a key must contact the Building Manager or Board for approval.

Season	Production
<ul style="list-style-type: none">● President● Vice-President● Treasurer● Building Manager● Head Costumer● Head Technician	<ul style="list-style-type: none">● Director● Stage Manager

If a production has prop weapons, the Stage Manager will obtain the gun cabinet key from the Building Manager. See 'Prop Weapons Check' on this protocol.

GENERAL INFORMATION

The First Aid Kit is in the makeup room. It should be checked periodically and replenished as needed.

There must be at least two people present in the theatre space when power tools and ladders are being used in case of an emergency.

All invoices for expenses (cash and charge) should be presented promptly to the Treasurer. The production name (or general), type of expense, and printed name should appear on the invoice. Invoice must be presented by

members to the Treasurer within 30 days of the close of a production. Invoices older than that must be approved by the Board.

Keep the Theatre as neat and tidy as you can at all times. Pick up garbage in the seats, clean up dishes, vacuum as needed, etc.

Exit paths to the Fire Exits must be clear.

Heat is controlled beside the door on a timer. Instructions are on the unit. Call the School District maintenance department between 8:30 to 4:30 to report any problems.

When leaving the Theatre, please ensure that:

- Fire Doors are firmly closed, exit paths are clear.
- Kitchen coffee pot is off and the lights are turned off.
- Kitchen door is closed.
- Stage Right Bathroom exit is closed and locked.
- Lighting and Sound equipment are turned off in the booth.
- All lights are off and the heat timer is off.
- Entrance doors are closed properly.
- Lobby lights are off.
- Alarm is properly armed (reads "armed" and beeps) before leaving.
- During the run of a play, it is the responsibility of the Stage Manager to ensure these steps are completed.

PRODUCTION POLICIES

PRE-PRODUCTION

All productions must submit a proposed budget to the Board for approval as soon as the final decision of the Selection Committee is made. The Board will discuss any amendments needed and vote to approve the budget.

Production manuals are available online or in hard copy for easy reference by production teams. These include budget samples, production forms used on past productions, tips for stage managers, set construction and design ideas, technical information, job descriptions for productions, costumes, props, makeup, backstage crew and others. Contact a Board Member if you require assistance in accessing the information.

The WLSTS is committed to providing a fair, two-tiered pricing system to events. Productions must provide two prices for tickets: an Adult price, and a Students/Seniors price.

Auditions are advertised and open to the general public.

PRODUCTION GENERAL

We have accounts with some local businesses for supplies. When making purchases sign invoices, print names and write the name of the production on it.

Stores and Services with current WLSTS accounts include:

Tell-Tale Signs and Printing	
Black Press (Tribune)	Vista Radio (The Wolf & The Rush)
Burgess Plumbing and Heating	Papyrus Printing
Windsor Plywood	Cleanway Cleaning Supplies
Schickworks Signs & Stitches	Kit & Kaboodle

All productions are to be charged a make-up fee of \$20 per cast member.

All productions must budget the cost of poster framing. This is presently approximately \$150. Frame Size to be a maximum of 16''x20''. (January 10/13)

Personal production expenses should be turned in to the Producer in a timely fashion. Personal Production expenses will be treated separately from business revenue owing, when an overlap occurs. Production expenses shall be reimbursed in the most timely fashion possible.

Props

The Producer will obtain a signed Prop Accountability form for any props borrowed with the intent of return by the Prop's Manager and Stage Manager of the show that the Prop(s) will be used in. If the props are required to be locked up, a log sheet will be placed on the cabinet that the props are to be stored in to provide clarity that they were returned. When the props go back to their owner, obtain a signed return form or

written/mailed proof of return. All documentation then must be stapled together and returned to the Treasurer to file in the office at WLSTS.

Props- Weapons Check

When a production includes prop weapons, the following must be done to ensure everyone's safety:

- All prop weapons are to be stored in the locked gun cabinet in the office. The Stage Manager will unlock the cabinet. When retrieving them for rehearsal and run they must be signed out, and signed back in once returned. The sign out/in sheet requires two signatures. The Stage Manager will make sure that the cabinet is locked and secured once the prop weapons have been put away.
- Perform a weapons check before every rehearsal and run. These must be conducted by the Stage Manager and/or Props Master and all actors who interact with the prop. This is to ensure that the props are working correctly and will not pose any danger to anyone on or off stage.
- Once the weapons check is complete, the person conducting the check must sign the weapons check chart. This chart must include the name of the individual checking, name of witnesses, date, and signature. The prop must not be touched until it is time for it to be used on stage. Once it is done on stage, it must return to its spot.
- At the end of the rehearsal or run, the prop weapon must be locked up to ensure there is no theft of the prop. WLSTS is liable if the prop weapon is used in any criminal activity.

Alcohol

No alcohol is permitted without a proper Liquor Licence. You must get the permission of the Board before applying for a Liquor Licence. WLSTS does not pay for alcohol except to be resold under a valid liquor license.

Cleanliness

All members will be responsible for ensuring that the Theatre is clean.

TICKETS

WLSTS is committed to providing a fair, two-tiered pricing system to events/ Productions must provide two prices for tickets: an Adult price, and a Student/Seniors price..

Theatre BC Membership cards (TBC) will be honoured. Any holder of a TBC card should receive the lowest price on tickets. (i.e.: the student/senior price). A Theatre BC placard should be displayed at ticket outlets to encourage patrons to their TBC Card.

The number of tickets sold must be tracked at each price level to ensure accuracy at point of sale. Tickets must be numbered and colour coded with a different colour for each performance. The Treasurer will provide Ticket Sales Envelopes.

Each production will sell their tickets at the board approved vendors with an equal ticket split. Currently The Open Book is the approved vendor. Tickets are also sold online through our website.

Ticket prices will be \$20 for adults, \$18 for students and seniors, and \$15 general admission for the first Wednesday of each production excluding Dinner Theatre or Special Events.

PARKING LOT SECURITY DURING PERFORMANCES

An extra person must be added to FOH Staffing for parking lot security. That person will be available in the parking lot to ensure parking is done in an efficient manner and will make periodic patrols of the parking lot during the performance.

POST-PRODUCTION

The Theatre must be clean and tidy after the final performance. The production teams of successive shows should meet and agree on what needs to be done (e.g. storing risers and flats).

Costumes and props must be clean and returned to their rightful places.

Wood should be stored safely with all nails/screws removed.

Do not keep broken or dangerous set pieces.

A few photos, posters, programs and/or clippings should be passed on to the Librarian/Historian to be included in the club's archival collection.

Framing of a poster or photo collage may be done. An estimate of the cost should be included as part of the production's budget. The maximum size of the frame is 20" x 16". It is helpful if the lobby poster display is designed so that it is ready to be framed at the end of the run.

All costumes purchased by WLSTS become and remain property of the WLSTS with the exception of members purchasing costume pieces at the discretion of the head costumer. Funds will be returned to the production that they were purchased from as a costume income. If pieces are purchased outside the production's timeline, the funds will be placed into the Society's General Revenue under costume income.

CLUB REPRESENTATIVES

Community Arts Council Representative

The CAC Rep attends the CAC AGM with an overview of WLSTS and reports back to the Board at the next Board Meeting.

TheatreBC / Central Interior Zone Representative

The TBC CIZ Rep is responsible for attending Zone meetings about 4 times per year in Quesnel. Quesnel is used as a central meeting spot because reps come from Prince George, Quesnel, Kersley and Williams Lake. The rep then reports to WLSTS members on important TBC news, festival dates, upcoming workshops, grants etc.

The CIZ executive includes a Chair, Vice Chair, Treasurer and Secretary as well as a representative from each member club (at times including any or all of WL, PG, Quesnel, Kersley, Vanderhoof, Hixon, Bella Coola).

A CIZ Representative to TBC will be voted upon at the annual WLSTS AGM.

TheatreBC

All WLSTS members attending the Festival as a production must be TBC Members. WLSTS will pay 50% of the cost to its members joining TBC and pays the Mainstage Registration for the **cast and crew** of a play going to Mainstage. WLSTS also provides a gas subsidy and a per diem (as set by the Board from time to time) to the cast and crew.

It is part of the Producer's responsibility to ensure that cast and crew are members of TBC. The Festival Chair and/or CIZ Chair will be in contact with the Producer to ensure this is done.

TBC provides many benefits and services to member clubs including:

Mainstage: the Provincial Drama Festival held each July

Graphics Competition: in conjunction with Mainstage. Clubs can enter promotional materials from any or all of their productions throughout the season. The TBC logo must be on all items entered.

Backstage: Technical workshops held in November at Granville Island. Info usually comes out in September.

Playwriting Competition: deadline varies.

Talent Bank includes many professional Actors, Directors, Technicians who offer workshops throughout the province at a reasonable cost. TBC negotiates and provides all of the contract work.

Script Library: Includes every play produced at Zone Festival and Mainstage. These plays can be borrowed at no cost.

Website: <http://www.TheatreBC.org>

All TBC forms and event information can be accessed on the TBC website. The TBC webmaster will build an individual web page for clubs/zones linked to this site for free or at a nominal cost.

Members receive a personalized "club card" which is good for discounts on theatre events throughout the province and many other services as well.

Additional Appendices

Please see Appendix B - Stage Manager's Handbook

Please see Appendix C - Producer's Handbook 2023

Please see Appendix C1 - Producer To-Do List Cheat Sheet

Please see Appendix D - Zones /Mainstage Policy & Guidelines

Please see Appendix E - Grant Funding Guidelines

Please see Appendix F - Front of House Manager's Handbook

Please see Appendix G - Director's Handbook

Please see Appendix H - Hair and Make-Up Handbook