## Stage North Theatre Society

# Minutes Stage North January 28th, 2019

Attendance: Teela Gould, Kevin Smith, Dennis Szalai, Bronwyn Hall, Oliver Hachmeister, Rob Laventure,

Blair Scott. Stevi MacGillivray

Not available: Elysia Cruz, Cynthia Vance

Not in attendance:

Meeting called to order 6:32 pm.

Additions to the agenda: no additions.

Board members conflict of interest with any agenda items? No conflicts

Minutes from last meeting: Sue motions to approve minutes Oliver seconds. All in favour, motion passes.

#### **Business arising:**

Proposal from Brenda Zohren, Rachel Nelson, Chelsey Farquhar. They are looking at starting another theatre company in town 'In the Wings'. Are looking at being financial independent. They are asking SN to share resources (props, costumes, etc.). They are also asking for use of rehearsal space, storage space, will be willing to work around SN productions. They are working on a production-looking at putting it on during Bright Nights in June. Not yet an official society. Thinking their season would be during the Spring/Summer months, looking to start rehearsals at the end of March. Focus may be younger group; question is asked 'why they wanted to not be under SN'? Wanted to keep it independent, want to create opportunities, want to do things when SN doesn't. 'In the Wings' group left meeting.

Discussion about Space use. Blair recommends creating a list of questions for the 'In The Wings'. The board will send Teela questions for the group by Wednesday February 6<sup>th</sup> and then will send them on to 'ITW'. Kevin will invite 'ITW' to the next open board meeting. <a href="mailto:Inthewingstc@gmail.com">Inthewingstc@gmail.com</a>

Roles and Responsibilities (Production and Board): Sunday March 10<sup>th</sup> 11:00 am breakfast 12:00 pm follow-up workshop.

Open to members board meeting: Tuesday February 26<sup>th</sup> open board meeting 6:30 pm at Space.

**Newsletter: Oliver is waiting for board member input on newsletter.** Deadline will be BEFORE the open board meeting.

Charitable Status: Tabled until next meeting.

Directors Liability Insurance: Directors insurance is included in our previously purchased insurance.

Sponsorships: Alaska Highway News Dennis has not gotten ahold of anyone yet. Stevi sill speak to the Alaska Highway News.

Gaming: Tabled until next meeting.

Action Items: Bronwyn has looked at the program Oliver recommend. She would prefer an excel spreadsheet that is shared on google docs. She recommends that if anyone goes into it to update and sees that an item is not done to reach out to the board member, Bronwyn is willing to add action items to the sheet. Stevi will send Bronwyn the excel sheet template that she has.

Adobe Design- Programs: Will need an update from Cynthia.

Lending agreement: Dennis will send this out to board.

#### Reports:

Treasurer: Sue Popesku goes over the financials as of January 28th.

Kevin Smith asks on behalf of the Peace River Zone Festival for Stage North sponsorship. Teela Gould mentions that she has a conflict of interest with this agenda item. The board agrees that she should stay for the conversation. Oliver suggests that we ask theatre groups in festival to pay for their tech night. Sue makes motion to pay for Stage North's night at the theatre festival for \$500.00. Rob seconds. Blair mentions that he would like to me sure that the other theatre groups know that they do not have to pay for their night in festival. All in favour, Teela abstains, vote passes. Oliver mentions that the cultural centre will need to know who to invoice for which night.

#### Productions:

- Tony and Tina's Wedding: approx 110 people for the first weekend. Stevi speaks to the rights for T & T. We bought the rights for T & T and then Samual French saw the Rotary ticket prices were \$100.00 per ticket and doubled the rights. Going forward the prices on dinner theatre posters will have to be looked at carefully. Example: \$20.00 ticket, \$80.00 dinner. Discussion on props, costumes, set costs. Oliver mentions writing a letter to Samual French saying that Stage North will not be doing any of your productions for 2 years because of the way they handled the rights for T & T.
- She Kills Monsters: Going great. Fight workshop went well. Fight Choreographer is in FSJ. NPSS did workshop in their classroom. Discussion on amount paid to fight choreographer and the time that was cut back from what was originally told to the board. Workshops and getting choreographer out to schools were cut back and this is an issue for SN. Stevi mentions that the board agreed to bring him up for a price, and the production treated this the same has you would treat props, costumes etc. In a budget; we do not micro-manage these pieces. Alyssa Pedersen designed the poster for 'She Kills', Cynthia is aware of this. Chelsey Farquhar is Stage Managing, Ted is Directing, Emry is Assistant Directing/costumes, Stevi is doing a lot of 'producer' work.
- Oil Wives murder mystery: weekend of April 12<sup>th</sup>, 13<sup>th</sup>
- Who's Afraid of Virginia Woolf?: Rob brings to SN attention that he will not be continuing with 'VW' as he is having some casting issues and a time crunch. He is proposing doing 'Between the Sheets' in its place. It is a 1 act with 2 women. Rob mentions that the main cast has taken on bigger roles with 'She Kills'. Emry and Stevi on board to act. Sue asks for a budget, Rob will email out. Rob mentions that the 2 month time frame coming up is not long enough for him to be comfortable doing 'VW'. Oliver mentions as a board looking at not 'hang our season' on 1 person.

Nutcracker: will be financial information coming. Performance had issues with male casting.
 Suggestion that a SN board member sit at auditions for Nutcracker.

Facilities: Parking lot is dangerously icy. Roof is leaking again- cannot do anything until spring. Sue asks about bottles being returned and the money Dennis has that needs to go to Stage North. Dennis will get the funds to Sue.

Workshops and script readings: Bronwyn is hoping to do a script reading after Tony 'N Tina's Wedding in February.

Props and Costumes: Nothing new to report.

Website: Oliver has 'She Kills' poster and will put it up on website. Oliver can put workshop date up on website as well.

Lighting/Sound equipment committee: Dennis will set up a meeting.

President's: Kevin mentions getting an image from directors when the play is pitched to the board so we can start promotions, with write-up. Bright Nights in June will have booths available for arts groups.

Meeting adjourned: Blair motions to adjourn. 8:58 pm.

Next meetings: Feb 26<sup>th</sup> 6:30 pm, open board meeting. Roles and Responsibilities- Sunday March 10<sup>th</sup> 11:00 am breakfast 12:00 pm follow-up workshop.

Renovation of Stage North space: Brian Surerus has decided to fully insulate the back room with a new overhead door, heat the space, and install a bathroom. He cannot fix the leaks in the roof until Spring but will do it as soon as possible after the Big Melt. The ADDITIONAL SPACE is ours for an additional rehearsal space or whatever we wish to use it for. Entrance into both spaces is still through our existing door. It will be ready for use by the end of March. We will NOT be charged any more rent.

He explained to me and to others that he was very impressed with the caliber of work that we all do on a volunteer basis. He loved *Buddy Holly* and I am not sure if he saw *Tina and Tony's Wedding* but he referred to the last show as well. Unfortunately he is out of town for *She Kills* but he usually sees most of our shows.

We may consider doing something special for him sometime. Not sure what but we can sleep on it. It would be something creative or hospitality related because buying something is not very appropriate since he can buy anything he likes or needs.

**Grant applications**: FSJ Arts Council grant was submitted on time. Adjudication meeting on Wednesday, Feb 27 at 7pm at Artspost. Who will represent Stage North?

**NDIT Grant:** DUE MAY 10 for equipment, lights, sound: I cannot submit without a list of equipment/quotes and a plan for what we are doing in general –sharing space, lending space, renting space? Rehearsal demand, etc. This has been on the books for over one year now.

**BC Gaming: Grant:** We can now submit the BC Gaming grant for next year. This requires a plan of shows and workshops for next year.

Arts Development Fund: The committee to establish an Arts Development Fund for a future Creative Hub is meeting in March and will set into motion to register as a Society. Stay tuned for more information on this development which will focus the arts groups toward facility enhancements in the community. The Arts Council is also applying for a \$75,000 community engagement survey to document existing arts, culture and heritage work, the growing demand for more of the same and projections for the future needs given the increasing population. Stage North will be part of the process.

**BOARD WORKSHOPS:** I suggest we have educational sessions and "next year planning" session during these breakfast workshops. An agenda should be prepared, materials should be handed out and a facilitator who has spent some time preparing should lead us through to some conclusive and definitive results by which we follow and do not rehash over and over again.

For any or all of the above: please contact Sue Popesku 250-785-6214 <a href="mailto:spopesku@shaw.ca">spopesku@shaw.ca</a> Arts Council Director

## Stage North Open Board Meeting Agenda

February 26<sup>th</sup>, 2019 Artspost

Invited: Kevin Smith, Blair Scott, Sue Popesku, Teela Gould, Bronwyn Hall, Dennis Szalai, Stevi Eby, Oliver Hachmeister, Elysia Cruz, Cynthia Vance, Rob Laventure, Kaymia Wheat, all members Call meeting to order.

Additions to the Agenda.

Conflict of interest with agenda items.

Approval of previous minutes.

#### **New Business:**

SD 60 band fundraiser- skit or improve show 40 minutes. November 23<sup>rd</sup> tentatively. Looking for volunteers

## **Business Arising:**

- Roles & Responsibilities of Production Team-Workshop Sunday March 10<sup>th</sup> 11:00 am Space
- In the Wings
- Newsletter
- Charitable Status
- Sponsorships: Alaska Highway News
- Gaming
- **Action Items**
- Adobe Design
- **Lending Agreement**

31.25 Reports:

Treasurer's:

Productions:

- Between the Sheets

**Facilities** 

Workshops/Monthly script readings

**Props and Costumes** 

Website

Lighting/Sound equipment committee

President's

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- She Kills Monsters
- Oil Wives - Dead Man a Chest 1 emplate

- Dead Man's Clast = april 12,13 -Surgame Jursen Paght



# Only have access to the Space ONLY on our off-season (summer)?

We are willing to have the Space from May (after festival) -September 15th

# Do you have insurance?

Chelsey's commercial agent advised to temporarily go with Stage North's Insurance as they do not write any policy less than \$500 and if In the wings only has 3 members currently, it would be the best course of action. Once we are established more, then we will get our own insurance.

# Will you be willing to sign a rental agreement?

Yes as long as the rental agreement is fair and is agreed upon by both societies.

# How would you deal with items (Stage North's) in the Stage North Space going missing on your watch?

We would pay for the item or replace, depending on the rarity of the item.

# What would you do if one of your items went missing from the Stage North Space?

We would hope you pay for the item or replace as we would for your property.

# How much space do you need for storing set items?

There is no way for us to say now how much space we will need for storing set items. It would depend on the show we decide to do at that time. Only once the set is designed and measured out accordingly, would we be able to know how much space is needed in order to store the set. We are willing to provide this information to Stage North once we have those answers for each show we produce.

# What would your policy around our door code be? (who exactly would have access)

Brenda and Chelsey would have access to the door code. Brenda or Chelsey will be present during rehearsal time to ensure that the director is upholding the agreement set between the societies, and following In The Wings own bylaws and constitutions.

# Do you have a plan for garbage disposal?

In the Wings will remove any garbage we acquire during rehearsals and remove our garbage from the Space after each rehearsal we have. We will provide our own garbage bags.

# Stage North Board Meeting Minutes

Tuesday March 26th, 2019 Artspost

Attended: Kevin Smith, Sue Popesku, Dennis Szalai, Oliver Hachmeister, Cynthia Vance, Kaymia Wheat

Late: Bronwyn Hall (arrived at 7:02 pm) Upon Bronwyn's arrival, we had quorum. Regrets (Absent with notice): Blair Scott, Stevi Eby, Rob Laventure, Teela Gould,

Absent: Elysia Cruz

Meeting called to order at 6:35 pm.

Additions to the Agenda were made and then it was approved by Cynthia.

Previous board minutes from February meeting were read by Sue, as I forgot to bring copies. Approval was delayed until we had quorum, and then Dennis motions to approve, and Bronwyn seconds. All were in favour. Passed.

# **New Business:**

- NPCC Seat Sale -- Issue was discussed, and then revisited when we had quorum. Sue motions to buy 2 seats at \$400 each, and Bronwyn seconds. All were in favour. Motion is passed.
- **Production Rental Time Periods** -- Proposal is to have show productions run for 1 week, and musical productions run for 2 weeks. More discussion needed by all. Item tabled.
- **Next Season** -- Need show submissions, or at least Letters of Intent to do a show handed into the board as soon as possible. Need to know what we are doing next season for the gaming grant application which needs to be sent in by April 9.
- Trade Show -- Have spots to fill. Still looking for some spots for Sunday in particular.
- Gaming Grant Workshop on Saturday, April 6, 2019 from 2 to 4 pm at the Fort St. John Citizen's Hall (10908 100 street). Kaymia is going, but we need at least 1 more to attend. This has been covered, as Stevi and Brenda have also volunteered to attend on behalf of Stage North.

# **Business Arising:**

- SD 60 band fundraiser- skit or improve show 40 minutes. November 23<sup>rd</sup> tentatively. Looking for volunteers --Briefly discussed and tabled.
- Roles & Responsibilities of Production Team-Workshop Stage Management Sunday June 2<sup>nd</sup> 11:00 am Space -Briefly discussed and tabled.
- In the Wings -- In The Wings has requested use of our Space for their play production. Oliver motions that, "Stage North approves the use of the rehearsal space by In The Wings, if it does not conflict with the play production of Between the Sheets. In The Wings personal will receive a door code for 2 people only." Sue seconds the motion. After discussion, the vote was taken, and all were in favour. Motion is passed. Kaymia to check with Rob. (Kaymia has checked with Rob and he would prefer not to share until after they move into the NPCC.)
- **Newsletter (Oliver)** --- The last newsletter was well done. The consensus was to do the newsletter quarterly, unless sufficient items needed to be communicated between the quarterly timeframes.
- Charitable Status (Kaymia) --- Tabled.
- Gaming (Kaymia) --- Kaymia has info to share! Do a workshop / seminar?? Do this separately? Or as part of regular board meetings? -- Tabled.
- Action Items (Bronwyn) --- List was updated.
- Lending Agreement --- In progress. Dennis and Teela are working on it.

# Reports:

- Treasurer's Report:
  - Gaming account = \$4,978.04
  - Production account = \$18,808.30
  - Savings account = \$30,294.63
  - Rotary show payment still to come. Cheque from Nutcracker not yet deposited. Mega Lottery cheque to be picked up on Thursday. (Kaymia did this for us.)
- Productions (Stevi):
  - She Kills Monsters
    - Lost \$8,855.96
  - -Oil Wives
    - In progress. Poster is done; program is proceeding. Sue had to resend the program template to Cynthia. Rehearsals are on-going.
  - Between the Sheets
    - In progress. Poster is done. Rehearsals are on-going.
- Facilities (Dennis):
  - Toilet is now working!!
  - Coffee Pot We were going to purchase one, but Kaymia has lent us a coffee maker! (This has been done.
     Thanks Kaymia.)
  - First Aid Kit Dennis to get a proper one for the Space.
  - Changing the door code It was discussed about doing this once the back door was installed. Dennis will
    let us all know before this happens.
- Workshops/Monthly script readings (Bronwyn):
  - This is done for the season.
  - There may be a workshop at the Theatre Zones. This will be determined by the Theatre Zone Board.
- Props and Costumes
  - Ginger Alexander (Dr. Kearney School) has borrowed costumes for Chitty-Chitty Bang, and will return them by June 20. Sue took the list and handed a copy of it in.
  - O Ginger offered to help clean and straighten the costume room with some of her students. This started a bit of a long and exciting discussion. The initial offer from Ginger was accepted after consultation with the costume subcommittee chair. However, it was brought forward that the consultation process was flawed. So after discussion, the decision was to Thank Ginger for the offer of help in the costume room, but to decline the offer at this time. (Ginger has been informed of this decision.)
- Website (Oliver): Additions to the site are ongoing. Please submit any info to be added.
- Lighting/Sound equipment committee (Dennis): Ongoing.
- President's: Nothing to add.
- · Motion to adjourn Oliver. Adjourned.
- Next meeting date was missed. So I propose Tuesday May 7 at 6:30 at the Space. This will be after
  the run of Between the Sheets, so they will have no excuse to miss it. Can you book this time for us please Stevi?

## Stage North Theatre Society Minutes Stage North May 7, 2019

Attendance: Teela Gould, Kevin Smith, Stevi MacGillivray, Cynthia Vance, Elysia Cruz, Sue Popesku, Oliver Hachmeister, Rob Laventure

Not available: Kaymia Wheat, Blair Scott, Dennis Szalai, Bronwyn Hall

Not in attendance:

Meeting called to order 6:32pm.

Additions to the agenda: no additions.

Board members conflict of interest with any agenda items: No conflicts.

Minutes from last meeting: Cynthia motions to approve minutes Sue seconds. All in favour, motion passes.

#### **New Business:**

Lifetime membership nomination-Teela Gould and Bronwyn Hall would like to nominate Sue Popesku for a lifetime membership to Stage North. Sue Popesku refuses the nomination. Discussion about plaques at Cultural Centre. 2 are for the Peace River Zone- one for best actor, actress, director the other for John Barry Memorial Reward for significant contribution for community theatre. Performing Arts for Community is the other plaque- nominations have been taken from Stage North, Peace River Zone. Since Sue refuses nomination, she suggests that board send around nominations for lifetime nominations. Board will send nominations to Kevin and he will send them out to the whole board and ask for them to be rated.

Mainstage 2021- Teela sent out the Mainstage application information to the board. The Peace River Zone has been discussing bringing Mainstage to FSJ. Zone would need the full backing of Stage North for help and to co-host. Concerns: could take 2 years to plan, need volunteers (Arts Council), need City of FSJ to commit. Funds, venues are concerns. Have held CanWest Festival, New Play Festival, BC Festival of the Arts. Sue motions that we apply for Mainstage for 2021, Kevin seconds. Pros and cons discussed. All in favour. Stevi, Elysia, Teela oppose. Motion passes. Oliver, Cynthia, Rob, Sue will form a Mainstage committee.

#### Business arising:

**Seat Sale-names on seats.** Teela motions that one of the seats be dedicated to Tony Atkins from Stage North and the other say Stage North, Kevin seconds. Oliver will look into how much space the plaques will have. All in favour. Motion passes.

2 week runs- Oliver motions that we stop 2 week runs for audience development and cost savings, Kevin seconds. Rob mentions a case by case basis for each show. Oliver mentions that looking at 5 year data that musicals are the only shows that bring the people in reliably. Teela mentions all of the work that goes into a show to only go 'up' for 2 nights. 'Feeling' better to the actors mentioned as a plus (more audience instead of less). Motion amended (to be added): Directors can ask for board approval for additional shows. All in favour, Teela Rob oppose. Motion passes. Teela asks how the membership will be informed. Oliver will send it out in the newsletter and will send this out this week. Oliver will let the

board know the Cultural Centre dates and board will decided at next board meeting which dates to cancel and which to keep.

Next Season-Addam's Family-Would like 6 shows 1 matinee, normal ticket prices-Adults \$25.00, Students/Seniors \$20.00, Children \$15.00. Oliver has approached Shawn for choreography, Reina Morris Richart (Youth Choir Director) for vocal coach. Would like auditions before Bright Nights in June, start choreography in August. Cast is 20, could be more. Stevi motions to proceed with the show and the allowance of the matinee and extra performance 3 day. All in favour. Motion passes.

Trade show: Trade show went well, had enough volunteers. \$500 is made.

60 band fundraiser- looking for a skit or improv-show 40 minutes. November 23<sup>rd</sup> tentative date. Looking for volunteers. Dallas may be interested. To be kept on agenda.

Roles and Responsibilities (Production and Board): Sunday June 2<sup>nd</sup> 11:00 am breakfast 12:00 pm follow-up workshop at Space. Stage Management. Kevin will ask Blair to make waffles. Stevi will bring the things she normally brings.

In the Wings: The group sent an email to Kevin and Teela and this has been sent to the board.

Newsletter: Will send out auditions, Zone AGM, Festival, and volunteers for Mainstage committee.

Charitable Status: Kaymia is not at meeting.

Gaming: Kaymia is not at the meeting. Gaming grant has been sent in. Stevi gives a run down on the gaming workshop she attended in April.

Action Items: Bronwyn not at meeting.

Lending agreement: Teela will do her action items for the next meeting.

Teela mentions that 'pre-exisiting damages and guesstimate of difficulty to replace' may be time consuming and difficult to determine. Teela will re-word these sentences. Sue mentions putting Stage North logo on top and address and phone number at bottom, Dennis will do this. Teela will start a binder to be kept at Space with lending agreements.

#### Reports:

Treasurer: Sue hands out the financials as of May 7<sup>th</sup> 2019. Oil Wives have had their account hacked, have asked if we could wait to cash their cheque.

Productions: Very diverse season. Stevi has been sharing things that are not specifically Stage North-Eagle Vision, Arts Council etc. Board agrees that it is a good idea to be diverse. Stevi will try to get something together for 'May Theatre month'

- Oil Wives murder mystery Dead Man's Chest: approx 75-90 people pershow.
- Between the Sheets: Thursday night power went out Cultural Centre did not charge for this
  night. Held Q & As after the show and they went well, was easier with a 'plant' in the audience.
  Audience was 94-99.

Facilities: Teela asks Kevin to ask Dennis about the door lock. Will be a false roof on building in the summer, looking at digging up sewer line. Would like a timeline on construction for Addam's Family schedule.

Workshops and script readings: Done until fall. Saturday Sept 21st Cultural Centre hosting production workshop (for all groups), bringing in graphic designer, Matt from newspaper talk about press releases, taking to radio stations. Not a large social media component. \$30-35 cost. Free ticket to folk concert that evening.

Props and Costumes: Sue mentions that Ginger from Doctor Kearney offered to clean up the costume room. Would be 3-4 kids. Sue will connect with Teela with Ginger.

Website: Do shows need archivists? For pictures of shows.

**Lighting/Sound equipment committee: will pick this up after festival.** Oliver will get quotes on lighting and sound equipment and send them to the committee.

President's: High school show Thursday, Friday, Saturday, cost is by donation. Ellie is directing. Show is 7:00 pm. Annapurna is on May long weekend at the Cultural Centre.

**Posters and programs: Cynthia is using photoshop for posters.** Cynthia will send receipts to Sue for Adobe.

Meeting adjourned: Rob motions to adjourn. 8:41 pm.

Next meetings: Tuesday June 4<sup>th</sup> Space 6:30 pm Roles and Responsibilities Stage Manager-Sunday June 2<sup>nd</sup> 11:00 am breakfast 12:00 pm follow-up workshop.

# Stage North Board Meeting Agenda

Tuesday June 4 2019 Space

Invited: Kevin Smith, Blair Scott, Sue Popesku, Teela Gould, Bronwyn Hall, Dennis Szalai, Stevi Eby, Oliver Hachmeister, Elysia Cruz, Cynthia Vance, Rob Laventure, Kaymia Wheat Call meeting to order.

Additions to the Agenda.

Conflict of interest with agenda items.

Approval of previous minutes.

New Business:

 NPCC renos: does Stage North want all the old curtains including a starlight curtain? Would Stage North like old theatre seats?

# **Business Arising:**

- Lifetime membership nomination
- Mainstage 2021
- NPCC Seat Sale- Names on seats
- Production rental time periods
- Next season
- SD 60 band fundraiser-skit or improve show 40 minutes. November 23rd tentatively. Looking for volunteers
- Roles & Responsibilities of Production Team-Workshop Stage Management Sunday June 2<sup>nd</sup>
  11:00 am Space
- Newsletter
- Charitable Status KAYMIA
- · Gaming KAYMIA
- Action Items —
- Lending Agreement ~

#### Reports:

- Treasurer's:
- Productions:
- Between the Sheets
- Addam's Family
- Facilities
- · Workshops/Monthly script readings
- Props and Costumes
- Website
- Lighting/Sound equipment committee
- President's

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- Du Night Stand Sot Night Thailie
Malt / Tad / Jesse.
- May Festival - Beer for Blast
- Outside

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- Miskie - Feb - Play

- Rotary Blair Scott

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#### Stage North Board Meeting Agenda

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