

Stage North Theatre Society Board Meeting Minutes

Wednesday, June 11, 2014 at the Space, 7:00 p.m.

Call to Order: 7:01 p.m.

Present: Gilles Francouer, Dale Hillman, JP Wood, Dawn Ljuden, Daryl Lo, Karma Pratt

Guests: Jenn Merrett, Teela Gould, Maureen Sharp, Anna Lehky, Matt Preprost, Sue Popesku, Paul Swartz

Regrets: Barb Reder, Kevin Smith, Oliver Hachmeister

Absent:

Approval of the Agenda:

- Agenda approved as amended. Motion by J.P., second by Dawn.

Approval of the board meeting minutes from May 7/14:

- Meeting minutes approved as presented. Motion to approve by Dawn, second by Dale.

Business:

- **Lights/Sounds Grant Received from BC Gov't:**
 - Karma presented quote for lights and other equipment on behalf of Oliver.
 - Motion to approve to purchase lighting equipment as per quote - made by Dawn, second by J.P., passed unanimously.
- **Best Practices/Accountability Document:**
 - Reviewed most current draft of document. This is a living document and will continue to be worked on.
 - Intended to be a resource for new directors and/or people who have never directed, but are interested.
 - Jenn's perspective as a previous director: document makes a lot of sense and is very helpful
 - Karma: very timely as we get ready to discuss next season
 - Dawn: we need to ensure accountability is documented - this season we had processes in place and things still fell through the cracks, Board needs to have the ability to speak one-on-one with director
 - J.P.: should indicate certain stages throughout the rehearsal process where the Board needs to attend rehearsal and/or production meeting
 - All agree it will be beneficial to have someone approachable to talk to beyond those people who are on the production team
 - J.P., Gilles, Daryl to fine tune Best Practices/Accountability Document
 - Other elements that came out of the discussion:
 - J.P., Gilles, Daryl, Dawn want to create a Shadow Director document as well
 - Dawn volunteered to work on a Members Handbook, which would include SN Board contact info, etc. She will provide a draft for the Board to review
- **FoJo 2014:**
 - Update on what the planning committee has been up to, reminder of important dates.
 - Important Dates:
 - June 25: Deadline to submit applications
 - June 26: Lottery Draw
 - July 11: Last day to withdraw submissions (\$75 refund of application fee, \$25 retained for admin costs)
 - July 18-20: 48 Hour Garage Sale Fund Raiser, Terra Energy Parking Lot, 100 Ave
 - Aug 8-17: FoJo 2014 - Meet & Greet Mixer to be held on Aug 8, Wrap up to be held on Aug 17, shows to be held over the weekends, workshops to be planned during week nights and possibly on the weekends too.

- CJDC TV requested an interview about FoJo, scheduled for 11:40 a.m., Thurs, June 12 - Dawn and Dale attending.
- Discussion about ensuring we market our unique brand (ex: use hashtag #FoJo2014 with social media)
- Dawn requested permission from SN to start a campaign on Indigogo for fundraising - no one had any concerns about doing this. Motion to approve Dawn's request to approach SCF about doing an online fundraising campaign. J.P. motioned, second by Daryl. Approved unanimously.
- **2014-15 Season Presentations:**
 - Jenn Merrett, J.P. Wood and Dawn Ljuden all came prepared to present for the coming season
 - Matt Preprost, Anna Lehky, Paul Swartz all have an interest in shadow directing.
 - Jenn presented *Pride & Prejudice*, an adaptation from Jane Austen's novel
 - Interested in February slot
 - Provided multiple budgets assuming different percentages of house sales
 - Script is on order from Samuel French, Jenn may adapt her own script if the one she ordered doesn't seem as engaging as she would like
 - Large cast, would need to see what roles could be doubled, if any
 - **Why this play?** - It's beautiful.
 - Burned out at last show, but encouraged by what she sees now with this Board and with the accountability / best practices document - reassured that the Board will support directors in their efforts, but will also not pull any punches if things seem to be coming off the rails with a production
 - Ideas for promotion:
 - Opening night wine tasting (girls / couple's night out)
 - Could do wristband sales style wine tasting
 - Would need to coordinate
 - Closing night ball
 - Again would need to coordinate
 - Any costs associated with promotional events would need to be included in the production budget
 - J.P. presented *The Princess Bride*, an adaptation from the movie
 - Cast of 22-25 (some could be doubled)
 - Interested in Fall slot
 - No official rights but J.P. has been trying to get them. Other amateur productions have been done (examples can be found on YouTube)
 - **Why this play?** - I love the show. It has a huge following (cult classic) and would be a big draw for FSJ and surrounding areas
 - Dawn presented three ideas for next season:
 - *Sherlock Holmes and the Case of the Jersey Lily*
 - 7-11 actors, 1-1/2 - 2 hours in length
 - Rights: \$75 per performance.
 - **Why this play?** - funny script, hilarious
 - Happy to take on a shadow director for this show
 - Would like to do in the Space, estimating 30 seats (50% capacity) for 10 shows
 - Ideally would like to target Christmas time
 - How it Works, Daniel MacIvor
 - 4 actors, 1-1/2 hours in length, simple set
 - Rights: \$2700 for 9 shows in the Space, plus 1 at Festival

- Rights: \$4500 for 12 shows
- Interested in directing this as a festival play
- God of Carnage
 - Tony award winning play
 - 4 actors
 - Potential festival show
 - Dawn would prefer to act in this and have someone else direct
- Motion to approve The Princess Bride production for Fall Slot 2014-15 (Oct 31, Nov 1, 6, 7, 8) - motion by Dawn, second by Daryl, passed unanimously (argh!)
- Motion to approve Pride & Prejudice for February slot 2014-15 (Feb 13, 14, 18, 19, 21 - NO SHOW Feb 20 due to a pre-existing NPCC confirmed event) - motion by Dale, second by J.P., approved unanimously
- Discussed the possibility of fitting a Christmas show in on the weekends (2 before Christmas, 2 after). Need to review and see how it would fit in with other show rehearsal schedules in the Space.
- Motion to approve Sherlock Holmes and the Case of the Jersey Lily for Christmas time 2014-15, with dates to be confirmed by Dawn. - motion by J.P., second by Daryl, passed unanimously.
- Spring/Festival Show TBD
- Auditions: dates TBD, target beginning of August

Other:

- Fundraiser ideas:
 - Paul brought forward a couple of ideas for an evening out / fundraiser
 - Philosophy Café at Whole Wheat and Honey
 - Night of promoting an idea, people come with a short written piece (250 word max.) to discuss and debate a philosophical question (ex: What is absurd in the philosophical sense of the meaning of life?)
 - Present ideas to a 3 judge panel
 - The Indigo Café at the Lido - night of nothing but the blues
 - Invite people to bring their best blues skills to a competition - include a lyric (ex: "the Fort St. John blues") which must be included in their song
 - Songs judged by a panel of judges on the following criteria:
 - How well do they ooze the blues?
 - Lyrics
 - Originality of music
- Theatre BC asked if SN is interested in sponsoring a Green Room at Mainstage this year (\$250 sponsorship)
 - Board voted no to spending the money this year
 - Paul Swartz stepped up and said he would donate the \$250 on behalf of SN
 - We all *heart* Paul

Reports:

President - Gilles

- No report.

Executive Director - Karma

- See attached.

Administration/Membership - Daryl

- No report.

Treasurer - Kevin

- See attached financial reports.

- May 28: Attended NPCC Booking Meeting on behalf of Stage North
 - Some issues with getting our preferred dates
 - Have tentative dates pencilled in as follows:
 - Fall Show: Oct 31, Nov 1, 6, 7, 8
 - Christmas Show (Nutcracker Suite with Studio2Stage): Dec 16, 17, 18, 20 (No show Dec 19 due to conflict with existing NPCC confirmed date)
 - Winter Show: Feb 13, 14, 18, 19, 21 (no show Feb 20 due to conflict with existing NPCC confirmed date)
 - Spring Show: Apr 30, May 1, 2
 - \$1000 deposit for the full season required on or before Jun 20 to confirm spaces
 - 90 cancellation policies if we need to change/cancel dates
 - New 2014 rate card being released soon - NPCC changing some things (different rates for dark nights vs. rehearsal nights)
 - NPCC has listened to concerns and has changed their booking/reservation process to ensure dates that are held do get reserved.
- May 30: Submitted BC Gaming Grant Application on behalf of Stage North
 - provide funding request summary - see BC Gaming summary (Addendum #1)
- Final financials on all 2013-14 shows
 - provide funding summary - see Budget vs Actuals (Addendum #2)
- We received a request to collaborate with Northern Winds Community Band for their May 29 Spring into Summer show at the Lido. A message was sent to all members, but we did not have anyone volunteer to do improv during this show (except Dale because he's a trooper).
- May 31 - Jun 1: The Workshop Experience
 - Over all workshops were well received by participants
 - We had some last minute changes - acting workshops were cancelled due to a family illness that the facilitator had to deal with, the lighting workshop was moved from NPSS to the Space in order to accommodate all people (due to job action, teachers would not be able to participate in workshops held on school grounds during the weekend).
- Decision to not continue past June 30
 - I have enjoyed working with all of you and really appreciate the opportunity to work with you in the capacity of ED. I have chosen not to extend my contract beyond June 30 for personal reasons. That said, I wouldn't change a thing - I feel that I have learned so much over the past six months and have grown throughout challenging experiences. I have the utmost respect for this Board and your ability to work through situations professionally. Thank you for teaching me how strong we can be when we stand together. Thank you for accepting me as a member of your motley crew, and I look forward to seeing what the future holds for Stage North. Argh!!! ..

Minutes for 2014 Annual General Meeting
Stage North Theatre Society
Saturday, August 23, 2014 - 4:00 p.m.
@ The Space, 11520 East Bypass Road, Fort St John, BC

Present: Barb Reder (recording), Dawn Ljuden, Gilles, Francouer, Maureen Sharp, Paul Swartz, Annie Peachey, Kaymia Wheat, Sarah Lyons, David Truscott, Emry Mika, Suzanne Lawson, Sue Popesku, JP Wood, Christina Wood, Karma Pratt, Jordan Lawson

Call to Order: 4:20 p.m.

Approval of the AGM Agenda: Dawn moved, JP 2nded.

Approval of the AGM minutes from August 17, 2013: JP moved, Dawn 2nded.

Count: 15 voting members, 1 non-member.

Annual Financial Report - Kevin Smith (absent):

- Karma reviewed the financial statement for June 1/13 to May 31/14.
- A question was raised concerning the accounting treatment of revenues & expenses pertaining to the 2013/14 season (reference to outstanding "Alice" revenues and expenses). According to GAAP (Generally Accepted Accounting Principles), expenses incurred and revenues earned should be accounted for (accrued) in the year incurred, even if the final invoices/receipts have not been received.
- Karma explained that the executive had agreed to transfer 10% of any show profits to the capital account in the hopes that one day Stage North might have a space of their own.

President's Report - Gilles Francouer: Gilles went through his report (attached).

- A question regarding the cancellation clause in NPCC contracts was raised. Dawn explained how we (Stage North) were surprised by the introduction of a cancellation clause that would have allowed the NPCC to cancel our show with only 24 hrs. notice if ticket sales had not met a certain (undefined) threshold. Dawn explained how we worked with the NPCC staff to have this clause removed for the first show (Shrew), with the door left open for further discussion. This clause did not appear in subsequent contracts and no further discussions have been held with NPCC. It is important that we review all future contracts closely for any new wording, and to refuse to sign any contracts that may contain this cancellation clause.

• **Executive Director's Report:**

- Gilles explained how this position changed hands twice during the year. Sue stepped down from the role Dec 31/13. Karma Pratt filled the role Jan 1st thru June 30th, and Maureen Sharp has been in the role since July 1st/14.
 - Sue Popesku - Helped with the contract situation with "Shrew" and with the Xmas show. Sue advised that the Executive Director position is a huge job and that she would be willing to meet with Maureen to discuss the upcoming collaboration with Studio 2 Stage, "The Nutcracker". Maureen indicated that this production needs our (Stage North) involvement and support the same as all other productions.
 - Karma Pratt - Offered her thanks to Sue for all the support. There was a huge amount of learning, combined with lots of opportunities. She also offered her thanks to Maureen for stepping up to accept the position.
 - Maureen Sharp - Was impressed with the grace under pressure shown by the board during the year. She felt good stepping into the position, and has literally hit the ground running. She thanked Karma and Sue for their continued support. There has been lots of interest in auditions, and has accumulated a list of 26 kids under the age of 10 that are interested in participating in Stage North.
- Interviews with the Moose/Energetic, Alaska Highway News, North East News and CJDCTV in regards to Garage sale, FOJO 2014, retro fitting the space and our upcoming season. We

have received quite a bit of publicity; some I have reached out to and some have reached out to me! Please note these were multiple times and dates.

- Attended the Garage sales and took multiple shifts and accounting for a total of \$4416.60, along with complex disposal of leftover items, this alone was a very time consuming and taxing job.
- The space has been cleaned up, painted and fire Marshall approved and ready for FOJO. This was a very large job and required a great amount of time and effort over three weeks from myself and some amazing other members.
- FOJO 2014 shows and workshops accounting etc.. I propose if we plan on doing FOJO again we take the Moose FM up on their offer of doing it during the block party. Thank you to all that helped arrange FOJO, there was much to be done and much we can learn from.
- We had some technical difficulties during the beginning of Fojo. I believe these are all ironed out; we still need to have a FOJO meeting to give more details to the Board. During this time I also had to field some concerns from our landlords. All of her concerns were addressed and taken care of.
- Auditions confirmed and send out to the masses.
- As we have so many things going on, my email has been quite busy with our membership with lots of great questions and non-members looking for information about joining; many of them children.
- Face Book is updated regularly and a partnership has been struck with Oliver and me as he has been updating our web page quite faithfully. Many thanks Oliver!
- Prep for AGM and BC Society Annual Report to file immediately.
- Will be submitting an amendment for our lease agreement to Bronwen Surerus as she requested as our Lease renewal is due this month.

Personal Note:

There has been a lot on the go from the moment I have taken over the ED position many great things in the works for Stage North! I have truly had to hit the ground running ☺ as I know many of you have also had to work a great deal during our great but short summer. In the middle of all these great things, I have had 3 medical procedures and another on Monday the 25th rest assured this will once again only be monthly. They have zapped my energy quite a bit but not my commitment as I do hope you have all noticed.

- Dawn thanked all 3 executive directors for the seamless transition(s) between them and for their support of each other.

Chair Reports:

- **Administration/Membership** - Daryl Lo resigned late in the year, as he left to pursue his Master's degree.
 - Karma reported on his behalf:
 - Daryl arranged for Stage North to partake in the spring Community One-Stop Registration.
 - We should consider attending the Fall Community One-Stop Registration - to be held Sept 6th.
 - Recommendations from Daryl are available.
- **Production** - Dawn Ljuden reviewed the year's productions:
 - "Taming of the Shrew" - went very well. The cast was fortunate to be given the opportunity to work with John Kirkpatrick. The show drew large audiences, was well received and made money; approximately \$4,600.

- **"Every Christmas Story Ever Told: And Then Some"** - The show was well received, but it is always difficult to draw an audience during the Christmas season. It was an excellent show despite having only 4 weeks of prep time (following "Shrew's" late run).
- **"Alice"** - This production attracted many new faces into our theatre community, but there were many bumps along the way. The Board made the difficult decision to cancel the original run dates and schedule a remount. The problems encountered sparked the inspiration to develop a due process document. A committee has been struck to develop an accountability /best practices document. Work on this document is ongoing. We do consider this show a success, because we managed to achieve a higher morale, and we learned a lot from the experience.
- The new season is upon us. Auditions took place this morning and will continue tomorrow. Dawn will be shadowing JP as he directs his first play this fall. When she directs "How It Works" in the spring, Dawn will have a couple new aspiring directors shadowing her. When they are ready to direct their own plays, the roles will reverse and Dawn will shadow them.
- **Facilities - JP**
 - Had to deal with a few minor issues throughout the year.
 - Heating - we had the thermostat on a schedule last year, but suggest that we simply turn it up when we arrive and down when we leave. There is no point in heating the space when no-one is there.
 - Leaking wall - not resolved, as it only happened once and we couldn't pinpoint the problem.
 - Frozen pipes - the bathroom door must remain open at all times (when not in use). The vanity doors must remain open at all times - to allow airflow so the pipes don't freeze. A sign will be posted.
 - Ceiling fan - is looking wobbly - will check it out.
 - Snow removal - the landlord did try to accommodate us, but it will help for us to supply them with our schedule so that they know when we'll be needing access.
 - Outside lighting was fixed and driveway markers were improved.

Thank you to 2013/2014 executive: Karma offered her gracious thanks to the 2013-2014 board members.

Election of Officers for 2014/2015: Karma Pratt ran the elections. It was decided because of the small numbers to take open votes where and if necessary. No secret ballots; deemed unnecessary. 2013/2014 paid members and new 2014/2015 paid members are deemed as eligible voters. Dawn Ljuden read through the job descriptions for each board position.

President:

- JP nominated Gilles Francouer; Kaymia Wheat 2nded
- By acclamation - Gilles Francouer

Vice-President:

- Gilles nominated Dale Hillman; JP 2nded
- Dale has given his consent to let his name stand if nominated.
- Dave Truscott nominated Dawn Ljuden
 - Dawn declined because she would like to serve another year as Production Chair if nominated.
- Dawn nominated Oliver Hachmeister
 - Oliver declined
- By acclamation - Dale Hillman

Secretary:

- Kaymia nominated Emry Mika; 2nded by Dawn L
- By acclamation - Emry Mika

Treasurer:

- Gilles Francouer nominated Kevin Smith; Emry 2nded
 - Kevin has given his consent to let his name stand if nominated

- JP nominated Christina Wood; Dave T 2nded
 - Christina consented to let her name stand
- Vote resulted in a tie.
 - Christina withdrew from the competition. The ballots were destroyed and the vote declared null & void.
- By acclamation - Kevin Smith

Administration/Membership:

- Christina Wood nominated Kaymia Wheat; Dave Truscott 2nded.
- Maureen nominated Paul Swartz
 - Paul declined
- By acclamation - Kaymia Wheat

Production:

- Suzanne Lawson nominated Dawn Ljuden; 2nded by Gilles Francouer
- By acclamation - Dawn Ljuden

Facilities:

- Emry Mika nominated JP Wood; Christina Wood 2nded
- By acclamation - JP Wood

Appointment of signing authorities:

- Current signing authorities are: Oliver Hachmeister, Dale Hillman, Gilles Francouer & Kevin Smith. Except for Oliver, all signing authorities remain on the Board. Oliver will no longer be considered as Past President (this is a one-year honorary position) as his term is up.
 - Kaymia Wheat motioned that Oliver be removed from signing authority; 2nded by JP; carried.
 - Emry Mika motioned that Dawn Ljuden be added as signing authority; 2nds by JP; carried.
 - Kaymia Wheat motioned that Dale, Gilles and Kevin be reappointed as signing authorities; 2nded by JP; carried.

Meeting adjourned: 6:13pm

Recording Secretary - Barb Reder

President - Gilles Francouer

Minutes for 2015 Annual General Meeting STAGE NORTH THEATRE SOCIETY

August 22, 2015 11520 East Bypass Road, Fort St. John, B.C.

Present: Gilles Francoeur, Dawn Ljuden, Lisa Behrens, Emry Mika, Karma Pratt, Carly Dyck, Les Anderson, Dale Hillman, Matt Preprost, Amy Davidson, Cody MacGillivry, Paul Swartz, Kevin Smith, Stevi Eby, Kaymia Wheat

Call to Order: 3:05pm

Approval of AGM Agenda: Motion to approve: Dawn, Seconded: Dale

Approval of AGM Minutes of August 2014: Motion to approve: Lisa Behrens, Seconded: Dawn Ljuden

Number in attendance: 15, 13 have paid dues

Annual Financial Report – June 1, 2014-May 31, 2015 Financial Statements – year end

Presidents Report - Gilles Francoeur

Executive Director's Report - Lisa Behrens

Administration and Membership - Kaymia Wheat: Easy flow kind of year.

Production - Dawn Ljuden: We started last year with a full slate and had a successful run of *Sherlock*. We need more membership to participate in Nutcracker in following years. *Pride and Prejudice* was well received and was a good experience for cast and crew alike. It was great to have Jenn and Teela back in the saddle. Sadly the production for the festival, due to problems with casting, had to be cancelled. Other than that, it was a good year. We weathered it. We did not do FoJo this summer and I think that it was a wise decision. We need to do more fundraising in the future. It was a good year, I was happy to be a part of it.

Facilities - JP Wood: We had a good year with the Surerus'. One glitch was a large gas bill due to heat not being turned down at the end of rehearsals. Covered some ground rules with cleaning the parking lot about where we can park the snow. JP will not be letting his name stand this next year.

Election of Officers for 2015/2016

President - Call for nominations. Gilles nominated Dawn Ljuden. Paul seconded. Dawn accepted. Dale moved that nominations are closed. Karma seconded. **Dawn Ljuden** is President by acclamation.

Vice President - Dale is leaving the area and will not be staying on the board. Call of nominations. Dawn nominates Paul Swartz. Les Seconded. Paul lets his name stand. Emry moves that nominations are closed. Gilles seconded. **Paul Swartz** is Vice President by acclamation.

Secretary - Call for nominations. Karma nominates Emry. Gilles seconded. Emry lets name stands. Paul nominates Les. Les declined due to scheduling. Kaymia moves that nominations are closed. Dawn seconded. **Emry Mika** is Secretary by acclamation.

Treasurer -Call for nominations. Dale nominates Kevin. Kaymia seconded. Kevin declines nomination. Dawn nominated Amy. Emry Seconded. Amy lets name stand. Emry moves nominations are closed. Les seconded . **Amy Davidson** is treasurer by acclamation.

Administration/Membership- -Call for nominations. Dawn nominates Matt. Kevin seconded. Matt accepts. Paul nominates Kaymia. Dale seconded. Kaymia lets name stand. Gilles moves nominations are closed. Paul seconded. All in favour for Matt. 7 Votes. All in favour for Kaymia. 2 Votes. **Matt Preprost** as Administration/Membership by vote.

Production-Call for nominations. Dawn nominates Gilles. Dale seconded. Gilles accepts nominations. Paul nominates Karma. Karma declines due to schedule. Kaymia moves nominations are closed. Emry seconded. **Gilles Francoeur** is Production by acclamation.

Facilities-Call for nominations. Paul nominates Kevin. Les seconded. Kevin will let name stand. Dawn nominates Cody. Emry Seconded. Cody Declines. Paul nominates Kaymia. Kevin Seconded. Kaymia declines. Kaymia moves nominations closed. Dale seconded. **Kevin Smith** is Facilities by acclamation.

Appointment of Signing Authorities- Previous signing authority was Dawn, Gilles, Dale and Kevin.

MOTION by Dawn L. second by Kevin S.

“that Gilles Francoeur and Dale Hillman be removed from signing authority.” CARRIED

MOTION by Emry M. second by Gilles F.

“That **Amy Davidson and Paul Swartz** be added as signing authority. CARRIED

MOTION by Gilles F second by Emry M.

“that **Kevin Smith. and Dawn Ljuden** remain as signing authorities.

Meeting Adjourned: 3:51

President

Recording Secretary