

## Executive Board Meeting

January 14, 2026

Meeting called to order by **Dwayne Campbell** at 7:03pm

Recorded by Isabel Mendenhall

**Motion** by Al Zylstra and seconded by Deb Tom to waive the reading of the previous minutes. Passed.

**Correspondence: Isabel Mendenhall** - Email from Rotary Club to donate tickets again for their Bevies & Bites fund raiser. **Motion** by Al Zylstra and seconded by Val Lawlor to give the Rotary Club two sets of tickets for *The Birds and the Bees*. Passed.

We had an inquiry that was forwarded on to Dwayne from a pianist interested in becoming involved with us. We will get back to him to see where interests lie.

**Treasurer: Deb Tom** - checking 111,273.11, savings 33,042.58, gaming 9,187.50 term deposit 155,076.33 To do list: SCC licenses, gaming licenses, year end financials, purchase Bird and the Bees, do all the donation receipts. Liquor licence is still going on at a snail's pace.

**Production: Dwayne Campbell** – *Moon Over Buffalo* is going well. Denise is doing props. We have a budget which should be easy to follow.

*The Birds and the Bees*: looking for a production manager for the show. Val will put it out to the membership. Dwayne will co-produce if necessary. Cassidy has been asked by Samantha to Stage Manager *Birds and Bees*. Sandra is doing set design. Frederick, ASM for *M.O.B.*, might be interested in stage managing. Al will ask. Dwayne would like to look around for a different intimacy co-ordinator. Samantha will ask Kayt as well as find out what the rates are for the intimacy co-ordinator they are using for the show she is currently involved in.

**Discussion on poster design.** Director should have input. People are rather upset about using AI in poster design. Discussion ensued. Poster design needs to be discussed with the producer and director, and that vision passed on to the designer.

Little Dipper Theatre would like to do an ad swap with us. Daniel Snyder in Langley is their liaison. They put an ad in our program and we would put one in theirs. We could promote them on our website or social media if we don't have the space in our programs, as the upcoming program will only be two pages. **Motion** by Al Zylstra and seconded by Samantha Hussey that we explore this further and that we do a publicity swap with Little Dipper Theatre. Passed.

**Membership: Val Lawlor** – We currently have 90 members

**Publicity: Val Lawlor** – Patron, email blast to go out next week. Currently listing show on various websites/calendars. Will share Samantha's FB postings to other groups she does not belong to.

**House Manager: Cindy Dean** - Volunteer sheet went out today to our members for *MOB*. Dimes was difficult for FOH people. Co-pro made 2314.00 with a 60/40 split. We feel it's run its course and we should skip a year, but bring in other small musical groups as they seem popular.

Discussion on comps for FOH people. FOH can watch a show on the night they work if seats are available. Otherwise, they will be given a comp for another night. We need to update our policy for comps.

**Box Office: Cindy Dean** - Sales are a bit slow right now as we have not gone into our big advertising push. Cindy will run a report just to see how many tickets we have sold. We did not sell a lot of tickets for children for *Maltese Reindeer*. Average was around six per show.

**Technical Director: Scott MacDonald** - The main thing has been looking into getting quotes to get the stage resurfaced. Would like three quotes, but so far, only have one has come forward. Great Northern Way Scene Shop quoted \$10,000 for the stage replacement. Found another company, but they won't be able to give us a quote until *MOB* closes. It will take approximately one week. Would like a company that is familiar with stages. (Great Northern is) Some carpenters might not know how prevent floor slippage on a stage. Only done minor rearranging for *MOB*. Since we have a lighting person, Hailey, and a sound person, Manon, I won't be around much. Al will supply lighting and sound crew with Scott's information in case there are questions. Manon has made a typed list of all the things needed to do for sound set up. We will discuss a new computer and projectors after Scott decides what we need for the coming season. Computers and equipment need to be signed out so we know where they are.

**Stage Manager: Al Zylstra** - Moon Over Buffalo is going well. Most cast members are off book or almost off book. Three new stage crew members, Frederick is our ASM, and Peter and James, both very keen, and really enjoying themselves. Will be conversing with Hailey and Manon to see if they want to be booth operators and swap out. If not, I will be calling the show from the booth. There will still be three backstage crew.

**Playreading: Deb Tom** - Our first slot is going to be *Things My Mother Taught Me*, Denise Brookson director. The backup is *Now and Then*, Denise Brookson director. A more heartfelt play like *Last Romance*. A lot of plays that were submitted as comedies weren't comedies. The only thing we have for Christmas right now is *A Snow White Christmas* by Norm Foster. Ken is going to bring his script in for *A Christmas Carol* to read.

*Clue* is on tour, so we can't apply for rights until the touring company is done this summer. *Murder to Death*, director Dwayne Campbell, is slotted for the Feb. slot. If we can get *Clue*, we'll be doing that one instead. Will ask Lauren Trotsuk if she would be interested in a 2026 summer co-pro, *Persephone*. Jayda Grant has submitted the musical *The 25<sup>th</sup> Annual Puttnam Spelling Bee* for the first show of the season, and Lauren is willing to direct.

Original writers are coming on Sat. with their script *Murder by Bits and Bytes*. We are going through dramas. Next time we ask for submissions, we need to request no one acts. Val will put a shout out to anyone who might want to direct in the Christmas slot.

**Old Business:** If there are any changes being made on rules it should be captured in the operating policy.

Theatre Renovation Committee - Dwayne Campbell will head this committee of four. Volunteers are Deb Tom, Al Zylstra, Val Lawlor, and Cindy Dean.

**New Business:** Honorariums for SM and Directors have been the same for many years. Discussion ensued. Will check with other local theatre groups to see what they are giving their directors and revisit this at our next board meeting.

Hospitality Budget: Hospitality budget is 25.00 per person (cast and crew) to a max of \$500. If we have double shows, there is a separate budget of 20.00 per person for those cast and crew working on site.

Use of AI for posters and programs is a concern to many of our young members. Ethical concerns and concerns that AI will take their jobs. We will try not to use it. **Motion** by Al Zylstra and seconded by Val Lawlor that we be mindful of the use of AI in our production. Passed.

Chamber of Commerce will be renewed.

Meeting adjourned at 8:41pm

Next General Meeting Jan. 19, 26