

## Minutes from May 17, 2022 Opera Kelowna Board Meeting

**In attendance:** Allan Neilson, Maria Correia, Riley Dunsmore, Gayle Lunn, Colin Ford, Paul Stephenson, Brianna Wells, Rosemary Thomson

**Regrets:** Anna Warwick-Sears

5:35 pm – meeting brought to order

### Agenda

Maria and Paul request additions to Section 8 agenda (Other Business)

Motion to approve agenda – Gayle Carried

### Approval of Minutes

Motion to approve minutes Carried

### Staff report – Brianna Wells

2 students hired – website redesign; Google Drive organization and orientation

Potential grad student for fall

Helena – new comms and event assistant

Production assistant job description now live – FT role

New OK website is up – thanks to Vigilante and graphic design partner for their work

Board portal to be populated

ADHD self-study docs to come

New Comms manager – Susanne Murphy, will also be able to tap into fund dev experience

CRM usage – ensuring we are tracking touches with donors, artists, patrons

Matching campaign raised 26k of 40k

Possible signature event this summer may help drive more \$\$

BC Arts Impact grant submitted

2 more grants due next week

Central OK Foundation – should get second year of funding

Recovery and Sustainability program – event on the 15th – looking for board attendance

Open weekly staff meeting (Mondays 5pm) to all board members

Motion to accept report – Riley Carried

### Staff report – Rosemary Thomson

Planning for mainstage and VOSI

Met with B&B director, booking orchestra

VOSI – faculty confirmed, booking students

Looking for host families

Vehicles avail to lend to faculty or students?

Piano to be loaned, 3 spaces to be used for VOSI rehearsals

Canada Council funding and UBCO support

Let's Make an Opera – in discussion with Laura M (Casorso)

Rose busy with Van Opera production, Opera in 21<sup>st</sup> C, OSO season now complete

Keynote speaker for University Federation of Women this past weekend

Covid test kits – can board members pick up extras?

Motion to accept report – Maria

Carried

#### Governance report – Allan N, Riley D

##### **Taking care of people**

Lack of contracts to outline values, responsibilities in organization

Need to draft for Rose and Brianna, plus remuneration review

Need a solid HR policy

##### **Taking care of board**

Succession planning

Matrix – understanding skills, gaps on board

Schedules for positions

Will present back to board

Collective effort, with Riley and Allan leading

#### Fund Dev report – Gayle L

##### **Donors**

Matching campaign fell 13k short of 40k goal – realized this was aggressive target

Opportunity to make up shortfall thru summer event, and text-to-give program

Considerations that text-to-give can't be run through Canada Helps

Will require manual processing. This will need to be considered as platforms are scoped

##### **Sponsors**

Valley First confirmed as SS sponsor

Argus commitment re: accoms still pending, potential OK support for opening of their new resto

Cynterra opportunity – Pamela is gone, however Anne is now spearheading. Allan to provide contact info to Gayle

KalTire – proposal submitted for their sponsorship of Singing the 97

Pushor Mitchell – re-awakened opportunity, proposal in progress for OPUS, mainstage

Also, Mission Group and UBC – further actions to be taken

Bryce is giving us RCA for studio production

#### Grants report – Maria C

Feeling unsure about contributions, role, structure of committee

Will take further conversation offline

#### Finance report – Riley D

Overall picture looks good, almost exactly on budget at present time

Small shortfall in grants, sponsorships that we expect will be closed as season progresses

Text-to-give program – tie to CRM could help?

*Paul S asks for confirmation of cost of productions and cancellation cost estimates*

*Answer is that there are hard and soft costs attached to potential cancellation scenarios*

Riley to provide breakdowns post-meeting

*Allan N asks about insurance*

*Answer is that Covid insurance not available this year therefore acknowledges that we do take on some necessary risk.*

## **2022 SEASON**

### Launch event

Positive feedback on launch event

35 guests RSVPd, 20 attended

In future, if attendance is low, suggestion that the board be informed so additional attendees can be sourced at last-minute

Great media coverage (Castanet and Kelowna Now)

### Billets

Meeting Thursday – Rose to confirm status after that

Feeling confident - most of faculty booked, cast and students... getting there

*Paul S asks about open chorus status/auditions*

*Answer that open chorus will be restricted to about 10 students this season*

*Mindful of Covid testing requirements, etc. Expecting more opps for public in future*

Rose to reach out to prior chorus list to let them know

### Covid-19 safety plan

Circulated, made clarifications to language

Requires motion and vote

Motion to accept – Paul S

Carried

### Mainstage tickets

June 15 – pre-sale for donors

10% of house will be PWYC

### Partner wineries

50<sup>th</sup> Parallel, Poplar Grove, Phantom Creek

50% of Singing the 97 program

Each winery will build their own unique event and sell to their Wine Club members

Schedule TBD

50<sup>th</sup> wants to pursue 5-year relationship

Start selling by July

Contracting Neil Facey for 2 of 6 Singing the 97 events

### Attendance of directors at events

All members indicate intention to attend

### ADHD Self-Study

Recipient program for grant

Document forwarded to board

Hired Dan Duncan to lead company through self-study

Will require initial survey, watching 2 videos, follow-up survey

1-to-2-hour meeting – late June

Identify 3 areas to address as a company

Board members indicating interest: Allan N, Maria C, Riley D, Gayle L, Colin F

Other Business

Paul S requests withdrawing his business until board president is present

7:04pm - meeting adjourned