

# Opera Kelowna Board of Directors Meeting Minutes

Date: Tuesday, November 15, 2022

Time: 6:00pm

Location: Spaces Business Lounge/Zoom

Board Attendees: Allan Neilson (AN), Maria Correia (MC), Riley Dunsmore (RD), Paul Stephenson (PS), Colin Ford (CF), Gayle Lunn (GL), Anna Warwick Sears (AWS), Alison Cathcart (AC)

STAFF: Managing Director Brianna Wells (BW), Artistic Director Rosemary Thomson (RT), Operations Coordinator/Minute-Taker Devon Wells (DW)

Attachments: Minutes of September 13, 2022(Secretary)  
Managing Director Report  
Artistic Director Report  
Mainstage Budget, Actuals, Forecast (Managing Director)  
Strategic Planning Slide Decks

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1. **Call to Order – AN called to order 6:02pm, passed**
  2. **Approval of Agenda – AN moved, passed**
  3. **Approval of Minutes - AWS moved, passed with friendly amendments from BW(see revised below)**
    - September 13, 2022
  4. **Staff Reports**
    - Managing Director (Brianna Wells) - **AN moved to accept MD report, passed**  
**BW provided clarity on Stephanie Tritchew's role as Engagement Coordinator**
    - Artistic Director (Rosemary Thomson) - **AN moved to accept AD report, passed**  
  
**RT provided clarification regarding funding for The Book of my Shames**  
**Let's Create an Opera - plans to create an annual program based off of how pilot project goes this December (GL asked for clarification for sponsorship purposes)**  
**S97- MC asked for clarification on what was successful - the artistic side of things was the most successful piece of S97. Concerns about the financial side of the concerts**
  5. **Board Matters**
    - Allison Cathcart, Pushor Mitchell - Welcome!
    - Strategic Planning - Saturday, November 19 (see attachments)

***Will set up zoom on large screen for Paul. Maria sent out email for logistics.  
Slides have been sent out  
RT requests Jennifer Tung to join us for meeting - AN to canvas other directors online to discuss***

- Board Succession

***On the agenda for Strat planning - directors to consider vice pres/president position for succession***

## **6. Board Committees**

- Governance and Finance Committee (Riley Dunsmore; Allan Neilson)

***Discussed contracts for RT and BW - hopeful to finalize docs within the next week***

- Fund Development Committee (Gayle Lunn)

***Community Matching Campaign on now - sitting at halfway to \$25000 goal. Ends Nov 25***

***Will discuss logistical details about how to engage more donors for future campaigns during strat planning session on Sat***

***Lesson learned for 2023 - begin engaging donors earlier in the year***

- Grants Committee (Maria Correia; Managing Director)

***As written in MD report***

## **7. Company Finances -**

- Riley Dunsmore to brief Board on current situation and anticipated fiscal year

***-sufficient capital to make it through to the end of next season***

***-high probability of receiving grant funding***

***-financials will be discussed in more detail during the strat planning meeting***

***-BW clarification - significant in-kind donations for S97 helped to boost the revenue for the program - demonstrates community support and sustainability. (MC questioned revenue for S97). Marketing efforts financially should help with future ticket sales for this concert series. TBD more during strat planning session***

***AN motion to convene as a board during strat planning on Sat to discuss and approve budget, passed***

***AWS motions to add this to the strat planning agenda, passed***

## **8. The Proposed Opera Kelowna 2023 Budget**

**9. New Business**

*AN moves to schedule AGM for Feb 7,2023, passed*

**10. Next Meeting:**

*Scheduled for January 10th, 2023*

*\*deadline for Secretary to receive Artistic Director Report & Managing Director Report is January 3<sup>rd</sup>*

*(RT & BW please plan for & respect this deadline as we need to give busy directors the time necessary to review, digest & formulate any questions)*

**11. Adjourn - AN motion to adjourn 7:02**

