

RCMPI Annual General Meeting 2013-2014

MINUTES

MAY 13, 2014

7:00 PM

KNOX CHURCH

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| MEETING CALLED BY | Karen Allen |
| TYPE OF MEETING | Annual General Meeting |
| FACILITATOR | Karen Allen |
| NOTE TAKER | Jeff Perkins |
| CALLED TO ORDER | 7:00 pm |
| APPROVAL OF AGENDA | Motion: Rob Peters 2 nd : Celena Reid – All in favour |
| APPROVAL OF PREVIOUS MTG MINUTES | Motion: Erik Canaria 2 nd : Jenn Peters – All in favour |
| PRESENT | Karen Allen, Deanna Clatworthy, Jeff Perkins, Carrie Gordon, Tyler Livingstone, Rachel Guthrie, Sarah Whelan, Christine Moretti, Gary Roche, Celena Reid, Stephen O’Connell, Jenn Peters, Rob Peters, Jonathan Gates, Erik Canaria, John Atwell, Sheila Douglas, Luisa Lago, Judy Steibelt, Earlla Vickers, Becky James, Holly Reid, Susan Lawrenson, Katarina Eitzen, Debbie Sippel-Eitzen, Helen Dumoulin, Gladys Phillips, Bob Brown, Corrine Saunders, Lin Chapman, Gary Chapman, Jasmine Supple, Erik Canaria, Adrian Eitzen, Paul Pengelly, Matthias Schonlau, Gregson Lodge, Jane Martin, Lawrence Mernaugh, Murray Short (RLB) |
| REGRETS | John Supple |

Agenda Topics

4. EXECUTIVE AND COMMITTEE REPORTS A) YEAR IN REVIEW

KAREN ALLEN

| DISCUSSION |
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| <p>RCMPI's 35 year has been one of the most successful and profitable to date. Both Joseph and Rent saw huge audience support. It demonstrates to the company that the public is ready to embrace the very well-known as well as more edgy fare. Again, going forward to the 2015 season, we are in a favorable financial position</p> <p>After last year's AGM, the Board had 10 members. I was re-elected President, Deanna Clatworthy was re-elected Vice President, Sarah Whelan took on the role of Treasurer and Jeff Perkins became Board secretary. Members at large were Tyler Livingstone, Julie Van Duzen Nantes, Christine Moretti, Gary Roche, Rachel Guthrie and John Supple.</p> <p>Julie Van Duzen Nantes has since resigned her position on the Board and John Supple has announced his intention to leave the Board after this AGM. I'd like to thank them both for their hard work and dedication to the Company. They will be missed on the Board.</p> <p>RCMPI was asked to present a shortened, small cast version of Seussical at the Hillside Festival at the end of July. I took over the direction of the project and the cast rehearsed most of June and July. After being told that we only had 45 minutes to perform a 90 minute script, Susan Lawrenson, Paul Pengelly and I worked hard to cut the play to exactly 45 minutes. The cast pitched in searching and making costumes and props and bringing the story to life on a very small stage in the children's area. The production was very well received by the audiences and the Hillside staff was very complimentary about our contribution to the festival.</p> <p>After it was decided that Fiddler on the Roof would not be our best choice for the Fall show, we chose Joseph to grace the stage. It had been profitable for us when we mounted the production in 2001 and the hope was that it would do well in this season. It certainly lived up to our expectations.</p> <p>Auditions were held in late June with an overwhelming turnout. There were some very hard decisions that the production team had to make in order to secure a stellar cast. Many great performers auditioned, but there weren't enough parts, or space, to cast everyone. For this show, we had auditionees from a variety of areas and casting included former Company members as well as some new faces.</p> <p>The production was beautifully mounted and very well received. Our profit from that show was one of the highest we've seen in a while.</p> <p>RENT was chosen for our spring show and tickets were selling during the run of Joseph. Auditions were held in early January</p> |

and we, again, had a tremendous turn out. Before opening, we had sold out all five performances and added a sixth, which also sold out by opening night. You can't get any better than that! This show, as well, included some former Company members as well as many talented new faces. It is hoped that the newcomers find a long term home with their RCMPI family.

Since we are now a member of the Western Ontario Drama League, we have entered the One Act Play Minifest, being held in Elmira, July 25-27. All entrants perform the same play, M.I.F. - My Invisible Friend, and are provided with the set. This is not a musical, but is an opportunity for our members to try their hand at directing and participating in a non-musical project. Tim Clarke will be directing this year's entry. Auditions will be held on the 21 and 22 of May. Please keep an eye out for our newsletter for more information.

It has been our experience that Christmas themed shows do well during the Christmas season. We are very excited and looking forward to our production of Scrooge! The musical in November. Steve Sherry will direct, Deanna Clatworthy will choreograph, Jeff Daniels will be the musical director, Julie Van Duzen Nantes will stage manage and Jeff Perkins will be the Production Coordinator. It should prove to be a magical experience.

While shows come and go, the Board is always working to ensure the growth, longevity and success of the Company. We encourage our members involvement and feedback in order to make Royal City Musical Productions Incorporated the best it can be.

| ACTION ITEMS | PERSON RESPONSIBLE | DEADLINE |
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4. EXECUTIVE AND COMMITTEE REPORTS
B) TREASURER'S REPORT

**TYLER LIVINGSTONE, CARRIE GORDON,
 RACHEL GUTHRIE**

| DISCUSSION | | | | | | |
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| <p>It is in our opinion that 2013 was a financially successful year for the company. I won't go into much detail about that right now, as we will have a full presentation from Murray Short, our Auditor, shortly.</p> <p>Effective December 1st, Rachel Guthrie, Tyler Livingstone and myself assumed the Treasurer Position as "Co-treasurers". We took on this role after the Board received resignation notice from Sarah Whelan. We would like to take an opportunity to thank Sarah for all of her work in keeping the company's finances in order. Keeping the bills paid and the books up to date may sound like an easy job, but as the three of us as a team, and any past treasurers can attest to, it is very time consuming job, and MUCH more involved than one might realize! It's a job which Sarah performed on her own for the majority of the 2013 fiscal year. So thank you to Sarah.</p> <p>As previously discussed at last year's AGM, during the 2013 year the board contracted RLB LLP Chartered Accountants and Business Advisors to perform a complete audit of our books for the 2012 fiscal year. Murray Short and his team completed the audit and met with us to discuss the findings. In addition to knowing that our books met their standards with no discrepancies found, we were thrilled to hear that RLB had submitted an HST return on our behalf. From this, we were thrilled to learn that we were entitled to a \$20 420 HST return from the government. While some of that return was earmarked to pay for the audit, we are pleased to say that the remaining \$16 348 was designated to our Capital Reserve Fund, and has been invested in a high interest GIC with Meridian Credit Union.</p> <p>It was passed during a board meeting, to continue having our finances professionally audited. In addition to showing accountability and responsibility, this will enable the company to further apply for certain grants, which require minimum two years of audited books prior to application.</p> <p>Once again, RLB was contracted to perform an audit of our 2013 financial statements. We have a draft statement available tonight, which Murray will be presenting. The finance committee and board will be looking to approve and finalize these statements at our next meeting.</p> <p>I'd like to take the opportunity to introduce you to Murray Short from RLB. RLB is a firm that has been practicing for more than 60 years, with non-for-profit organizations being one of its largest areas of practice. Murray has been with RLB for 9.5 years, and is one of the firm's leaders specializing in not-for-profit groups. Murray, without further ado, I hand the floor to you, with thanks. (Following Murray's Audit statement presentation, Carrie gave our Thanks to Murray and his team for not only their great services thus far, but for being present tonight as well.)</p> <p>Respectfully Submitted,</p> <p>Carrie Gordon Tyler Livingstone Rachel Guthrie</p> | | | | | | |
| <p>Matthias asked about property taxes. Tyler and Murray responded that commercial rental of the Crimea space includes a property tax component.</p> | | | | | | |
| <table border="1"> <thead> <tr> <th>ACTION ITEMS</th> <th>PERSON RESPONSIBLE</th> <th>DEADLINE</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table> | ACTION ITEMS | PERSON RESPONSIBLE | DEADLINE | | | |
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**4. EXECUTIVE AND COMMITTEE REPORTS
C) PUBLICITY REPORT**

JUDY STEIBELT

| DISCUSSION |
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| <p>The Publicity Committee meets almost monthly. We plan our advertising for each show and meet after the production to discuss the effectiveness of our campaign. Members are Luisa Lago, Tyler Livingstone, Jane Martin, Jenn Peters, Alan Spreadbury, Judy Steibelt and Jocelyn Topolie. It is wonderful to have so many young members who can keep the Committee up-to-date about social media advertising opportunities and encourage the cast to post comments on their personal sites. This year we were also fortunate to have two shows that were very appealing to Guelph audiences.</p> <p>We used our usual advertising tools for Joseph but find we are getting better at finding free or low-cost advertising. The cast of Joseph sang at the re-opening of the Guelph market in September to appreciative passers-by. Paul Pengelly directed a wonderful video of the cast singing "Any Dream Will Do" on Douglas Street, which was posted on YouTube. (Viewings as of May 12, 2014 are 2808. Those can't all be cast members!) There were several library readings. Although attendance at the readings is often dissatisfyingly low, our real purpose is to get a newspaper photo and we were pleased when the Tribune published a lovely photo of Joseph surrounded by children. We held another colouring contest. New for Joseph was an ad in the Hillside program, an ad in The Bookshelf monthly leaflet and a very large poster which the Downtown Board of Management installed in a three-sided permanent display at the square for the month of November. The ad we placed for the first time last summer in the Drayton Entertainment program was disappointing. The paper quality was poor and as the program is quite large, most people just leave it on the seat. Lawn signs continue to be a challenge; the City confiscated many of our signs that were on public land.</p> <p>Plans for RENT began in January. Due to the more controversial material, we had to carefully consider all our previous stratagems and tailor them to suit. An amazing video of <i>Seasons of Love</i> was produced and put on YouTube. (Viewings to date are 1716.) Thanks again to Paul Pengelly and his tireless team. For the first time, we purchased "Ask me about RENT buttons" designed of course by Tom Gould. The day at Stone Road Mall was particularly effective as many people recognized the show logo and approached the volunteers to discuss the show. Lawn signs were placed only on private properties but unfortunately that meant that many were not used (There is a minimum order of 100.) We plan to ask in the Arts Council newsletter for good lawns to plant future signs as the public seem to like them and look for them. By late March we realized that RENT sales would not require any expensive newspaper ads. We sat back and watched the little dots on the River Run website change from green to white.</p> <p>I would like to thank the Committee for their dedication, and express our gratitude to Tom Gould who designs all of our advertising graphics. Also I would like to thank the casts of both plays who supported our advertising efforts with many volunteer hours and enthusiasm.</p> <p>The Publicity Committee is constantly on the lookout for new ways to reach the public as we strive to promote our great company and our excellent productions.</p> <p>Matthias asked about an ad in the program, asking attendees for support by offering their lawns for lawn signs. This was deemed a good idea, and will be investigated further.</p> |
| ACTION ITEMS |
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**4. EXECUTIVE AND COMMITTEE REPORTS
D) RESOURCE & DEVELOPMENT/FACILITIES**

TYLER LIVINGSTONE

| DISCUSSION |
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| <p>Facilities: Both the costume room and the build space at Crimea Street continue to be used to their fullest potential. The company is</p> |

indebted to Helen Dumoulin and Gladys Phillips who work diligently to keep the costume room organized and functional and we would be lost without Jason Clattenburg and Tom Gould who put an incredible amount of work into maintaining the build space.

Our lease at Crimea expired in February of this year. The lease has not yet been renewed we are currently renting the space on a monthly basis. We may leave the space at any time with three months notice. We have invested some time investigating other potential spaces within the city but have yet to find something that fits both our size requirements and our price range. This committee will continue searching for a new space into the summer and if nothing can be found we will most likely recommend renewing the lease.

Knox Presbyterian Church has continued to be a functional rehearsal space due to its centrality and cost effectiveness. We will continue to utilize that location into until a more suitable alternative is found.

Resource Development: As has been said many times tonight 2013 was a great year for RCMPI.

Many thanks go to Carrie Gordon for all of her efforts in coordinating 50/50 draws over the past year. The 50/50 during Little Shop of Horrors brought in \$552.50 and the 50/50 during Joseph brought in \$1,406.55.

Thanks to Carrie's ingenuity we once again had the opportunity to sell 50/50 at a Storm hockey game which brought in \$2,001.40. We were also able to sell 50/50 at a playoff game this year which was very successful.

We have maintained our partnerships with Dean Palmer Photography, Appetizingly Yours, and Len's Mill Store and have also brought on Meridian Credit Union as our Presenting Season Partner.

In addition to ticket sales the company income has been supplemented by: show memorabilia sales (e.g. DVD's and clothing), 50/50 draws, and fundraisers which include the silent auction during Joseph organized by Werner Eitzen for which we owe many thanks.

Through this committee we will continue to pursue funding opportunities through the City of Guelph, the Guelph Community Foundation, the Ontario Trillium Foundation, and the Ontario Arts Council, as well as any other funding opportunities that may present themselves to us.

Thank you to all of those who have contributed to RCMPI. I look forward to another successful year.

| ACTION ITEMS | PERSON RESPONSIBLE | DEADLINE |
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**4. EXECUTIVE AND COMMITTEE REPORTS
E) ARTISTIC DIRECTION**

STEPHEN O'CONNELL

| DISCUSSION |
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| <p>Since 2006, the Artistic Direction Committee has been a regular committee of the RCMPI Board. This committee has been responsible for the selection of shows and directors, interviewing candidates and recommending a choice to the Board.</p> <p>This year, the choices were Joseph and the Amazing Technicolor Dreamcoat for the fall, and RENT for the spring.</p> <p>Interviews are currently in place for the spring show of 2015, as the Board has announced Scrooge! The Musical for the fall of 2014.</p> <p>The committee has been comprised of Board and Company members. Thanks are extended to Karen Allen, Deanna Clatworthy, Bill Unser, Werner Eitzen, John Allen, Debbie Sippel-Eitzen, Earla Vickers, John Attwell, Stephen O'Connell, and its newest members Holly Reid, Paul Pengelly, and Jeff Perkins.</p> |
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**4. EXECUTIVE AND COMMITTEE REPORTS
F) MEMBERSHIP AND SOCIAL**

DEANNA CLATWORTHY

| DISCUSSION | | |
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| <p>In 2013, our Social Committee has consisted of Julie Van Duzen, Sarah Whelan, Lorianne Schaus, Christine Moretti and myself (Deanna Clatworthy). The committee organized a luncheon for the cast of Little Shop of Horrors, and thank you cards and gifts were handed out to the production team at the luncheon.</p> <p>Our 3rd Annual Awards Night was held in June and was well attended with approx. 80 members. Awards were given out to recognize the efforts of cast, crew and members of the company. Four lifetime memberships were given out that evening. All awards are posted on our website for your viewing.</p> <p>In the summer of 2013, a cast get-together was held at my home for the cast of Joseph. It was a lovely sunny day and we had many children in the pool. Introductions of the cast were quite entertaining when everyone learned who was playing the part of their "brother" or "father".</p> <p>In November, our Annual Gala was held at the River Run Centre after the Friday evening performance of Joseph. Approximately 200 people attended and the evening was catered by our sponsor Appetizingly Yours. Thank you cards and gifts were handed out to the production team of Joseph and a few of our orchestra members generously donated their time to provide live entertainment for the event.</p> <p>A couple of months ago, Julie Van Duzen stepped down from our committee and we have just been notified that Jenn Peters and Celena Reid will be joining our committee. It has been a tremendous amount of work to organize these events and although we would like to offer more social events to our membership, there simply has not been enough man-power – we would like to encourage members who are interested in helping out with planning these social events to join!</p> | | |
| ACTION ITEMS | PERSON RESPONSIBLE | DEADLINE |
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**4. EXECUTIVE AND
COMMITTEE REPORTS
G) PLAYBOOK COMMITTEE**

DEANNA CLATWORTHY

| DISCUSSION | | |
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| <p>The Playbook Committee has consisted of Jeff Perkins, Tyler Livingstone, Julie Van Duzen and myself (Deanna Clatworthy). Many hours have been spent to outline job descriptions of each member of the production team, their responsibilities and when each task needs to be completed by. The goal is to leave structure and outlines for new members of production teams and the Board to use after we are no longer on the Board.</p> <p>Each job description was cross-referenced in a compilation timeline on how to put on a production from beginning to end. This has all been completed and is now currently being formatted by Tyler Livingstone and will be ready for future members to use as a tool when putting together productions.</p> | | |
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| APPROVAL OF EXECUTIVE AND COMMITTEE REPORTS | Motion: Susan Lawrenson 2 nd : Gary Chapman – All in favour |
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**SHOW REPORT – JOSEPH
AND THE AMAZING
TECHNICOLOR DREAMCOAT**

JEFF PERKINS

| DISCUSSION | |
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| Jeff reports that the fall production of Joseph and the Amazing Technicolor Dreamcoat can be considered a success. | In June, an ambitious 170 people were scheduled for auditions. Over the course of three days, over 150 people |

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| | <p>auditioned, representing a spectrum of amazing talent. From this pool, a large cast of 68 people were cast. The production team was assembled, including:</p> <p>Jane Martin – Director Janet Kubik – Choreographer Susan Lawrenson – Vocal Director Jennifer Rodrigues – Orchestral Director Tyler Livingstone – Stage Manager Corrine Saunders, Kyra Quinn-Cyr – ASM Luisa Lago – Props Master/Sound Designer Victoria Harrop – Set Designer/Costume Designer Jason Clattenburg – Set Construction Geoff Nantes, Julie van Duzen Nantes – Lighting Jeff Perkins – Production Coordinator</p> <p>The great help of parents and other volunteers rounded out the team, in what would be a huge undertaking of a show.</p> <p>Rehearsals began in September, and the cast gelled well, both in rehearsal, and in public performances including public singing and the filming of a promo video.</p> <p>Production meetings were held monthly.</p> <p>Load in to the theatre was efficient, with the River Run staff helpful and friendly as usual. Our technical runs did encounter some difficulties, including a lighting program crash and a power outage, but the team persevered, and the show was ready for opening night.</p> <p>In total, we sold 3891 of 4356 seats (89.3%), including two sold out performances. The show was very well received by audiences.</p> <p>Show budget was firmly adhered to, with the only line items going substantially over budget being the River Run costs, which are directly related to how well a show sells. Fortunately, higher than budgeted ticket sales offset these overages, ending with the show making a profit of approximately \$25,000.</p> <p>A post-show debrief meeting was held by the production team to compile lessons learned, and many of these concepts were incorporated into the next show.</p> | |
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SHOW REPORT – RENT

JEFF PERKINS

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| DISCUSSION | <p>Jeff reports that the spring production of RENT can be considered a success.</p> <p>In January, 70 people were scheduled for auditions. Over the course of two days, 65 people auditioned, representing a spectrum of amazing talent. From this pool, a cast of 27 people were cast. The production team was assembled, including:</p> <p>Karen Allen – Director Meghan Barron – Choreographer Susan Lawrenson – Vocal Director Jeff Daniels – Orchestral Director Tyler Livingstone – Stage Manager Corrine Saunders, Bob Brown – ASM Luisa Lago - Sound Designer Victoria Harrop – Costume Designer Steve Sherry– Props Master Tom Gould – Set Designer Jason Clattenburg – Set Construction Geoff Nantes, Julie van Duzen Nantes – Lighting Jeff Perkins – Production Coordinator</p> <p>Rehearsals began in January, and the cast became extremely tight knit and highly energized.</p> |
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| | <p>Production meetings were held monthly.</p> <p>Load-in was performed efficiently on a limited time schedule, with tech run and Q-Q being performed in tandem. This is not an ideal situation, but cuts down on River Run costs, which is imperative in the Spring Show.</p> <p>Due to projected high sales, an additional sixth show was added to Sunday evening. In total, we sold 1368 of 1368 seats (100%), with not a seat left in the house. The show was very well received by audiences.</p> <p>In a feat of unbelievable effort, the set was struck and removed from the River Run inside of an hour, and offloaded at the build space a half hour later.</p> <p>Show budget was firmly adhered to, with the only line items going substantially over budget being the River Run costs, which are directly related to how well a show sells. Fortunately, higher than budgeted ticket sales offset these overages, ending with the show making a profit of approximately \$7,000.</p> <p>A post-show debrief meeting will be held in the near future to go over lessons learned.</p> | | |
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SHOW REPORT – SCROOGE!

JEFF PERKINS

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| DISCUSSION | <p>Jeff reports that the River Run has been secured for the fall show of Scrooge! The Musical. Tickets are now available for purchase. A production team has been assembled, including:</p> <p>Steve Sherry – Director Deanna Clatworthy – Choreographer Jeff Daniels – Musical Director Julie van Duzen Nantes – Stage Manager Corrine Saunders, Kyra Quinn-Cyr – ASM Victoria Harrop – Set Designer Geoff Nantes – Lighting Designer Sheila Todd – Sound Designer Luisa Lago – Props Master Julia Malott – Costumes Designer Tom Gould – Set Builder Jason Clattenburg – Set Builder Jeff Perkins – Production Coordinator</p> <p>Final details of scheduling are being worked out, and auditions will be announced shortly, and will be held in June, with rehearsals set to start in September.</p> | | |
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| RATIFICATION OF COMPANY BUSINESS FOR 2013-2014 | Motion: Katarina Eitzen 2 nd : Adrian Eitzen – All in favour |
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NOMINATION COMMITTEE

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| DISCUSSION | The nominating committee has nominated: Jenn Peters and Paul Pengelly to sit on the 2014-2015 Board of Directors of RCMPI | |
| Returning Members: Karen Allen, Deanna Clatworthy, Carrie Gordon, Jeff Perkins, Tyler Livingstone, Sarah Whelan, Christine Moretti, Rachel Guthrie, Gary Roche | | |
| ACTION ITEMS | PERSON RESPONSIBLE | DEADLINE |
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| ELECTION OF BOARD OF DIRECTORS FOR 2014-2015 SEASON | Motion: Stephen O'Connell 2 nd : Jonathan Gates – All in favour |
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OTHER BUSINESS

KAREN ALLEN

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| DISCUSSION | | |
| Stephen O'Connell had someone ask him why the fall show was so late in November. The Board responded that moving it much earlier is not feasible, as we are pre-booked into the River Run Centre well in advance. | | |
| Gary Chapman added that there are many other companies that would love to have our week at the River Run. | | |
| ACTION ITEMS | PERSON RESPONSIBLE | DEADLINE |
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| ADJOURNMENT: | Motion: Gary Chapman 2 nd : Erik Canaria - All in favour. |
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