

# RCMPI Board Meeting

## MINUTES

AUGUST 26, 2014

7:00 PM

RACHEL'S HOUSE

MEETING CALLED BY	Karen Allen
TYPE OF MEETING	Board of Directors Meeting
FACILITATOR	Karen Allen
NOTE TAKER	Jeff Perkins
CALLED TO ORDER	7:02pm
APPROVAL OF AGENDA	Motion: Paul 2 <sup>nd</sup> : Jenn
APPROVAL OF PREVIOUS MTG MINUTES	Carrie proposes change "publicity material in lieu of donation" to "Publicity material in conjunction with tickets" Approved.  Motion: Rachel 2 <sup>nd</sup> : Tyler
PRESENT	Karen Allen, Tyler Livingstone, Jeff Perkins, Carrie Gordon, Jenn Peters, Paul Pengelly, Rachel Guthrie, Gary Roche
REGRETS	

### Agenda Topics

#### CONFIDENTIALITY REMINDER

KAREN ALLEN

DISCUSSION	This will be a standing agenda item, as a reminder to the Board at the beginning of each meeting.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Bring forward to each agenda	Karen	Ongoing

#### TREASURER'S REPORT

RACHEL GUTHRIE

DISCUSSION	Carrie has financials for Jeff	
Still waiting for HST return. Credit card application has been faxed. Treasury met recently, discussed idea of Paypal for membership and participation; to be considered in the future. <b>Motion to make Membership fee for the remainder of the calendar year will be \$10 per person – Motion: Rachel, 2<sup>nd</sup> Tyler. All in favour.</b> Sage software for accounting proving to be more difficult to set up than anticipated, looking to have RLB assist for a small fee (~\$150). Board approves. Union Gas has given us a credit of \$700.		
Bank balances were reported.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

**ACTION ITEMS****KAREN ALLEN**

DISCUSSION		
<p>a) Insurance needs - Director's insurance, other coverage - Cam Guthrie</p> <p>Cam reports that all non-profits should have commercial general liability, which RCMPI has. We should also have Directors and Officers insurance to protect the Board and officers of the company, which we do not. Third, should have abuse coverage, which RCMPI does not have. Current policy is \$1750 (CGL only). Combined packages run about \$2500, including all three components. Applications have been completed, to seek pricing. Board will then approve or not based on the merit of the quotations. Board approves going forward with the applications.</p> <p>b) Confidentiality agreements - signed and sent in to Jeff?</p> <p>All forms from Board members have been received.</p> <p>c) GLT Child Protection Act - usability for RCMPI- Paul</p> <p>Paul handed out GLT policy for board review. To be discussed at next meeting.</p> <p>d) Policy regarding Comp tickets- All</p> <p>Board discussed a comp ticket policy, to stipulate the circumstances under which comp tickets will be provided, likely in the form of an application form. Publicity will take this on.</p> <p>e) Letter to KWMP an advice not to send- Tyler</p> <p>Another perspective has suggested that this letter may not be received well, or align with KWMP's future approach. Letter will not be sent.</p>		
ACTION ITEMS		
PERSON RESPONSIBLE		
DEADLINE		
Board to review GLT Child Protection Policy prior to next meeting	Board	Next Meeting
Publicity committee will develop comp ticket application form	Publicity Committee	Next Meeting

**SHOW REPORT – SCROOGE!****JEFF PERKINS**

DISCUSSION		
<p>&lt;100 tickets sold so far. Production meeting held on August 20. Timelines are on track. Jason reports that given the size of the set, and the amount of new material, budget for set construction may be tight. Victoria will paint set. Also needs storage space for finished pieces. Disparity between music CD and score. T-shirt orders – Publicity? Need a lighting designer...Board to look into potentials. Scrooge! will use snow (tech budget).</p> <p>For storage space, Karen will inquire into PowerSport Junction. Carrie may have a connection on warehouse space.</p>		
ACTION ITEMS		
PERSON RESPONSIBLE		
DEADLINE		
Publicity committee will play point for T-Shirt Sales, Jeff P. to get volunteer from Scrooge Cast.	Jeff Perkins	September 2

**KNOX CHURCH****JEFF PERKINS**

DISCUSSION		
<p>Carrie abstained from this conversation, due to a conflict of interest.</p> <p>Jeff to meet with Knox to discuss contract and cancelled bookings, which are becoming more and more of an issue.</p>		
ACTION ITEMS		
PERSON RESPONSIBLE		
DEADLINE		


**GALA**

**CARRIE GORDON**

<b>DISCUSSION</b>		
<p>Social committee will be starting work on the Gala shortly. Board discussed requirements for work and budget. Budget line has already been established. Tickets will need to be printed. Orchestra members are invited to play. Thank you cards are signed by the board. Planning for approximately 200 attendees. Social will discuss with R&amp;D about sponsorship for catering, if possible.</p>		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>

**COMMITTEE REPORTS – ARTISTIC DIRECTION**

**PAUL PENGELLY**

<b>DISCUSSION</b>	No show proposals have been submitted yet.	
<p>AD Committee is aware of a previous promise of directorship of a show to a company member. The board has decided to move forward with opening up this show to proposals for the 2015 Fall Show. The board has decided that no director will be promised a show for any reason.</p>		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
Affected director will be contacted as a courtesy from the board	Tyler	Next meeting
Constitution Task Force to review show proposals and offers	Constitution Task Force	TBD

**COMMITTEE REPORTS – R&D**

**TYLER LIVINGSTONE**

<b>DISCUSSION</b>	<ul style="list-style-type: none"> <li>-The lease has been signed and provided to Crimea.</li> <li>-We are working on developing some safety standards for the build space.</li> <li>-The majority of the last meeting was dedicated to coming up with a capital campaign plan.</li> <li>-It involved a very preliminary discussion of the basic goals we need to set in order to begin this plan as well as potential fundraising ideas.</li> <li>-The committee will be working on developing a business case for a different and expanded home for RCMPI.</li> </ul>	
<p>Gary reports on Sips drinks – Fezziwig’s Froth (SPA), Cratchit’s Comfort (wine), Scrooge’s Ghost (cider), Tiny Tim’s Tonic (non-alcohol). Sips program will be for Fall show only, so it can align with new show year starting in 2015.</p>		
<p>R&amp;D will get in touch with City re: Community Investment strategy.</p>		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>

**COMMITTEE REPORTS – PUBLICITY**

**TYLER LIVINGSTONE**

<b>DISCUSSION</b>	Meeting tomorrow.	

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

**COMMITTEE REPORTS –  
SOCIAL**

**PAUL PENGELLY**

<b>DISCUSSION</b>	Social met last night. Survey was well received. Voting has been tallied. Capital expense possibility for the company; table cloth rentals are \$5-\$14 per cloth. We can purchase 12 table clothes for approximately \$10 a piece, a one time purchase. Board approved this capital expense.	
Board to vote on named awards for Awards night.		
Grace Wynan: (Jeff abstained due to conflict) – Celena Reid Richard Vollans: Tom Gould John Aiken: (Jeff abstained due to conflict) – Corrine Saunders Life-time Membership – no awards this year Outstanding Contribution to Company – Jason Clattenburg Long-Term Dedication (Karen abstained due to conflict) – Susan Lawrenson		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

**COMMITTEE REPORTS –  
NOMINATION**

**CARRIE GORDON**

<b>DISCUSSION</b>	Has not met since last meeting. Tyler has stepped down from this committee.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

**COMMITTEE REPORTS –  
CONSTITUTION TASK FORCE**

**GARY ROCHE**

<b>DISCUSSION</b>	Meeting September 10. Will report at next meeting.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

**STORM GAME 50/50**

**CARRIE GORDON**

<b>DISCUSSION</b>	Extra 50/50 game (no ticket sale commitment) on September 1. Volunteers have been gathered.	
Anthem game will be September 12.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE


**RCMPI/GLT COLLABORATION**

**PAUL PENGELLY**

<b>DISCUSSION</b>	Paul reports that a meeting was held on August 13. Insurance is being examined, as is membership. Everything about the show will take place at GLT. GLT is looking into capital expense for choir mics; may look at getting Dave Horner to consult. Costumes will be used from both companies. Production team will be a mix of both companies. September 17-27 2015 will be the run of the show. Rehearsals in summer. G&S rights are free. Looking at logistics of using GLT box office. GLT contribution will be in kind (space, etc...), balance from RCMPI. Income will be split according to contribution. Tickets will be \$20. Bar will be left to GLT. Will look into 50/50 draw.	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>

**COMMITTEE MEETING  
MINUTES EXPECTATIONS**

**TYLER LIVINGSTONE**

<b>DISCUSSION</b>	Tyler asked what we wanted captured in committee minutes. Board feels we should standardize all committee meetings be captured in this template. These minutes should be included with the agenda	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
Secretary to send out to minutes template to all committee chairs with instructions to submit after each meeting.	Jeff Perkins	Next meeting

**OTHER BUSINESS**

**KAREN ALLEN**

<b>DISCUSSION</b>	Jenn and Paul need build space keys. Board discussed an approached using a key box, rather than distributing keys.	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
R&D having new keys made for new members.	Tyler Livingstone	Next meeting
R&D to research key box.	Tyler Livingstone	Next meeting

**NEXT MEETING:**

<b>ADJOURNMENT:</b>	Motion: Carrie 2 <sup>nd</sup> : Rachel: All in favour. Adjourned at 10:36pm
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Monday September 22, 7pm, Karen's

Parking Lot:

Discussion on duration of membership and proxy for AGM voting.

Voting of named awards for Awards night - DONE