

# RCMPI Board Meeting

## MINUTES

DECEMBER 17 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	7:00 pm
APPROVAL OF AGENDA	Motion: Jenn 2 <sup>nd</sup> : Tyler – All in favour
APPROVAL OF PREVIOUS MTG MINUTES	Motion: Jenn 2 <sup>nd</sup> : Gary - All in favour
PRESENT	Karen Allen, Carrie Gordon, Jeff Perkins, Rachel Guthrie, Gary Roche, Jenn Peters, Holly Reid, Tom Gould, Paul Pengelly, Tyler Livingstone
REGRETS	None

### 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

#### ACTION ITEMS

KAREN ALLEN

DISCUSSION		
rebooking of fund-raising breakfast – we will defer to RCMPI calendar agenda item.		
Tom Gould welcomed to meeting, and is welcomed to the board of directors.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

#### TREASURER'S REPORT

RACHEL GUTHRIE

DISCUSSION	
Bank balances were reported.	
RLB has been given permission to follow up on late HST rebate cheque.	
Treasury committee has drafted budget for 2015 operating budget. To balance the budget the seasonal fundraiser line has been set to \$2700, which the company will need to figure out how to bring this in (has \$1000 expense line to match). Ideas include small shows in Coop Hall at River Run, more details to be flushed out.	

2014 budget discussed. We came \$10000 under expense budget, but we came \$30000 short on income. Total balance for 2014 will be a deficit of approximately \$15000. HST cheque will not be factored into 2014 budget. Primary cause of deficit was poor ticket sales for Scrooge.

**Paul motions removal of 'Seasonal Fundraisers' expense and income lines. Motion: Paul 2<sup>nd</sup>: Gary – All in favour**

**Holly motions to approve proposed 2015 budget with the amendment listed above. Motion: Holly 2<sup>nd</sup>: Paul – All in favour**

Treasury states that show budget line for HST is for River Run HST only moving forward. All budget lines have been adjusted to include HST moving forward.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

**SHOW REPORT – SCROOGE!**

**JEFF PERKINS**

<b>DISCUSSION</b>	Show was a success in execution, if not in ticket sales. While budget was maintained (\$8700 under budget), the show only grossed \$70000 in ticket sales, leading to a net loss of \$7000 on the show. The show was well received, with load-in, the run, and strike being very successful. Lessons learned are being captured from the directorial team, as well as from experiences with the show. Lessons learned will be captured in PC show report.	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>

**SHOW REPORT- ROCKY HORROR**

**JEFF PERKINS**

<b>DISCUSSION</b>	Auditions held December 5, and 6, with callbacks on December 7. Cast has been fully assembled. First rehearsal will be January 11, 2015. Production team is mostly assembled and will meet in the new year.	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>

**FIDDLER – APPOINTMENT OF PC, SM, CHOREOGRAPHER**

**KAREN ALLEN**

<b>DISCUSSION</b>	Holly Reid has put forward her interest in being PC for Fiddler. The Board approves this. Julie van Duzen Nantes has expressed interest in Stage Managing the show.	
Board discussed the best practice of holding a board meeting to approve AD proposed shows shortly after the AD meeting, and to assign a PC at that meeting, to ensure that all directors have a PC from the moment they are approved for a show.		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
Holly to meet with Tim to discuss choreographer and stage manager roles	Holly Reid	Next Meeting
Holly to discuss repercussions of GLT/RCMPI show casting with Fiddler team	Holly Reid	Next Meeting

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**BOARD/ARTISTIC DIRECTION  
COMMITTEE INVOLVEMENT IN  
ARTISTIC TEAM SELECTION**

**PAUL PENGELLY**

DISCUSSION		
Production team members associated with proposals will be considered vetted by the board when they approve the AD committee's recommendation for a show. Outstanding gaps for directors and stage manager will be vetted by the board. All remaining positions will be vetted by the Production Coordinator, with any concerns being brought back to the board.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

**2015 RCMPI EVENTS  
CALENDAR**

**TYLER, GARY, KAREN, RACHEL**

DISCUSSION		
This item will be deferred to the next meeting.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

**GLT/RCMPI COLLABORATION**

**PAUL, RACHEL, TYLER, GARY**

DISCUSSION		
Met on December 9 <sup>th</sup> . No membership or insurance issues, as GLT insurance covers anything that happens in their building. Pirates is being done in Drayton. Discussion suggested that HMS Pinafore would be the ideal replacement. Jane Martin is still interested in directing. RCMPI to recommend a musical director; Jane has recommended Susan Lawrenson. Next meeting will look at finalizing the team. GLT is now hosting JazzFest, which would potentially push our show into Labour Day weekend. The alternative is to move it one weekend forward rather than back, which would bring it closer to our Fall show. Board suggests show should be last weekend of September(25,26,27) and first weekend of October (2,3,4).		
Proposed budget was tabled for discussion. Tickets will be set at \$23.		
Mic system rental for 6 leads, with choral mics for remainder, so budget item may be lower than \$750 written.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

**WEBSITE**

**TOM GOULD**

DISCUSSION		
Tom demonstrated new proposed look and feel for RCMPI website. Board brainstormed and discussed, and will table this at next meeting for followup.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE


**COMMITTEE REPORTS –  
ARTISTIC DIRECTION**

**PAUL PENGELLY**

<b>DISCUSSION</b>		
AD has not met.		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>

**COMMITTEE REPORTS – R&D**

**TYLER LIVINGSTONE**

<b>DISCUSSION</b>		
Jenn motions that we move in camera to discuss real estate. Carrie seconds. Sips for the Stage – Pennywhistle gave us a cheque for \$225.		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>

**COMMITTEE REPORTS –  
PUBLICITY**

**TYLER LIVINGSTONE**

<b>DISCUSSION</b>		
Publicity has not met. We spent \$5000 advertising Scrooge, went over budget. Need to discuss lawn signs with by-law office in Guelph.		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>

**COMMITTEE REPORTS –  
SOCIAL**

**JENN PETERS**

<b>DISCUSSION</b>		
They have a meeting in January.		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>


**COMMITTEE REPORTS –  
NOMINATION**

**CARRIE GORDON**

<b>DISCUSSION</b>		
Committee hasn't met yet. Will meet in new year.		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>

**COMMITTEE REPORTS –  
CONSTITUTION TASK FORCE**

**GARY ROCHE**

<b>DISCUSSION</b>		
Several meetings, progress is being made. Working on templates, will be bringing content to the Board in February.		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>

**COSTUME DONATION**

**PAUL PENGELLY**

<b>DISCUSSION</b>		
Someone has approached us looking for costume donations; unknown if permanent or loan. Person should be directed to contact Helen or Gladys to look at feasibility and process.		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>

**OTHER BUSINESS**

**KAREN ALLEN**

<b>DISCUSSION</b>		
Carrie - Storm game (50 tickets needed), we sold 11. Talked Storm down to 30, so the other 20 will be pushed to 2015.		
Carrie – Looking to approach Christine Boyadjian to propose some graphic designs for consideration for RCMPI. Board to defer this discussion to the next meeting.		
Tyler – restructuring honoraria – deferred to next meeting.		
Jenn - BMT did an info night before auditions, may be something to consider moving forward. Paul – Video for Scrooge – almost done		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>

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**NEXT MEETING: JANUARY 20,  
2015. AT PAUL'S PLACE**

<b>ADJOURNMENT:</b>	Motion: Tyler 2 <sup>nd</sup> : Carrie All in favour. Adjourned at 10:34pm
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Parking Lot:

Jeff to email Jenn Denise and Amy's contact info.  
Jeff to send Paul address list for Scrooge Production Team