

RCMPI Board Meeting

MINUTES

FEBRUARY 2 2015

7:00 PM

CARRIE'S HOUSE

MEETING CALLED BY	Karen Allen
TYPE OF MEETING	Board of Directors Meeting
FACILITATOR	Carrie Gordon
NOTE TAKER	Jeff Perkins
CALLED TO ORDER	7:07 pm
APPROVAL OF AGENDA	Motion: Rachel 2 nd : Gary – All in favour
APPROVAL OF PREVIOUS MTG MINUTES	Deferred to next meeting, minutes failed to send in last cycle
PRESENT	Carrie Gordon, Holly Reid, Paul Pengelly, Tom Gould, Gary Roche, Tyler Livingstone, Rachel Guthrie, Jeff Perkins
REGRETS	Karen Allen, Jenn Peters

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	Christine Boyadjian- graphic designs – Carrie: Holly to follow up with Christine for ideas by next meeting. Restructuring Honoraria- Tyler/Jeff: Jeff tabled concerns about amounts of honoraria, and balance across roles. Jeff to bring some ideas back to the board.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

TREASURER'S REPORT

RACHEL GUTHRIE

DISCUSSION	Bank balances were reported.

Treasury met recently. Discussed issuing of receipts; explored PayPal receipts. PayPal would be a less expensive alternative to Canada Helps. Could use reporting on RCMPPI database for automatic tax receipts. RLB is ready for our taxes and audit. Awaiting HST cheque from 2014. Canada Revenue information has been updated with current company information.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

SHOW REPORT- ROCKY HORROR

JEFF PERKINS

DISCUSSION	Jeff reports that first rehearsal was a success, the cast is gelling well. Auditions are on schedule. Rehearsal space has been secured for the run of the show. Head shots will be February 5 th . Budget is on target. .Tyler met with Jason yesterday, set should stay within budget. Ready to meet with River Run for tech requirements. Set design was modified for set piece movement. Otherwise on target. Tyler moves that we move in camera (person discussion) Rachel seconds.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

SHOW REPORT – FIDDLER ON THE ROOF

HOLLY REID

DISCUSSION	Holly met with Tim. Production team is still being assembled. Set designer to be put in touch with master carpenter to discuss prior to set design. Auditions to be held early (1 st or 2 nd weekend in May), likely at Crimea.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

COMMITTEE REPORTS – ARTISTIC DIRECTION

PAUL PENGELLY

DISCUSSION	AD met last week. Committee came up with a list of 'idea shows' and a list of parameters for shows we will consider. Ideally we will open for proposals shortly after Rocky (May/June 2015). Committee to consider proposing both shows for 2016; committee will consider at next meeting.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

COMMITTEE REPORTS – R&D

TYLER LIVINGSTONE

DISCUSSION	
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Committee hasn't met yet; will soon. Facilities: Rocky rehearsal space has been secured with some effort. Moving forward with Fiddler and future shows will require investigation into new space. Props and piano logistics are difficult; may be mitigated by using volunteer hours. Tyler moves to go in camera (real estate) Rachel seconds.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

COMMITTEE REPORTS – PUBLICITY

TYLER LIVINGSTONE

DISCUSSION		
Publicity met recently. Decided to take a minimalist approach to Rocky, as Fiddler would benefit more from Publicity. Car magnets (40) are in play. Going to get Ontario ads. Looking at Tribune mini-ads. Mall is booked for a PR day. Posters forthcoming. Planning a visit to the market with cast. Bookshelf ads will be placed. Word of mouth is still considered the most important factor in ticket sales.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

COMMITTEE REPORTS – SOCIAL

HOLLY REID

DISCUSSION		
Met in January, meeting again in February. Peter Strain, Lindsay Cox and Jane Martin have joined the committee. Potluck for Rocky Cast was held weekend before last, and was a success. Awards night is booked for Friday September 11, 2015 at the Guelph Curling Club. Fiddler cast and crew party will be Saturday December 5 2015 at the Guelph Curling Club. Celena Reid will be hosting Rocky Cast party on May 23 rd . Discussed a Memorial Award in honour of Gary Chapman, to be discussed further.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

COMMITTEE REPORTS – CONSTITUTION TASK FORCE

GARY ROCHE

DISCUSSION		
Committee has been meeting regularly. Looking at what we need to be compliant with right away, and in the future. Approaching completion, and will bring back to next board meeting. Code of Conduct and Confidentiality will be combined into one document. Vulnerable sector check will be looked at further. Working on Terms of Reference for committees. Designing a template for our policies.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Committee chairs to provide basic terms of reference/mandate to Constitution Task Force	Committee Chairs	Next Committee Meeting

COMMITTEE REPORTS –

CARRIE GORDON

NOMINATION

DISCUSSION		
Committee has not met. Waiting for an update from Constitution Task Force regarding number of Board Members. Board is currently at its limit of 10 persons. Nomination committee is still considering a survey of company members.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

AGM

CARRIE GORDON

DISCUSSION		
Originally set for March 29, 2015. Documents have been given to RLB, but they may not be ready in time. Board agrees that the AGM will be rescheduled to Tuesday April 14, 2015. We will attempt to book Crimea for 7pm that day.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

EVENTS CALENDAR

TYLER LIVINGSTONE

DISCUSSION		
Tyler has started a draft of all events and such that would populate the RCMPI Events Calendar. It will be posted on the website for company members to see.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Tyler to distribute draft to board	Tyler	Prior to next meeting

WEBSITE

TOM GOULD

DISCUSSION		
Tom waiting for review of new website design. Board accepts new design and request Tom launch immediately.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

GLT/RCMPI COLLABORATION

PAUL, RACHEL, TYLER, GARY

DISCUSSION		
No meeting since before the holidays. At a critical point; Jazz Festival causes issues with the planned dates. Currently on GLT website scheduled over Labour Day long weekend, which will be problematic. Paul will follow up. Contingency plans include splitting the weekends around the Festival, or pursuing the show at the Cooperators Hall at the River Run. Jane will begin to assemble the production team, comprised of both companies.		

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Paul to take the following dates back to the committee: Sept 9-13, Sept 23-27 or Sept 30, Oct 1-4.	Paul Pengelly	Next Meeting

OTHER BUSINESS

CARRIE GORDON

DISCUSSION		
<p>Tom – Is there a contract in place with River Run for Fiddler? Tom – does membership fall under Social or Publicity? Publicity handles the newsletter. Constitution Task Force will clarify with Terms of Reference project. Rachel – Constitution membership fee policy needs to be updated. Rachel – need to communicate to company members that 2015 membership is due. Non-show related memberships need to be communicated back to Secretary for membership tracking in the RCMPD Database Gary – Sips for the Stage will be pursued for 2015. Paul – digital storage solutions – Jeff is working on this continuously</p>		
ACTION ITEMS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Holly to follow up with Karen on Fiddler/River Run contract status.	Holly Reid	End of Week

**NEXT MEETING:
MONDAY FEBRUARY 23, 2014
– CARRIE'S 7PM**

ADJOURNMENT:	Motion: Rachel 2 nd : Paul All in favour. Adjourned at 9:32 pm
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Parking Lot: