

RCMPI Board Meeting

MINUTES

JULY 29, 2014

7:00 PM

TYLER'S HOUSE

MEETING CALLED BY	Karen Allen
TYPE OF MEETING	Board of Directors Meeting
FACILITATOR	Karen Allen
NOTE TAKER	Jeff Perkins
CALLED TO ORDER	7:23 pm
APPROVAL OF AGENDA	Motion: Rachel 2 nd : Paul
APPROVAL OF PREVIOUS MTG MINUTES	Carrie would like to amend under Social committee, that Stagewrite would stay with Publicity Motion: Gary 2 nd : Jenn
PRESENT	Karen Allen, Carrie Gordon, Jeff Perkins, Rachel Guthrie, Tyler Livingstone, Jenn Peters, Gary Roche, Paul Pengelly
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	Bank balances were reported		
RBL documents have been signed off. Waiting for HST rebate.			
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	

ACTION ITEMS

KAREN ALLEN

DISCUSSION	
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- a) Have minutes from last Treasury meeting been sent to Jeff? (Rachel) – **met briefly in July, minutes sent to Jeff.**
- b) Scrooge scripts - do we need to order any or do we photocopy?(Karen) – **No need.**
- c) New AD Mandate (Paul) – **Paul Jeff and Karen met night before to discuss. Adding research mandate to committee.**
- d) Joseph ticket purchasers email list to Publicity Com. (Jeff) – **Done. RENT list also acquired and sent to Publicity.**
- e) Nomination Committee and New Board Members - Carrie, Nomination Committee **Nomination committee has met (July 17). Felt there was no pressing need for new members to the Board. Looking to poll the membership for overall interest in company activities, and move forward from there.**
- f) Treasury Committee contact with RLB to discuss new season and implications **Too late to do this now, but possible to change it to whatever works for the company. Rachel developed synopsis if we began our new fiscal year January 1, 2015.**
 Research what other companies are doing - (Rachel, Tyler, Jenn) **Nothing heard from some companies. Owen Sound Little Theatre was in the midst of changing to July to June. GLT is September to August. In both cases, fiscal and season match.**
 Discussion/Decision regarding changing our year.
- g) Code of Conduct signed, scanned and sent to Jeff- (All) **Reminder to all to get these submitted.**
- h) Confidentiality Agreement - (Carrie, Jenn) **Motion below.**
- i) Rocky Horror Contract with River Run and midnight show - (Karen) **Signed, with tickets on sale currently. Midnight show approved. Approximately \$100 extra for midnight showing. Props bags will be permitted, with no food.**
- j) Letter to KWMP - (Tyler) **Tyler read to Board. Tyler will send.**

Motion to change season to January 1 to December 31, effective January 1, 2015. Motion: Carrie 2nd: Gary All in favour.

Motion to proceed with Confidentiality Agreement, as amended in meeting, to be put into effect as soon as possible for Board, Committees and Production Team members. Motion: Tyler 2nd Rachel. All in favour.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

SHOW REPORT – SCROOGE!

JEFF PERKINS

DISCUSSION	Casting has been successfully completed, with 57 cast members confirmed. No production meeting took place in July, due to scheduling. Next production meeting will be held in August, as will a cast social. First rehearsal will be Tuesday, September 2. Ticket sales are slow, not unexpected this early on.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

PC FOR ROCKY HORROR

KAREN ALLEN

DISCUSSION	Jeff has put forward to be production coordinator for Rocky Horror. The board accepts this, and has assigned the show to him.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

COMMITTEE REPORTS – ARTISTIC DIRECTION

PAUL PENGELLY

DISCUSSION	
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AD is meeting tomorrow.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

COMMITTEE REPORTS – R&D TYLER LIVINGSTONE

DISCUSSION	R&D has met. Facilities – lease needs to be signed, and will be. Still waiting to hear back from Crimea on the furnace servicing. A point will be raised about not having alcohol consumed at the build space to all users. Proposing a health and safety document for use of the build space. A guideline for outside party use will be drafted. Sips for the Stage was successful (over \$600 for RENT, over \$1000 total). Fundraiser breakfast on November 1. Next meeting will begin developing a plan for the capital fund, growth and use. For Scrooge, we will do poinsettia sales again (pickup will be after the show). Will approach Meridian as season sponsor again. Will also approach Winmar and Cooperators.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Draft Health and Safety document for build space use	Rachel Guthrie	October 31
Need names for Sips for the Stage drinks for Scrooge	Board	Next meeting
Need to review outcomes of meeting with City of Guelph and RCMP re: River Run use and fees	R&D Committee	Next meeting

COMMITTEE REPORTS – PUBLICITY TYLER LIVINGSTONE

DISCUSSION	Publicity has not met. Stagewrite went out, and will go out the 3 rd Monday of each month, with a deadline of the previous Thursday.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

COMMITTEE REPORTS – SOCIAL PAUL PENGELLY

DISCUSSION	Awards night September 5, at Guelph’s Curling Club. Celena Reid has organized the food. \$10 for adults, \$5 for kids. Prices will go up two weeks before the event. Mike Klein is hosting, with Gregson on music.	
Fall show welcome party August 30 at Riverside Park, from 11-2, with a potluck lunch. Storm game October 17. Need to sell 150 tickets plus an additional 100 (playoff game). We can also do 50 tickets per game over multiple games.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

COMMITTEE REPORTS – CONSTITUTION TASK FORCE GARY ROCHE

DISCUSSION	Meeting September 10.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

WODL MEMBERSHIP ALL

DISCUSSION	Joined because of adjudication. Board discussed the value of membership (\$200 per annum).	
Motion to not renew our membership with WODL when it expires in September 2014. Motion : Paul 2 nd : Tyler All in favour		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

OTHER BUSINESS KAREN ALLEN

DISCUSSION		
Rachel motions for the board to move in camera. Chair approves.		
GLT has a Child Protection Act that may be useful to us.		
Carrie requested comp tickets to Scrooge! for a fundraiser. Board has decided to provide two tickets (Carrie abstained) Motion to provide this charity with two comp tickets. Motion: Paul 2 nd : Rachel, all in favour. Charity will be required to post publicity material in conjunction with tickets		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Cam Guthrie to be invited to next meeting to discuss insurance needs of the company	Rachel Guthrie	Next meeting.
Access GLT Child Protection Act to see about usability for RCMPPI	Paul Pengelly	Next meeting.
Need to develop a policy for comp tickets to charitable organizations	Board	Next meeting

NEXT MEETING:

Tuesday August 26 7pm @ Rachel's

ADJOURNMENT:	Motion: Carrie 2 nd : Gary: All in favour. Adjourned at 10:16pm
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Parking Lot:

Discussion on duration of membership and proxy for AGM voting.
Voting of named awards for Awards night.