

RCMPI Board Meeting

MINUTES

JUNE 25, 2014

7:00 PM

CARRIE'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	Carrie asked that the agenda be amended to add an standing agenda item for action items from previous meetings. This will be implemented moving forward. Motion: Carrie 2 nd : Tyler
APPROVAL OF PREVIOUS MTG MINUTES	Motion: Gary 2 nd : Rachel
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.	
Payment sent out to Appetizingly Yours. Committee met a few weeks ago. \$5000 put into 15 month capital GIC fund. Home Depot credit card still in progress. Audit report draft has been sent to us, a few contact names need to be corrected.		
Followup on 'office' line in audit included Equity, laptop, printer. Carrie is waiting for further details from RLB.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Send minutes from Treasury Committee meeting to President and Secretary	Rachel Guthrie	July 1, 2014

SHOW REPORT – SCROOGE!**JEFF PERKINS**

DISCUSSION	Jeff reports that auditions are this weekend, with about 80 auditioners scheduled to date. Costume designer and choreographer roles have been filled, and a tentative Stage Manager has been engaged.	
	Karen clarified orchestral score issue. Lack of orchestral score is confirmed not an issue (individual instrument scores are available, but not compiled into one score).	
	Scripts will need to be purchased (\$8 each). Order to be placed once cast size is known, for delivery.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Cast size to be provided to Karen for script order	Jeff Perkins	July 15, 2014

**COMMITTEE REPORTS –
ARTISTIC DIRECTION****KAREN ALLEN**

DISCUSSION	AD has not met. President has declared Paul Pengelly as the new chair of the AD committee, effectively immediately.	
	New mandate will be discussed at the next meeting, including show and talent research.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Next AD Committee meeting to be scheduled	Paul Pengelly	July 15, 2014
Karen, Paul and Jeff to meet prior to next AD committee meeting to discuss approach for new mandate	Paul Pengelly	July 1, 2014

COMMITTEE REPORTS – R&D**TYLER LIVINGSTONE**

DISCUSSION	R&D hasn't met. Tyler has been working on a grant application, to be submitted shortly. Need official audit documents; submitting draft.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

**COMMITTEE REPORTS –
PUBLICITY****TYLER LIVINGSTONE**

DISCUSSION	Publicity has met (June 19). Followed up on RENT publicity. Suggested that lawn signs were not well utilized (only 50% were placed), and should be considered in detail moving forward. Committee will continue to discuss and look at other options. Cam Guthrie campaign has offered to donate sign posts. ByLaw information says there is a permit for lawnsigns. Currently working on River Run brochure. Paul has offered to do the promo video for Scrooge!. Colouring contest for Scrooge! Is planned.	
	Canadian anti-spam legislation is coming into effect. Committee has done research. Must have implied or explicit consent. We have implied consent, so we are covered for approximately two years. We then need explicit consent.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Send Joseph ticket purchasers email list to Publicity committee	Jeff Perkins	June 25, 2014

**COMMITTEE REPORTS –
SOCIAL**

PAUL PENGELLY

DISCUSSION	New members – Susan, Celena, Carrie, Paul, Holly and Jenn. Susan has been elected as Chair. Unanimous decision not to incorporate fundraiser breakfast and awards night. Suggesting a late August early September date for award night are being pursued. Discussed a branded, 'official' looking award for the company, and local artists have been engaged for ideas. Full meal will not be pursued; will proceed with snacks and such.	
Social committee would like to take over ownership of Stagewrite. Amendment July 29, 2014. Stagewrite will stay with Publicity.		
Award criteria are being revisited, for fairness and applicability.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

NOMINATION COMMITTEE

ALL

DISCUSSION	Two members have resigned prior to this meeting. The Board currently stands at eight members. Nomination committee currently consists of Carrie, Tyler and Jeff. Paul and Jenn agree to join this committee.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Nomination committee to reach out to membership for interest in potential board members	Carrie Gordon	August 31, 2014
Two new board members will be actively sought to bring board back to 10 members	Committee	ASAP

**MEMBERSHIP SURVEY (ANTI-
SPAM)**

ALL

DISCUSSION	Publicity committee will look into the anti-spam legislation implications to the company.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

**MEMBERSHIP/SEASON
REALIGNMENT**

ALL

DISCUSSION	Alignment of the season and membership to calendar year would simplify company books and audit processes.	
Rachel motions that the membership season be changed to January to December. This motion was struck.		
Board discussed the concept of moving the fiscal year to match the season (September 1 to August 31). Board decided more research is required.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Treasury Committee to contact RLB to discuss implications	Rachel Guthrie	July 1
Need to contact other theatres to see how they do it	Rachel Guthrie (KW), Tyler (Globe), Jenn (Kincardine)	Next Meeting

**MEMBERSHIP
FEES/VOLUNTEER HOURS**

RACHEL GUTHRIE

DISCUSSION	Treasury committee discussion on the amount of the membership fee. The Social committee had a similar discussion, as to whether the membership or participation fee would fund the award night ticket. Board discussed that award night could be considered a benefit of membership. At present, Board decides to leave things as is.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

**CONFIDENTIALITY
AGREEMENT/CODE OF
CONDUCT**

JEFF PERKINS/RACHEL GUTHRIE

DISCUSSION	Tyler motions to accept the Code of Conduct for Board Members. 2 nd : Gary. All in favour.	
	Carrie motions to accept the Code of Conduct for Company Members. 2 nd : Paul. All in favour.	
	These documents, once signed, will be effective until such time that there is a functional version change.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Board members to sign and scan Code of Conduct and send to Secretary	Board	July 1, 2014
Company Code of Conduct to be posted online, and must be signed and submitted with membership fees	Company	September 1, 2014
Need to develop a Confidentiality Agreement for the Board, Committees and Production Team members	Carrie and Jenn	July 1, 2014

CONSTITUTION TASK FORCE

KAREN ALLEN

DISCUSSION	This will be an ongoing effort, with small manageable changes moving forward. Tom Gould, Susan Lawrenson, Gary Roche, Tyler Livingstone, and Paul Pengelly have agreed to form this task force. Board nominates Gary as chair of the committee.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

**CONSTITUTION AMENDMENTS
FROM 2013, CRA AND
GAZETTE**

KAREN ALLEN

DISCUSSION	Board discussed holding off constitutional changes being sent to CRA and Gazette until Constitutional Task Force does their work. Changes approved at next AGM will be posted.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

OTHER BUSINESS

KAREN ALLEN

DISCUSSION	Rent Luncheon invoice was confirmed as \$1300, which had a \$600 discount applied to it. Social committee will look into this moving forward.	
	Board discussed ticket price increases moving forward, including Spring (\$29 Adult). U-Go and I-Go tickets to remain in play. Gary motions to set the ticket price for Rocky Horror be changed to \$29. 2 nd :Rachel. All in favour.	
	Tyler discussed midnight showings of Rocky Horror, instead of matinee.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Karen to sign contract with River Run for Rocky Horror with new ticket price for River Run Brochure.	Karen	July 1
Need to inquire with River Run on possibility to have a midnight showing of Rocky Horror	Tyler	June 26
Tyler to draft letter to KWMP	Tyler	Next Meeting

**NEXT MEETING: JULY 29 AT
6PM
LOCATION – TYLER’S**

ADJOURNMENT:	Motion: Carrie 2 nd :Gary: All in favour. Adjourned at 22:23
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