

# RCMPI Board Meeting

## MINUTES

MARCH 23 2015

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	7:02 pm
APPROVAL OF AGENDA	Motion: Rachel 2 <sup>nd</sup> : Tom All in favour
APPROVAL OF PREVIOUS MTG MINUTES	Motion: Carrie 2 <sup>nd</sup> : Gary All in favour
PRESENT	Karen Allen, Carrie Gordon, Gary Roche, Holly Reid, Tom Gould, Rachel Guthrie, Jeff Perkins, Tyler Livingstone
REGRETS	Paul Pengelly, 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 – Holly (deferred from last meeting)	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

#### TREASURER'S REPORT

RACHEL GUTHRIE

DISCUSSION	<p>Draft audit statement was sent out to board members for review prior to meeting. Tyler met with Murray;</p> <p>"Pages 3/4: Standard qualifying statements, basically says that RLB has not overseen every financial transaction that has occurred and that the audit is based on recorded deposits and receipts.</p> <p>Page 5: This is the balance sheet which explains our current financial position. At the end of 2014 we had \$44,406.00 in cash, \$20,047 in incoming money (2013 and 2014 HST rebate as well as the 2014 silent auction as it relates to 2014 but the money was deposited in 2015), prepaid expenses has something to do with our insurance from 2013 carrying into 2014 I talked to Murray about it and he is going to take another look at that because I think it is a mistake, and our investments are the</p>
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GIC's. Accounts payable is simply the fees owed to RLB. At the end of 2014 we had \$96,444.00 in net assets.

-Page 6: This is a breakdown of expenses for the year, property taxes has been included in the "Rent" line, Murray brought my attention to that as there was a question about it last year. We had a deficit of \$9360.00 this year.

-Page 7: This is a simple statement of cash flows. It states that we have \$44,406.00 in cash on hand, this has decreased from 2013 due to the deficit this year as well as taking out another GIC.

-Page 8: The Nature of Business is taken right from the website, we can change it if anyone has an issue with it. The rest is information about accounting policies applied to the audit.

-Page 9: More accounting policies as well as the details of our investments.

-Murray said that we did a really good job of minimizing the effect of the significant revenue drop caused by the poor ticket sales of the fall production. Expenses were kept in line for the company, and our deficit was less than one third of the actual decrease in revenue.

-Murray said that it was a very clean audit and that he saw no issues with the books.

-RLB suggests that charities should have enough cash on hand to cover 6-9 months of expenses and we are well within that range.

-RLB has followed up on our 2013 HST, for whatever reason the CRA didn't recognize it as filed so they re-filed it about 3 weeks ago, our 2014 HST was filed last week. We should see both cheques within the next few months.

-I spoke with Murray about our investments, asking him for some advice as to other forms of investments besides GICs. His first suggestion was to get the board to decide on the risk tolerance of the company. He suggested that it is ok to take on some risk but that non-guaranteed investments should represent no more than 25% of the company's total investments. He suggested taking a look at T-Bills (Treasury Bills) and money market funds as they are often low to medium risk and easier to pull your money out.

-I have also clarified a few accounting procedures with Murray including the best way to document in-kind donations and the best way to document income/expenses that relate to one year but actually occurred in the next."

**Rachel motions for the draft audit report from RLB as provided be approved by the board. 2<sup>nd</sup>: Gary. All in favour.**

Bank balances were reported.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

**SHOW REPORT- ROCKY HORROR**

**JEFF PERKINS**

<b>DISCUSSION</b>	<p>Show is progressing well. Ticket sales are nearing sold out. Jeff proposes addition of sixth show on Sunday evening. <b>Jeff motions that a sixth showing of Rocky Horror be approved by the board. 2<sup>nd</sup>: Tom All in favour.</b> Building space has been cleaned to make room for set building, which is on schedule. Costumes are all but complete. Props are progressing well, with prop bags being offered for sale at \$5 per bag.</p> <p>Tyler reports: -Rehearsals are going fairly well, there has been some concern over costume expectations that took a while to weed out. The cast has now been told about 3 times that they are not expected to go out and purchase anything, rather we were asking people to let us know if they already had some of the items required.</p> <p>-The cast's focus has been off throughout the rehearsal process becoming especially bad this month. Kyra sternly reiterated some ground rules and issued some new ones (no cell phones, no coffees in hand) which drastically improved focus so far. Hopefully it will stick.</p> <p>-Set and prop construction is well underway. Kyra and I have had a preliminary meeting with Pooch he will be attending some upcoming rehearsals. I have touched base with Dave, we are going to set up a meeting just to walk through the installation and placement of our hanging lips. Costumes, are nearly completed, working on final touches following the costume run.</p> <p>-I think we should be adding an extra show on Sunday, I have already touched base with Dave to ensure that there would be no other costs besides the typical overtime and am waiting to hear back. However this is verbatim from RENT's tech quote, "If an extra show is added on Sunday the labour costs would be 1 tech at an additional 3 hours of overtime for a total of \$168.75". The other additional costs would be the band \$80-\$100 per person for 6 musicians for a total of \$480.00 to \$600.00, pizza for the cast and crew between shows at about \$150.00, then of course the front of house at \$20.50 for 3 more hours (\$61.50) and then typical rental charges.</p> <p>-Audience props bags are in the process of being assembled, the cost will be \$5.00 per bag, the cost to assemble the bag is approximately \$1.75 so this will be a nice little fundraiser for the company.</p> <p>Archival video was discussed. Lorne Kadish sent a quote of \$500.00 plus HST. Jeff will ask Paul to inquire into a quotation from Natalie, the person who filmed Scrooge for us.</p>	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>

Jeff to look into RRC take on prop bags.	Jeff	DONE

**SHOW REPORT – FIDDLER ON THE ROOF**

**HOLLY REID**

<b>DISCUSSION</b>	River Run contract has been signed. Tickets will be on sale soon.	
	Production team has been entirely assembled. Production team meeting will be struck in the next few weeks.	
	Director - Tim Clarke Musical Director - Grace Peters - still waiting for confirmation Choreographer - Janet Kubik Stage manager - Julie van Duzen- Nantes Lighting Designer - Laura Johnson Sound - Geoff Nantes Set Design- Pascal Labillois Set construction - Jason Clattenburg Costumes - Stephanie Clarke Props Master- Steve Sherry	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>

**COMMITTEE REPORTS – ARTISTIC DIRECTION**

**KAREN ALLEN**

<b>DISCUSSION</b>	AD has not met. Call for directors is ready to go. Board discussed the idea of calling for Spring and Fall proposals at the same time, and does not believe it to be a desirable approach at this time. There are more benefits to having the shows proposed separately.	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
Karen to discuss with Paul holding an AD meeting as soon as possible to discuss Spring 2016 proposals	Karen	ASAP.

**COMMITTEE REPORTS – R&D**

**TYLER LIVINGSTONE**

<b>DISCUSSION</b>	<p>-The committee has not met but everyone has still been hard at work.</p> <p>-Gary has been hard at work with Sips for the Stage. Posters for Sips have been produced.</p> <p>-Jason has repaired the floor in the build space creating a level and much safer surface in the back half of the ground level.</p> <p>-The props room has undergone an extensive cleanout over the last two weeks. 28 bags of garbage were taken to the dump, shelves have been moved, hooks and brackets have been installed to get chairs and stools off the floor, two new shelves have been installed, new bins have been purchased and many props have been reorganized into the bins.</p> <p>-Helen has requested money to purchase a new sewing machine as ours, circa 1960, has finally bit the dust. Helen has said that approximately \$200 will purchase a good, used, standard machine. I suggest that the board allocate a maximum of \$300 to purchase a new sewing machine, this will give Helen some wiggle room.</p> <p><b>Rachel motions that the board approve \$300 for the purchase of a quality used sewing machine. 2<sup>nd</sup>: Gary All in favour.</b></p>
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

**COMMITTEE REPORTS –  
PUBLICITY**

**TYLER LIVINGSTONE**

<b>DISCUSSION</b>	<p>-Tickets are virtually gone and we have done very little advertising.            -We've only spent about \$600.00 so far on Rocky publicity, not including the RRC brochure which is about \$500.00, we don't anticipate spending much more than another \$500.00, coming in about \$1000.00 under budget.            -We are recording our promo video on Thursday, March 26.            -We've held off on printing posters until a call has been made about the extra show.</p>	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

**COMMITTEE REPORTS –  
SOCIAL**

**HOLLY REID**

<b>DISCUSSION</b>	<p>Meeting April 12. Breanne Tice has come on board to the committee to focus on children activities. Social will look at the addition of the sixth Rocky Show to look at an opportunity for a dinner event.</p>	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

**COMMITTEE REPORTS –  
CONSTITUTION TASK FORCE**

**GARY ROCHE**

<b>DISCUSSION</b>	<p>Board members reviewed the proposed by-law document and will be moved forward, will be presented at the AGM.</p>	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

**CHILD PROTECTION POLICY –  
NEXT STEPS**

**KAREN ALLEN**

<b>DISCUSSION</b>	<p>Rachel motions the board move in camera. 2<sup>nd</sup> Tom. All in favour.</p>	

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Current and proposed child protection policy to be compiled for discussion at AGM	Karen	AGM

**CASTING KAREN ALLEN**

<b>DISCUSSION</b>	Board remains in camera (see above)	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

**AGM – RESPONSIBILITY FOR REPORTING KAREN ALLEN**

<b>DISCUSSION</b>	Board returns from in camera at this point.	
There will be one more board meeting before AGM. Draft agenda has been developed.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Jeff to send 2013 AGM Minutes to Tom for posting	Jeff	DONE

**GLT/RCMPI COLLABORATION GARY ROCHE**

<b>DISCUSSION</b>	Gary attended last meeting. September 9-13 are secured show dates. Auditioners will be told that Labour Day weekend will be for tech and dress rehearsals. Production team has not been assembled yet. Auditions in June. No honoraria. Information and postings will be put on RCMPPI website. Rehearsals will be Tuesdays and Thursdays, with additional rehearsal on Sunday. Liquor sales will go to GLT; we will ask about 50/50 at next meeting. Flyer to be created and added to Rocky programme. Next meeting April 21.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

**50/50 CARRIE GORDON**

<b>DISCUSSION</b>	Carrie reported that despite poorer than hoped for seat ticket sales, the Storm 50/50 venture for 2014 was still successful, to the tune of \$4413.45 Board discussed and based on monies made in 2014/2015, board decides to continue with 50/50 sales in 2015/2016	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE


**OTHER BUSINESS**

**KAREN ALLEN**

<b>DISCUSSION</b>		
Holly went over preliminary draft logo proposed changes.		
Tyler – Honorarium need to be discussed further. Spring directors will, at proposal stage, be informed that honoraria may not be given for Spring show, unless under special circumstance. Fall show honoraria will be reviewed before selection of Fall 2016 show.		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
AD will include potential removal of spring show honoraria.	Karen/Jeff	Next AD

**NEXT MEETING: APRIL 22  
7PM TOM'S HOUSE**

<b>ADJOURNMENT:</b>	Karen adjourned the meeting at the end of the agenda. Adjourned at 10:30 pm
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Parking Lot: