

RCMPI Board Meeting

MINUTES

OCTOBER 22, 2014

7:00 PM

KAREN ALLEN'S HOUSE

MEETING CALLED BY	Karen Allen
TYPE OF MEETING	Board of Directors Meeting
FACILITATOR	Karen Allen
NOTE TAKER	Jeff Perkins
CALLED TO ORDER	7:18
APPROVAL OF AGENDA	Motion: Tyler 2 nd : Paul
APPROVAL OF PREVIOUS MTG MINUTES	Motion: Tyler 2 nd : Carrie
PRESENT	Karen Allen, Carrie Gordon, Tyler Livingstone, Jenn Peters, Jeff Perkins, Paul Pengelly, Rachel Guthrie
REGRETS	Gary Roche

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.	
\$10,000 from savings moved to a new GIC since last meeting.		
Motion – Board to formally acknowledge Deanna Clatworthy-Supple's resignation from the board, effective May 2014. 2nd Jenn, All in favour		
May need to look at Production Coordinator role and Administrative Coordinator role moving forward.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

ACTION ITEMS**KAREN ALLEN**

DISCUSSION		
<ul style="list-style-type: none"> • A reminder to the Constitution task for to look at GLT's Child Protection Policy – Tyler reports that this policy work is under way. • A reminder that Publicity was to develop a comp. ticket application form – work in progress • R&D to look into feasibility of a keybox – still under evaluation, R&D will discuss • Tech meeting with River Run re Scrooge- Jeff – this meeting took place • Proposal from Knox Church - anything?- Jeff – reminder sent to Knox, nothing heard back yet. • Build Space clean-up - next steps – Done, props room needs done next • Director's Insurance - where are we at? – Rachel reports that one of the three policies has come back, still working on this. Clarified number of shows and number of seats. One policy will expire and be renewed at a lower cost. Still waiting on other two policies. • DVD for Scrooge - Tyler to email Lorne Kadish re format of archival DVD – Jeff discussed that River Run can do archival copy, but it is low quality for our needs. Tyler will follow up with Lorne, Paul will follow up with Natalie 		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

SHOW REPORT – SCROOGE!**JEFF PERKINS**

DISCUSSION		
Ticket sales are 450 tickets. Set is projecting an overage of \$1100, and is seeking board approval to proceed. Board is willing to approve, given that there is a strategy to maximize the reusability. Next production meeting set for October 26.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Set building to be given go-ahead for budget increase to \$3200	Jeff Perkins	DONE

SHOW REPORT- ROCKY HORROR**JEFF PERKINS**

DISCUSSION		
Jeff and Tyler are in the process of assembling their production team.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

COMMITTEE REPORTS – ARTISTIC DIRECTION**PAUL PENGELLY**

DISCUSSION	
Paul reported to board findings of the AD committee on Fall 2015 proposals, and reasoning for the AD Committee recommending Tim Clarke direct Fiddler on the Roof.	
Motion – Board to approve and announce the 2015 Fall Show as Fiddler on the Roof directed by Tim Clarke. Motion – Paul 2 nd : Jenn. All in favour.	

Moving forward, need to align Board meeting with AD decision meeting, to facilitate Board decision making and securing licenses.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

COMMITTEE REPORTS – R&D

TYLER LIVINGSTONE

DISCUSSION	2 tickets sold to date. Was announced at the Scrooge rehearsal. Board needs to push this to the company.	
	Board made decision that this event will be deferred to another time. Rachel to discuss with Uptown Grill.	
	Tyler reports on new venue research. Board moves in camera Motion – Rachel 2 nd Paul All in favour.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Uptown Grill to be informed of rescheduling of breakfast fundraiser	Rachel Guthrie	DONE

COMMITTEE REPORTS – PUBLICITY

TYLER LIVINGSTONE

DISCUSSION	We can set up a table at the run of Urinetown. Will look for volunteers from Scrooge cast.	
	Looking at getting on to Magic radio station. Mall presence was successful. Planning Quebec St. Mall busking, library visits, posters, magnetic car signs, email blast, Facebook ads, Kijiji, signage. Promo will be shot on November 2.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Volunteers to be sought to run table at Urinetown	Jenn Peters	DONE

COMMITTEE REPORTS – SOCIAL

KAREN ALLEN

DISCUSSION	Gala food will go over budget as there is currently no partnership with a catering company. Gala budget is based on 150 people. Treasury has provided budget line items to Social.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

COMMITTEE REPORTS – NOMINATION

CARRIE GORDON

DISCUSSION	Nomination committee met earlier this evening, and recommend that the Board ask Tom Gould and Sheila Todd to step up to the Board.	
	Motion for the Board to accept the Nomination Committee's recommendations of Tom Gould and Sheila Todd – Carrie 2 nd : Rachel. All in favour	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

Nominees to be contacted	Carrie Gordon	Next Meeting

**COMMITTEE REPORTS –
CONSTITUTION TASK FORCE**

GARY ROCHE

DISCUSSION	Tyler reports work continues.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

EMAIL VOTING POLICY

KAREN ALLEN

DISCUSSION	Jeff and Karen to discuss offline to develop procedure.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

2015 AGM

KAREN ALLEN

DISCUSSION	March 29 2015. Voting members will be paid members active at the time of AGM (2015 Membership)	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

STORM GAME 50/50

CARRIE GORDON

DISCUSSION	Sold 90/150 tickets to Storm game on October 18, netting a loss of approximately \$500. 100 tickets remain from the playoff game sales. We can split this over two games. Board to reflect and work on ensuring sales meet our commitments.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Dates for next two games (50 tickets) need to be investigated	Carrie Gordon	Next Meeting

RCMPI/GLT COLLABORATION

PAUL PENGELLY

DISCUSSION	No issues with Membership fees. If you are member of either company you are covered. Each company's insurance will cover its members. Meeting with Jane upcoming. No production team yet. Memorandum of understanding between two companies will be developed.	
September 17 to 27, two weekends, 8 shows.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

OTHER BUSINESS

KAREN ALLEN

DISCUSSION		
WODL needs to be informed that we are not renewing.		
Luisa Lago is doing programme for Scrooge.		
Discussion on a potential cast potluck to pep the cast. Potentially on November 2 or 9.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Followup with WODL that we are not renewing	Karen Allen	Next Meeting

**NEXT MEETING: MONDAY
NOVEMBER 10 – CARRIE'S**

ADJOURNMENT:	Motion: Tyler 2 nd : Paul: All in favour. Adjourned at 9:45 pm
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Parking Lot: