

# RCMPI Board Meeting

## MINUTES

SEPTEMBER 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	7:08 pm
APPROVAL OF AGENDA	Motion: Tyler 2 <sup>nd</sup> : Gary
APPROVAL OF PREVIOUS MTG MINUTES	Motion: Rachel 2 <sup>nd</sup> : Jenn
PRESENT	Karen Allen, Jenn Peters, Tyler Livingstone, Jeff Perkins, Gary Roche, Rachel Guthrie
REGRETS	Carrie Gordon, Paul Pengelly

## 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	
Jeff to confirm that Jeff Daniels and Meghan Barron paid 2013/2014 membership.		
Simply Accounting functionality has been discovered, and we will be using moving forward for the company's books.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

**ACTION ITEMS****KAREN ALLEN**

DISCUSSION		
<ul style="list-style-type: none"> <li>GLT Child Protection Policy review will be reviewed by Constitution Task Force</li> <li>Publicity comp ticket application form: committee is meeting this week</li> <li>Publicity – T-shirts sales: This is almost ready to go, we will use PayPal, volunteer has been found for cast sales.</li> <li>Knox – set out as separate agenda item below</li> <li>Contact with director re Fiddler(Tyler): This has been done.</li> <li>Minutes template send to committees: Jeff reports this is done.</li> <li>Tyler has had new keys made, and distributed.</li> <li>Keybox – R&amp;D will discuss at next meeting.</li> </ul>		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

**SHOW REPORT – SCROOGE!****JEFF PERKINS**

DISCUSSION		
Ticket sales are <200 tickets. As of the 23 <sup>rd</sup> , Julie van Duzen Nantes will be taking over as Stage Manager. Production meeting scheduled for 24 <sup>th</sup> . Production is on schedule.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Tech meeting with River Run	Jeff Perkins	In Progress

**KNOX CHURCH****JEFF PERKINS**

DISCUSSION		
Jeff briefed board on meeting with Knox Church, Wednesday Sept. 17. Bumping of booked rehearsal dates were on the increase, and this needed discussion. Church reserves the right to have church business supersede RCMPI business. Church will be looking at changing the contract for 2015, which will move to a 'pay as you go' model, but will likely see a substantial increase in cost.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
R&D Committee to begin research on rehearsal spaces for 2015	Tyler	Ongoing
Proposal from Knox to be received and distributed to Board	Jeff	Next Meeting

**COMMITTEE REPORTS –  
ARTISTIC DIRECTION****PAUL PENGELLY**

DISCUSSION		
AD will be meeting on Saturday the 28 <sup>th</sup> to review director proposals.		
AD mandate was discussed, and the artistic mandate needs to be defined by the committee, and approved by the board. This will expand the committee's mandate to show research, talent research, etc... to support selection and execution of shows. Committee will develop a 'checklist' of key variables that will define a show's success factor, to be used to assist in decision making.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE


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

<b>DISCUSSION</b>	Met last week. Wrote a business case for purchasing our own space. Gary is working on Sips: Sip Club and Pennywhistle are on board. Rachel is working on our breakfast fundraiser. Tyler is working on pointsettias sales.	
	Build space needs a cleanup. Jeff to discuss with production team on Wednesday.	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>

**COMMITTEE REPORTS – PUBLICITY TYLER LIVINGSTONE**

<b>DISCUSSION</b>	Meeting this week	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>

**COMMITTEE REPORTS – SOCIAL PAUL PENGELLY**

<b>DISCUSSION</b>	Debriefed last week about Gala, considered on the whole a success. September seems to be a good month for this event, and the overall approach will be kept and built upon.	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>

**COMMITTEE REPORTS – NOMINATION CARRIE GORDON**

<b>DISCUSSION</b>	Survey is currently under development.	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>

**COMMITTEE REPORTS – GARY ROCHE**

**CONSTITUTION TASK FORCE**

<b>DISCUSSION</b>	Had first meeting to discuss to discuss ONCA, by-laws and policies. Work is in progress.	
Much of the constitution needs to be pulled out into policies and by-laws, streamlining the overall constitution.		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>

**RCMPI/GLT COLLABORATION****PAUL PENGELLY**

<b>DISCUSSION</b>	Had one informal meeting to begin discussions.	
More discussion to be had moving forward.		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>

**NEW SEASON/DURATION OF MEMBERSHIP AND PROXY FOR AGM/ LOGISTICS****KAREN ALLEN**

<b>DISCUSSION</b>	Defer to next meeting	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>

**STORM GAME 50/50****CARRIE GORDON**

<b>DISCUSSION</b>	Storm tickets to the October 17th game will be going on sale to the membership on Thursday night - Carrie to be at rehearsal to make an announcement. She'll send an email via Julie/Jeff to the company. Carrie will need trustworthy people in the cast who could collect the money for tickets. This could possible go towards their volunteer hours	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>

**OTHER BUSINESS****KAREN ALLEN**

<b>DISCUSSION</b>	
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Board insurance: final paperwork should be in shortly. Rachel will bring it next meeting.		
DVDs for Scrooge – RCMPI will move to a single wide screen, non-edited format moving forward, as aspects of past shows were missed in the editing.		
RD asks Social if they want to be involved in the Breakfast fundraiser. There will be a door prize of comp tickets for Rocky Horror.		
Launching membership PayPal by offering an early bird (\$5) discount, to be announced at the breakfast fundraiser.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Tyler to email Lorne Kadish re: format of archival DVD	Tyler	Next meeting

**NEXT MEETING: WEDNESDAY  
OCTOBER 22 AT KAREN'S**

<b>ADJOURNMENT:</b>	Motion: Rachel 2 <sup>nd</sup> : Gary: All in favour. Adjourned at 9:06 pm
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Parking Lot: