

# RCMPI Annual General Meeting 2016-2017

## MINUTES

APRIL 12 2017

7:00 PM

CRIMEA

MEETING CALLED BY	Rachel Guthrie
TYPE OF MEETING	Annual General Meeting
FACILITATOR	Rachel Guthrie
NOTE TAKER	Jeff Perkins
CALLED TO ORDER	7:00 pm
APPROVAL OF AGENDA	<b>Motion: Rachel 2<sup>nd</sup> Susan – All in favour</b>
APPROVAL OF PREVIOUS MTG MINUTES	<b>Motion: Rachel 2<sup>nd</sup> Lindsay - All in favour</b>
PRESENT	Board: Karen Allen, Jeff Perkins, Rachel Guthrie, Gary Roche, Holly Reid, Tom Gould, Fiona Douglas, Tyler Livingstone, Jane Martin  Company: Susan Lawrenson, Adam Lawrenson-Chaudhry, Sheila Douglas, Luisa Lago, Victoria Harrop, Corrine Saunders, Olivia Mann, Matt Teeter, John Atwell, Lindsay Cox, Werner Eitzen, Pete Strain  Observers: Phil Sullivan, Dale Brubacher-Cressman
REGRETS	Lawrence Mernagh

### Agenda Topics

#### INTRODUCTION OF BOARD OF DIRECTORS

RACHEL GUTHRIE

DISCUSSION		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

#### PRESENTATION AND APPROVAL OF THE AGENDA

RACHEL GUTHRIE

DISCUSSION		
Motion passed		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

**APPROVAL OF THE PREVIOUS  
AGM MINUTES**

**JEFF PERKINS**

DISCUSSION		
Motion passed		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

**SHOW REPORT – INTO THE  
WOODS**

**HOLLY REID**

DISCUSSION		
<p>In Spring 2016, we had the pleasure of presenting Into the Woods. We had a professionally seasoned Directorial team with Scott Lale as Director and Carol McFadden as Musical Director! Unfortunately, due to some unexpected conflicts, the choreographer was replaced by yours truly but we do look forward to engaging her in the future!</p> <p>Auditions were held on the first week of December at Crimea- it was an entire weekend ordeal with call backs held the following Wednesday evening. Call backs were a change for most auditioners- as the directorial team viewed each auditioner simultaneously in different parts of the room. And each of the directors would speak to what they saw from each potential cast member while making their casting decisions. Casting decisions were made quickly and unanimously.</p> <p>Rehearsals also took place at Crimea with the long Sundays commencing right away. The directorial team though it best due to the complexity of the music!</p> <p>Thank goodness Carol was around as the music was so very difficult but the cast pulled together and worked as a team to nail the ridiculous harmonies and time signatures.</p> <p>Into the Woods had its own challenges that were easily conquered with discussion between all team members and a definite learning experience for anyone involved!</p> <p>Initially, the team had inquired about using microphones in the Co-operators hall but with the guidance of Dave Horner, we continued on with NOT implementing them as the sound quality and finding proper levels as well as the cost would really not benefit us as a company.</p> <p>Moving into the theatre went quite smooth even with last minute set changes due to the space. All cast and crew diligently worked through load in and strike with determination and because of that determination made it through with ease.</p> <p>By the end of show week cast and crew were exhausted but extremely proud of what they accomplished!</p> <p>Overall, a fantastic show with 5 sold out audiences!</p>		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

**SHOW REPORT – WIZARD OF OZ**

**JEFF PERKINS**

DISCUSSION		
<p>Our Fall 2016 show was Wizard of Oz, under the Directorial Team of:</p> <p>Karen Allen – Artistic Director            Sue Lawrenson – Vocal Director            Jen Rodrigues – Orchestral Director            Meghan Barron – Choreographer            Tyler Livingstone – Stage Manager</p> <p>Also, piloting a mentorship program via Artistic Direction Committee aimed at expanding our company’s pool of talent, we had Fiona Douglas mentoring under Karen Allen.</p> <p>Auditions were held in May of 2016, and we had over 140 audition requests, and saw some incredible talent (or just heard, as we persevered through a power outage). We held callbacks at Strictly Rhythm Dance Studio, allowing for a very energetic dance callback, followed by character callbacks.</p> <p>In the end, we formed an above-average sized cast of 83, which over the course of the summer settled into a robust and talented cast of 76.</p> <p>The production on the whole was ambitious, including the large cast including almost 30 children, a larger-than-life set including a wide array of video components, and a variety of special effects.</p> <p>It took the combined efforts of both the production team and cast to pull this show together, but we did it successfully, selling almost 90% of the house, staying within our overall budget (except for River Run costs, which go up as sales go up), and putting on an above-the-bar show that was greatly appreciated by our audience.</p> <p>I’d like to extend a special thanks to all those involved. It was definitely a group effort, and shows how much this company can pull together and accomplish.</p>		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

**EXECUTIVE AND COMMITTEE REPORTS – TREASURER’S REPORT**

**TYLER LIVINGSTONE**

DISCUSSION		
<p>See “AGM Finance Report 2016.docx”</p>		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

**EXECUTIVE AND COMMITTEE  
REPORTS – PUBLICITY  
REPORT**

**FIONA DOUGLAS**

DISCUSSION		
<p><b>Publicity Committee</b></p> <p>The Publicity Committee meets monthly or as required. Each show is considered carefully to determine the best strategies for marketing. After each show we have a post-mortem meeting to discuss the effectiveness of our campaign.</p> <p>One sixth of our annual budget is used to buy a page in the River Run brochure that is mailed out to patrons. We were able to place ads for both of our 2016 shows in the brochure.</p> <p>For our productions of Into the Woods and The Wizard of Oz we advertised using a variety of tools:</p> <ul style="list-style-type: none"> <li>• 2.25" "ask me about the show" buttons</li> <li>• A colouring contest in The Guelph Tribune</li> <li>• Displays at Stone Road Mall</li> <li>• Mobile signs</li> <li>• Advertisements in a variety of publications including: The Ontarion, The Fergus/Elora News Express, The Wellington Advertiser, The Guelph Mercury, The Guelph Tribune, and The Sentinel (the monthly magazine produced by the Evergreen Senior's Centre)</li> <li>• Car magnets</li> <li>• On-screen ads at the Bookshelf</li> <li>• Promotional videos and photos</li> <li>• A promotional appearance at a performance of The Making Box improv comedy</li> <li>• Social media through Facebook, Twitter, and Instagram</li> <li>• Business cards, posters, and flyers</li> <li>• River Run "e-blasts" to their patrons</li> </ul> <p>Tyler Livingstone, the previous publicity committee chair, stepped down this year and I took his place. The committee is further comprised of Stephanie Kroezen, Sarah Dexter, Judy Steibelt, Jane Martin, and Martina Cotter. We are actively recruiting new members, and, starting with <i>Shrek</i>, will be recruiting cast members from each show to sit on the committee, either permanently or for the duration of the show. We realized as a committee during 9 to 5 that for the first time in quite a while we did not have a cast or crew member on the committee, which led to us being slightly out of the loop in terms of show-specific happenings.</p> <p>I would like to pass along my thanks to my fellow committee members for their hard work, as well as to Tyler Livingstone for his guidance during this transition, and to Tom Gould for creating and managing our advertising graphics, often with little notice. Thank you to the videographers who filmed the promo videos and to Dean Palmer for promotional photos. Our thanks also go to cast and crew members who supported our advertising efforts with many volunteer hours and enthusiasm. We urge all company members to engage with us on social media by following, liking, and sharing our posts, and by using show-specific hashtags, which are created before each show's advertising campaign begins.</p> <p>Thanks for a great year and we wish the teams of 9 to 5 and Shrek all the best in 2017.</p>		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

**EXECUTIVE AND COMMITTEE  
REPORTS – FACILITIES AND  
RESOURCES**

**TOM GOULD**

DISCUSSION
<p>Resource and Facilities Committee</p> <p>2017 AGM Report</p> <p>The Resource and Facilities committee was given its own mandate this year having previously been included within the mandate of the Finance and Resource Committee.</p> <p>The committee mandate is essentially to evaluate company needs for storage space, build space, audition and rehearsal space; to</p>

provide recommendations to the Board to meet these needs, and to manage company assets.

The current members of the committee are myself (Tom Gould), and Tyler Livingstone. We are actively looking for a couple more committee members.

We have an on-going lease agreement with Spiritwind – the company that operates the Guelph Foodbank – for build space and costume and prop storage space at 95 Crimea St.

Over the last year we have used the meeting room at 100 Crimea for auditions and for spring show rehearsals – for both Into The Woods and 9 To 5.

We were able to negotiate an agreement with Lakeside Church for rehearsal space for The Wizard of Oz.

Looking forwards, the committee is expecting to secure Lakeside Church once again for the rehearsal space for Shrek and will be evaluating several options for the future for both fall and spring productions.

In the coming year, the committee expects to be more focused on actively managing our build and costume assets to try to maximize the benefits we get from the space and inventory we have.

I would like to end by acknowledging a few individuals who have been very instrumental in helping to manage our assets over the past year. I would like to say a big thank you to Helen Dumoulin, Jason Clattenburg and Gladys Phillips for their dedication and work to organize and track our build and costume assets. I would also like to thank Rachel Guthrie for her help and support towards the committee, and for being instrumental in facilitating our relationship with Lakeside Church.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

**EXECUTIVE AND COMMITTEE  
REPORTS – ARTISTIC  
DIRECTION**

**JEFF PERKINS**

DISCUSSION
As chair of the Artistic Direction Committee, I would like to thank its members; Karen Allen, Holly Reid, Werner Eitzen, Debbie Sippel Eitzen, Fiona Douglas, Lindsay Cox and Paul Pengelly. Also, recently approved by the board, I would like to welcome Lin Chapman and Julie van Duzen Nantes to the Committee.
Following our 2016-2017 achievement of running both the Fall and Spring shows in one Call for Proposal, AD sought out to do this again for 2017-2018, but with a more involved and informative approach.
In June of 2016, AD Committee hosted a Director’s Workshop, presenting the Committee’s suggested Best Practices in both the

Proposal and Interview processes. This was well attended and received, and its impact was apparent as we immediately opened an extended Call for Proposals for the 2017-2018 season. The Call for Proposals ran over the course of the summer, with interviews being held in the fall. A total of 11 proposals were evaluated (6 fall, 5 spring), and the quality of both the proposals and the interviews were outstanding. Ultimately, the Committee moved forward with a recommendation to the Board of Shrek, directed by Steve Sherry for Fall 2017, and Spamalot, directed by Fiona Douglas for 2018.

The Committee reviewed the proposals, met with the directors, and came to their recommendations for the Board of Directors.

AD has also been working on their calendar of events, their Terms of Reference, and collaborated with Publicity Committee on a Poll the Public initiative.

Moving forward, we will be looking at another Director's Workshop in June of 2017, the 2018-2019 Call for Proposals over the summer and into the fall, and adding some more rigor and content to the mentorship file.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

**EXECUTIVE AND COMMITTEE  
REPORTS – SOCIAL**

**HOLLY REID**

DISCUSSION		
<p>The Social Committee is responsible for the planning and execution of member engagement, cast and crew parties, potlucks and Our Annual Awards Night. This past year has been full of changes and new ideas. We made some additions and subtractions to our typical year. We decided to add more opportunities for the membership to get together outside of each specific show. We held a Skating Party at the Rink in front of City Hall on the coldest possible day in 2016- and even had a decent turn out! We hosted a Welcome party for the massive cast of Wizard of Oz at Riverside Park which had an amazing response and a bundle of entertainment with a dance off which was enjoyed by all! Also, we removed the gala from the fall show but made arrangements with RRC to keep the bar open late for a more relaxed and casual time for friends and family of the cast and crew- allowing us add more excitement to the awards night. We incorporated a Welcome Back at the Penny get together which was not as big as we had hoped but still had a wonderful time! Of course, we had our Christmas at the Penny as well and had the largest turn out we've ever seen- approximately 60-75 people throughout the evening!</p> <p>The Awards Night had some major changes! We moved the date from September to May which enabled us to present for 3 shows in one go! We also changed our venue to the beautiful Springfield Golf and Country Club! The food was spectacular; the entertainment was fantastic- thanks to all involved. Feedback from company members was positive and our intention is to make each Awards Night bigger and better than ever!</p> <p>We are always looking for new members and new ideas for our company members to get involved if not participating in a current show.</p> <p>The Social Committee has grown over the last year and now consists of:            Co chairs: Jane Martin and Holly Reid            Members: Susan Lawrenson, Peter Strain, Lindsay Cox, Breanne Tice            New members: Fran Rotondo, Erin Humphrey and Robyn Cheng</p>		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

**EXECUTIVE AND COMMITTEE  
REPORTS – TERMS OF**

**GARY ROCHE**

**REFERENCE**

DISCUSSION		
<p>Terms of Reference Committee AGM REPORT</p> <p>The committee was formed after the Constitution was reviewed and updated to reflect the changes. The Board felt that the Terms of References of committees needed to be reviewed and updated to reflect the needs of the RCMPI. The committee first met in November of 2015 where it began its review of all six committees of the Board</p> <ul style="list-style-type: none"> <li>• Treasury</li> <li>• Resource,Development and Facilities</li> <li>• Artistic Direction</li> <li>• Social</li> <li>• Publicity</li> <li>• Nomination Committee</li> </ul> <p>After reviewing each committee's mandates, these are some of the recommendations that came out of it:</p> <ul style="list-style-type: none"> <li>• Terms of Reference for the role of Production Coordinator</li> <li>• Separating the Resource, Development, and Facilities into 2 committees one to be called Resources and Facilities and the other Fundraising &amp; Sponsorship. The committee felt that the current structure and tasks for one committee would be better served with two separate committees and since there has never been a fundraising committee . the company would be better served having a committee focusing on the financial sustainability of the company .</li> <li>• some realignment of tasks so that they had a specific home even though they touched on the other committees</li> <li>• Committee Calendars. this would be a way to keep the Board up to date on what the committees were doing and ensure the flow of task needed to take place at specific times in the calendar year was happening. It would also be advantageous to other committees to see in case there were opportunities for collaboration i.e.: fundraising &amp; publicity.</li> </ul> <p>There are now 7 standing committees of the Board.</p> <p>These recommendations were given to the Board for approval and to be enacted. The committee work had been finished and the committee disbanded in June 2016</p>		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

**EXECUTIVE AND COMMITTEE  
REPORTS – FUNDRAISING  
AND SPONSORSHIP**

**GARY ROCHE**

DISCUSSION		
<p>FUNDRAISING COMMITTEE AGM Report</p> <p>Last year on a recommendation from the Terms of Reference Committee, the Resource Development &amp; Facilities Committee be divided into 2 separate committees. The company would be better served with being able to have 2 committees one to look after the</p>		

resources and Facilities and one to handle Development of the company through an Fundraising & Sponsorship Committee which had previously been lacking.

The new committees were formed in November and the Fundraising & Sponsorship committee had their first meeting in January 2017. The committee consists of

Gary Roche -Chair  
 Rachel Guthrie  
 Jane Martin  
 Werner Eitzen  
 Olivia Mann- Secretary  
 Pierre Elrick  
 Erika Strain

After a rousing meeting with lots of ideas on fundraising initiatives for the future the group decided on a cross promotion with PLANET BEAN COFFEE TO PROMOTE THE SPRING show 9to5 with a Fundraiser.

“POUR YOURSELF A CUP OF AMBITION”

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

**EXECUTIVE AND COMMITTEE  
 REPORTS – 40<sup>TH</sup> ANNIVERSARY  
 COMMITTEE**

**JANE MARTIN**

DISCUSSION
<p>40<sup>th</sup> Anniversary - AGM Report</p> <p>Committee is currently as follows: - Jane Martin (Chair), Karen Allen, Tyler Livingstone, Fiona Douglas and Stephen O’Connell. New Members and new ideas welcome.            The following is a synopsis of some of the ideas that the 40<sup>th</sup> Anniversary Committee has started to consider to celebrate our 40<sup>th</sup> Anniversary season of 2018-2019.</p> <ol style="list-style-type: none"> <li>1) A Musical Review incorporated into a dinner celebration at the ICC to launch the Anniversary season in September 2018.</li> <li>2) A Commemorative booklet with pictures from all of our shows for purchase.</li> <li>3) Long Service Awards to celebrate Members of Cast &amp; Crew who have been a part of RCMPI history, list being compiled and parameters drawn around how many productions count towards the long service awards.</li> <li>4) A show geared towards our youth membership.</li> <li>5) A list of preferred shows that RCMPI would like to see mounted as part of our Anniversary season for the AD committee to put out as part of the call for proposals.</li> </ol> <p>Watch out for more information as we grow closer to the season in 2018.</p> <p>We look forward to celebrating this landmark for the Company.</p> <p>Respectfully Submitted.</p> <p>Jane Martin</p>

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE




**EXECUTIVE AND COMMITTEE  
REPORTS – NOMINATION**

**GARY ROCHE**

<b>DISCUSSION</b>
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Nomination Committee

AGM REPORT

As the company moves into the 2017-2018 year there are 5 directors finishing the final year of their 2 yr. term. There are 5 directors seeking re-election for a 2 yr. term. These terms are the new structure of 5(2yr.) & 5 (1 yr.) format that was enacted last year.

The slate of candidates for the 2017-2018 year are as follows:

Gary Roche  
Holly Reid  
Jane Martin  
Pete Strain  
Susan Lawrenson

Motion: The membership accept and ratify the slate of candidates put forward by your 2016-2017 Board of Directors for Royal City Musical Productions Inc.

report prepared by  
Gary Roche  
Chair  
Nomination Committee

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

<b>NOMINATION COMMITTEE – 2017-2018 BOARD:</b>	<b>Motion - Gary: The membership to accept and ratify the slate of candidates put forward by your 2016-2017 Board of Directors for Royal City Musical Productions Inc. 2<sup>nd</sup>: John Atwell All in favour</b>
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<b>MOTION TO APPROVE EXECUTIVE AND COMMITTEE REPORTS</b>	<b>Motion: Rachel 2<sup>nd</sup>: Lindsay Cox All in favour</b>
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DISCUSSION

### RCMPI Year in Review 2016-17

RCMPI's 39<sup>th</sup> year has been one of excitement and many new faces. Our spring show of *Into the Woods* was an enormous success! We had another sold out spring show. I would like to take the time to thank and applaud the directorial team along with the cast for putting on such a great show.

Our fall production, *The Wizard of Oz* was a truly magical show. The team pulled out all the stops for our fall production, and the audience was left wanting more. This was no easy undertaking, and we're very proud of the hard work that was put into this show, and I want to thank the team for bringing such a wonderful show to the stage.

Upcoming is our spring show of *9-5*. The show is coming along nicely, and we're excited to see this fine group of people on the stage later this month. If you haven't already, please get your tickets and continue to spread the word! The team for this show has been wonderful, and I for one am looking forward to seeing such a talented cast on the stage.

#### Accomplishments of 2016-17:

##### Committees:

The Terms of Reference committee has completed the mandates for each committee within our company. Some committees were dissolved, and others were created.

Moving forward, we now have a clear mandate for each committee and what the responsibilities are for both the Chair, and its members. This will be helpful to all those involved in our various committees, and play an important role with succession planning as members join and step down. We are also excited to announce that all the committees along with their mandates can be found on our website [www.rcmpi.ca](http://www.rcmpi.ca). You can now sign up to be a part of one of these great committees through our online membership form.

### Anniversary Committee:

As Jane Martin has said, we've added a special committee for the upcoming year as it's our 40<sup>th</sup> anniversary. We're looking for members who have been a part of this companies for many years & who are new to the company. This will be a fantastic opportunity to be a part of something special.

### Committee Calendars:

The chairs of each committee have been working diligently to put together calendars of events/meetings/timelines for each committee. The reason for this is so that we as a company and board can be aware of everything that is going on throughout the year, and it is our goal to have these available online as well.

### The Company Playbook:

This is a document that has been in the works since before I started on the board 4 years ago, and I'm happy to say that the playbook is currently being piloted for our spring show 9-5.

The playbook lays out how our shows work from beginning to end, and gives clear direction to everyone involved from Director to Production Coordinator. It will allow the board to see if what's been set out works, is realistic and can be improved upon. I'm proud of the work that has been done by so many board members both past and present to put this playbook into action.

### Inspiration Concert:

This past year we were given the oppourtunity to be a part of Guelph's Inspiration Concert. Inspiration is put on by the Children's Foundation Guelph Wellington, and proceeds from this concert go towards helping our youth to get involved in the art here in Guelph. I'm happy to say that once again we have been invited to showcase our company and youth at their concert this year.

### Board of Directors

After last year's AGM, the Board had 10 members. Rachel Guthrie was Elected President, Gary Roche was elected Vice President, Jeff Perkins remained as secretary and Tyler Livingstone, Jane Martin and Rachel Guthrie made up our financial committee. Members at large included Karen Allen, Lawrence Mernaugh, Tom Gould, Holly Reid and Fiona Douglas.

The Board has worked hard this year to ensure the growth and integrity of the company. When challenges arise, we carefully consider the best course of action. When new initiatives are proposed we work hard to implement them. When decisions are to be made we carefully consider the options. I can't thank these people enough,

their tireless dedication and time given to this board, various committees, shows and the company in general is truly invaluable.

This year the board will be seeing two members step down Lawrence Mernaugh & Tom Gould. I know I speak for everyone at this table in saying thank you for your time & dedication to not only the board of directors but the company. I for one I have enjoyed working with both of you over the past couple of years.

As Gary said, we have two new members joining the board this year Pete Strain and Susan Lawrenson. We have all worked with Pete and Susan at some compacity over the years, and I'm truly excited to see them join the board of directors. The company is in great hands moving forward!

Companies don't last almost 40 years without strong commitment from its members and the community. You are the reason our company is successful and without your support and dedication we would not exist. Your opinions, efforts, hard work, sacrifice and love for RCMPI are truly appreciated and valued. It's been said before and it bears repeating. RCMPI plays an important role in our city. We entertain its citizens and provide valuable learning experiences for young and old alike. We welcome new members and teach them our craft. We embrace potential, respect the experienced, encourage the timid and applaud all efforts. RCMPI is a solid, strong company and we are very excited for the coming years.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

**OTHER BUSINESS**

DISCUSSION		
Victoria Harrop – 40 <sup>th</sup> Anniversary, many of the suggestions are in addition to 2 regular shows? Confirmed by Jane. Victoria Harrop – Funding for extra celebrations? Tyler responded that these functions will be considered in the 2018-2019 budget.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

<b>ADJOURNMENT:</b>	Meeting adjourned at end of agenda at 7:42 pm
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