

RCMPI Board of Directors Mtg/draft of Minutes
June 12, 2007, 7:00 p.m.
Brenda Van Esch's Home

Attendance

Werner Eitzen, Meeghan Nolasco, Brenda Van Esch, Marnie Jutzi, Tom Gould, Judy Steibelt, Sheila Douglas, Sarah Kenny, Matt Middleton

Regrets

Jane Martin, Karen Allen, Bette Stoddart, Anita Macfarlane
(Currently on leave: Nora Endicott, Earlla Vickers, Laurie Garbutt)

Agenda

1. Approval of Agenda
2. Welcome and Introduction
3. Approval of Minutes from May 3 and Review of Action List
4. Treasurer's Report
5. Show Report: *Kiss Me Kate*
6. Strategic Plan
7. Committee Introduction and Updates:
 - a. Artistic Direction
 - b. Resource Development
 - c. Membership & Communications
 - d. Facilities
8. AGM Action Items
9. Election of officers
10. Committee Memberships
11. Foundation/Scholarship Plan Committee
12. Other Business
13. Date of Next Meeting
14. Adjournment

(1) Brenda moved that the agenda be approved, Meeghan seconded, carried.

(2) Welcome and Introductions

\$ Tom welcomed new members and assured that all introductions had been made.

\$ Tom explained some procedures to new members (including the mandatory jujubes!)

(3) Minutes/Action List from May 3

Action list from May 3

Item	Personnel	Deadline	Action Taken
PC policy proofed	Marnie	asap	ongoing

GST rebate for 2006	Meeghan	asap	done
<i>Iolanthe</i> Post-prod minutes	Anita	afer May 12	ongoing
<i>Iolanthe</i> budget report	Meeghan	for May 12	done
Review extra tech with RRC	Marnie	Sept	N/A for fall show
Prep Anne for auditions	Marnie	asap	done
Confirm team members for <i>KmK</i>	Earlla/Marnie	asap	done & ongoing
Build and Rehearsal space for <i>KmK</i>	Marnie/Matt	for summer/Sept	Rehearsal done build ongoing
Updated budget figures for <i>KmK</i>	Tom	May 7	done
Review honoraria with directors	Marnie	asap	done
Team meetings to plan auditions and contracts	Earlla	May 7 and 17	done
Contracts for <i>KmK</i>	Marnie/Tom	end of May	done June 10
RRC timeline to Marnie	Anita or Tom	asap	done
Present foundation plan to AGM	Tom	May 30	done
Role descriptions for membership	Meeghan	May 30	done
Revised participation fee policy	Tom	May 30	ongoing in RD committee
Stage Write inc <i>KmK</i> info	Tom	asap	done
Show reports for AGM	Nora, Anita, Marnie	May 30	done

Contact Nora re report	?	Asap	done
Constitutional changes for AGM	Tom	May 30	done
Confirm new candidates for board	Marnie, Tom	May 30	done
Contact Gladys re Facilities cte	Tom/Marnie	May 30	done & ongoing
Gift certificate for Earlla	Marnie	asap	done

(3) Matt moved to approve the minutes and action list from May 3, Meeghan seconded, carried.

(4) Treasurer's Report

Meeghan reported the current bank balances.

\$ GST rebate application is in mail.

\$ Marnie was compensated for audition form printing.

\$ Royalties for *KMK* must be paid this month, approx \$9000, hopefully less (Discussion ensued re the best place to exchange currency. The Global Currency Exchange was recommended)

(4) Werner moved that the Treasurer's report be approved, Sarah seconded, carried.

(5) Show report - Kiss Me, Kate

\$ Marnie reported that the directors are working well together. Auditions are complete and a stellar cast is in place. All auditionees have been contacted. Approx. 90 auditioned and the final cast numbers about 50. Ed Video worked well as a facility except for the heat. Marnie would recommend booking Old Quebec St Community space in future, using Ed Video only for dance. Marnie asked that Liz Dent be compensated in some way for her

generosity.

- \$ Marnie suggested that in future all auditionees be told that no calls will be made until after callbacks to give the exhausted directors more time to make crucial decisions.
- \$ The participation fee was noted on the audition form with a brief explanation and all auditionees signed (except Werner who shall remain nameless). The actual cost of membership should also be there, but was overlooked.
- \$ The Directorial team is very excited about the show and the PC is excited about the tap dancing - a good, old-fashioned Broadway show that should be an audience pleaser. We are often criticized for not enough dance in our shows.
- \$ Marnie will soon send out info to cast. A read-through is planned for the first rehearsal and a social gathering of the crew soon. We hope to have the Corn Roast again in September, Marnie to check with Bill. (Discussion ensued re having a social gathering for the cast asap - Marnie to take this request to directors)
- \$ Facilities - see Facilities report
- \$ We hope to have scores and scripts in July (there is an additional cost to have them this early)
- \$ A meeting is scheduled with Paul Holland at RRC for Wednesday June 13 with Marnie, Earlla, Bill, and Gary.
- \$ PC and directors are very happy with our SM, Luisa Lago. She is organized, astute, helpful and courteous.
- \$ Bill has designs done and we have met with builders. We have one volunteer painter so far
- \$ Gary is TD. We need lighting design. Sheila Todd is likely to do sound,
- \$ Corrine will procure props, Brenda Reynolds will administer them. Corrine and Eric Noesgaard are ASM's. Other helpers are Jordan McMillin and Deb Murray. Ruth Ralston is moving.
- \$ Helen and Gladys need a costume head. They each have family concerns. We have other sewers. Earlla and Marnie will meet with Gladys and Helen to determine their needs and timeline.
- \$ Laurie is procuring good musicians - is happy with them and working within budget.
- \$ Tom and Marnie signed contracts with the directors, working out honoraria. Marnie recommends that we assure that there be no misunderstandings in future.
- \$ Judy asked about honoraria for *S of M* and Tom explained that particular situation.

\$ Sarah suggested contacting the Theatre Arts Dept at UoG for show personnel. She'll look into it.

**(5) Tom moved approval of the show report,
Sheila seconded,
carried.**

(6) Strategic Plan

\$ Tom explained the Strategic Plan that was devised at the Winter Retreat and indicated that it is implemented at AGM time.

\$ Colour coding indicates areas of responsibility of various committees.

\$ Tom wants us to stay on track - wants to have everything in place for September.

(7) Committee Intro and Updates

a. ARTISTIC DIRECTION:

\$ Marnie reported that a meeting had been held on June 6 to plan the timeline and process for Spring and Fall shows 2008.

\$ Karen Allen and Sarah Kenny have joined the committee.

\$ Several possible shows have been suggested within and without the committee.

\$ Several people on the committee wanted to promote *Les Mis* for the fall show, but we cannot get the rights.

\$ Shows suggested on our audience survey are also being considered.

\$ For the fall of 2008, the committee wants to suggest shows, rather than take tenders, as it is the 30th anniversary.

\$ For the Spring show the committee wants to receive tenders, with backup ideas. One suggestion for the Spring show is a cabaret of the last 30 years, featuring original cast members.

\$ The role of the PC was discussed, whether the PC's year should be Fall to Spring or Spring to Fall. Marnie agreed to stay on if possible and at least do interviews.

\$ From Tom's suggestion, the committee discussed show goals.

\$ The AD committee wants tenders invited for the Spring show immediately, deadline mid-July, to be reviewed at August 7 meeting. For the fall show, the committee agreed to follow last year's timetable, but our timetable needs adjustment to fit the Strategic Plan so Marnie will carry this back to the AD Committee.

\$ Marnie presented two motions from the AD committee (somewhat amended by the board):

(7) Motion that the AD Committee propose two shows for the fall of 2008 and actively seek directors, Marnie seconded by, Sheila carried.

(7) Motion that the AD committee invite tenders for the Spring show of 2008, deadline July 15, with a backup list of three shows, Marnie seconded by, Werner carried.

b. RESOURCE DEVELOPMENT

\$ The RD committee is looking for members. Werner explained that this committee sets budgets, applies for grants, donors, sponsors, does advertising.

\$ They are always looking for fundraising ideas.

\$ Sheila proposed a singing group that would meet regularly and have a stock of show songs available for community functions in exchange for donations. She will look into this.

\$ The Opening Night Gala was discussed, with big ticket items for a silent auction and a tax receipt for donated items. Audience members would pay \$10 additional to ticket price to attend.

\$ Werner led a discussion about the participation fee, saying we'll never satisfy everybody. He explained that it was implemented to replace fundraising once expected of show participants. In the past we charged for everything separately, constantly asking for money for t-shirts etc. It was decided on \$ 50 to cover everything and to give \$15 to company costs.

\$ The RD Committee is considering a proposal to reduce to \$40 without t- shirts (to be sold separately) and the fee only applied to cast. \$15 would go to company costs and \$25 to cover scripts, cds, gala ticket. Werner will prepare written info to explain it to the cast.

\$ The committee is prepared to make it mandatory and to give a family rate.

\$ Company membership is \$30 company, so the company will receive \$30 + \$15 per actor

\$ Money is needed to arrange social events for cast. There was some discussion re shows where there was not enough of this.

\$ Two sides to the discussion are: (1) people are accustomed to paying fees for the privilege of joining clubs etc (2) complaints have surfaced re being compelled to pay \$80 and re some not paying.

\$ Marnie pointed out that there are other ways to engender camaraderie in the cast and that it cannot necessarily be bought, especially if some cast members are grumbling about the fee itself. The PC and directors need to encourage an atmosphere of fun and mutual respect and the *KMK* team plans to do this.

\$ Marnie asked if the written rationale will be ready for inclusion in the handbook for the first rehearsal.

\$ Meeghan wants the board to stand unified on the participation fee policy, but Marnie wants the PC and directors to be clear and convinced re the efficacy of this fee in order to endorse it and to field questions about it.

**(7) Motion that the board ask the RD committee to develop a policy governing the “cast benefits fee” (formerly known as participation fee), Tom
Seconded by, Matt
carried.**

\$ Werner wants to know what amount to ask of the Musagetes Fund which supports projects in the performing arts. Our project is *KMK*. Meeghan suggested that he ask for \$5000.

c. MEMBERSHIP & COMMUNICATIONS

\$ Stage Write went out, as well as ads in The Mercury and Trib for auditions, and press releases.

\$ Tom finalized the shared ad with Dennis Johnson in the RRC brochure at a cost of \$400.

\$ Bette Stoddart back on the board and taking over Stage Write.

\$ Anita has joined the C&M committee. Judy might.

\$ We haven't had enough funds to focus on communications.

\$ Someone suggested collecting Can Tire \$.

d. FACILITIES

\$ Marnie reported that our focus is now mainly *KMK*

\$ Rehearsal space is booked at Norfolk St United Church for \$ 1000 plus 20 tickets, same fee as for *S of M*. We could not get Three Willows because it would cost \$2500.

\$ Matt has been busy finding build space. At first Jim Hoare wanted to be done 80% in summer, but now he suggests Sept to Nov so we don't have to move back to the barn before the show. We have \$500 budgeted, maybe \$ 750 if needed.

\$ There's going to be another barn cleanout, TBA.

\$ Marnie checked with Helen Dumoulin re the shelves at Crimea but Meeghan wants

assurance that they spoke with the landlady.

\$ Matt says we're entitled to a meeting space there free. Others thought it costs. Matt to check

(8) AGM Action Items

\$ Marnie has sent minutes draft to Tom and he will piece in reports from committees.

\$ Judy asked when Ruth Ralston is leaving, suggesting that she should have recognition. Marnie to check. (Shouldn't this item be in OB?)

(9) Election of Officers

\$ Tom will stand as President for another year.

\$ Sheila agreed to step in as VP during Laurie's leave. She is not mandated to take over as President next year.

\$ Meeghan will stand as Treasurer.

\$ Brenda offered to fill the role of Secretary, so Marnie will step down after completing minutes from this meeting.

**(9) Motion to approve the slate of officers, Judy
Seconded by, Sheila
carried.**

(10) Committee Memberships

\$ Karen and Sarah have joined the AD committee.

\$ Matt is in Facilities.

\$ Meeghan is on RD and Communications.

\$ Brenda is on RD.

\$ Judy joined Communications.

\$ Sarah joined Facilities.

\$ Marnie is on Facilities and AD, will slide out of AD gradually in order to focus on PC position. Tom would like to see AD co-chaired by board member and non-board member.

\$ Judy suggested that for Facilities we seek people who know Guelph, e.g. a pastor such as Paul Clarkson

(11) Foundation/Scholarship Planning Committee

\$ Tom reviewed what occurred at the AGM - people wanted the investment to be accessible. Tom says investment without risk does not return as much.

\$ He wants to strike a committee to recommend criteria for awarding scholarships, will ask John Attwell. Jane is also interested.

(12) Other Business

\$ Tom brought up concerns about attendance at board and committee meetings. He will follow up with absent members.

(13) Next Meeting

\$ Next meeting is Tuesday, July 17, at Matt's, 192 Edinburgh

(14) Adjournment

**(14) Werner moved to adjourn at 11:15!!
Brenda seconded,
carried.**

Action list from June 12

Item	Personnel	Deadline	Action Taken
PC policy proofed	Marnie	asap	
More production team members needed for <i>KMK</i>	Marnie	asap	
Build Space for <i>KMK</i> set	Matt	asap	
Invite Gladys to join facilities cte	Tom/ Marnie?	asap	
Royalties for <i>KMK</i>	Tom?	June	
Compensation for Liz Dent?	RD committee? Marnie?	November?	
Info to <i>KMK</i> cast	Marnie	asap	

Social even for <i>KMK</i> cast	Marnie	asap	
Meeting with Paul Holland	Marnie	June 13	
Meet with Gladys P and Helen D	Marnie	asap	
Query U of G Theatre dept	Sarah	asap	
Attend to Strategic Plan	All	ongoing	
Review Strategic Plan calendar with AD Cte	Marnie	asap	
Explore starting a cabaret group	Sheila	asap	
Procure auction items for gala	RD	November	
Written info re Cast Events Fee for show handbook	Werner	August	
Develop Cast Events Fee policy	RD cte	asap	
Approach Musagetes Fund	Werner	asap?	
Check out meeting space at Crimea	Matt	Asap	
AGM minutes completed	Tom & committee chairs	asap	
Query Ruth R re departure	Marnie	asap	

Contact John Attwell re Endowment Committee	Tom	asap	
Contact members re absenteeism	Tom	asap	