

RCMPI Board of Directors Meeting/Draft of Minutes
Monday, November 12th, 2007, 7 p.m.

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

Regrets: Bette Stoddart, Karen Allen
(Currently on leave: Earlla Vickers, Laurie Garbutt)

Agenda:

1. Approval of Agenda
2. Approval of Minutes of last meeting (October 19th, 2007) and review of action list
3. Treasurer's Report
4. Show Report – *Kiss Me Kate*
5. Committee Introduction and Updates:
 - a) Artistic Direction
 - b) Resource Development
 - c) Membership and Communications
 - d) Facilities
6. Honoraria for KMK
7. Other Business
8. Date of next meeting (Wednesday, December 12th)
9. Adjournment

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

2) Welcome and Introductions:

None

i. Minutes/Action List from Oct 19th

Item	Personnel	Deadline	Action Taken
Offer two comp tickets to Devlan for their assistance with build space	Marnie	asap	Done
Get more information from Laurie re: instruments	Marnie	asap	Done
Get helpers for costume parade	Marnie	asap	Done
Talk to Dean Palmer and get more information regarding FOH shots	Marnie	asap	Done
Hold meeting with Pooch at River Run Centre	Marnie	asap	Done

Propose gift amounts for crew of KMK	Marnie	asap	Done
Verify if we need stage hands	Marnie	asap	Done
Interviews for Production Team for fall show	Sarah, Karen and Marnie	Oct 23	Done
Decide whether Theatre Guelph can put flyers in our program	Tom	asap	Done
Advertise in Stage Write for crew and sound board helper	Tom and Bette	asap	Done
Approach College Heights hairstyling class re: assistance with hair designs for <i>Kiss Me, Kate</i>	Sarah	asap	Ongoing
Application for grants	Werner	asap	Done
Organization of the fall 2007 Gala	RD Committee and Communication and Membership Committee	asap	Ongoing
Contact Kevin McKittrick regarding reducing the cost for food for the gala to \$8.00 per person	Brenda	asap	Done

Moved by Matt seconded by Sheila, carried.

3) Treasurer's Report

Current bank balances were reported.

- i. Manulife and Guelph grant cheques have been deposited, hence the increase in the ING account.
- ii. 2006 GST rebate request has been resubmitted because Revenue Canada has now updated our files to reflect the new year-end date.

Treasurer's report moved by Werner, seconded by Sarah , carried.

4) Show Report – Kiss Me Kate

Ticket sales reported Nov 7:

Nov 21 – 158, Nov 22 – 150, Nov 23 – 168, Nov 24 – 260, Nov 25 - 232

MTG WITH POOCH

Marnie had a meeting with Pooch Nov 9 and got the schedule organized. Two lead-in days - have to move fly's in on Wed 14th. This is a new arrangement from past.

MOVE IN/TECH WEEK SCHEDULE

The orchestra was in last night, will work with voices Wed/E says they sound great
We move fly's Wed and rest of set Friday.

Lights Thurs

Sound and lights Saturday

Orchestra load in and cue-to-cue Sunday

Full dress and orchestra Monday

Tuesday dark

Wednesday preview

SET:

Anderson of Devlan extended our stay at monarch site to Nov 16th - very helpful. Almost done. Bill and Marnie are finishing couple of things this week, cleaning up and moving out.

Jim continued to build at Fostet site with some help from Matt, Tom etc, but constantly reminding us that it was not enough. Bill's set is very ambitious and Jim's standards equally high.

Marnie has given comps to John Ostetto at Fostet and Andrew Anderson at Devlan, and a tax receipt to Anderson. They are good contacts for future.

Lin has continued to be a big help - very artistic and ingenious.

Moving fly's in Wednesday 14th and remainder Friday 16 -think we have enough help lined up.

We were under budget for a long time but now are going over. Marnie had warned department heads early to report up front but she thinks Bill was misled by our early cost efficiency, so late in the game several things started showing up and were unexpected by Marnie. She is hoping to transfer couple of items to props budget, which has spent almost nothing of \$500 – she has consulted with Corrine. With regard to the statues, fountain etc. Marnie has tread lightly with Bill because he has created a spectacular set.

Kathryn Forler made statues for cost of material. Marnie gave her 2 comps.

Donkey cart rental will be \$150 plus 2 tickets

Bill getting 2 small items from Stratford.

COSTUMES

The costume department is being budget wary.

There are some costume issues re: dancers costumes and Too Darn Hot and concerns re: costume changes - Stephen trying to nail a schedule

ORCHESTRA

First rehearsal last night and we have to sign 2 more members Wednesday night.

Laurie wants to give honorarium to guitar player.

It is \$450 for 2-week rental of tympani. Laurie assures Marnie all is within budget.

Contract mistake re Sunday schedule. The orchestra was told afternoon and evening - but it's morning and afternoon (cue to cue)

Marnie sent apologetic heads-up to them and has had no response – don't know whether there was feedback last night.

We were going to feed them at dinnertime - now lunch. Laurie suggests Mary Brown's Chicken will deliver. To be covered under the orchestra budget.

REHEARSAL FACILITY

There are still some concerns. Key went missing - not our fault. Other people leave door open. Hope our relationship continues in good stead for future.

SOUND

Appears that Tom Andrews will be at soundboard and an IA will be backstage.

Sheila will come for as many shows as possible and as much time as possible during move in/ set up.

Tom A. will likely take cues from Luisa in booth so no extra help needed, to Marnie's knowledge.

LIGHTING

Tim seems on top of things.

He has been keeping in touch with POOCH.

Tim has ordered gobos – within lighting budget.

PROPS

Problem solving needed re: moving props Friday.**

Brenda and Corrine are doing a terrific job.

Deb Murray was dropped from the team.

HAIR&MAKEUP

Sarah offered, with friends helping

Jenna Ecclestone offered but communications with her were not successful.

TD

Gary's role is about to become more prominent.

Meetings have been held to prepare for load-in –he'll take charge.

He has sold his business, so he has more time for the show.

DIRECTORS

There was a recent issue between Laurie and Marion - their relationship problematic but the show seems to be moving along nicely despite this.

Concern re: Laurie's mother's health - subs in place for Laurie and her siblings in the orchestra in case her mother should take a turn for the worse.

Communications could be improved - Marnie has kept the team in the loop with everything, but the favour has not been returned in kind. An issue festered for three weeks before Marnie knew.

PRODUCTION MTGS

Various small dept meetings have occurred as needed.

FOH PHOTOS

Yesterday and today, almost 100% have gone through Dean's, quickly and efficiently. He and Marnie are working together on "the look". He's very helpful. Gave Marnie special tape etc. and tips.

We will get the pictures later this week and his bill. Marnie will work out tax receipt.

When Marnie went back to him with request for all 5x7's he said it was more than he expected so there will be a cost, a "bargain package". Marnie decided to follow through and take on the cost herself in case this turns out to be a good investment for the future. When people retrieve their headshots they can make a goodwill donation of a twonie or two.

He will put the pictures on a website where people can purchase them, then he gets a royalty.

PRESS COVERAGE

There is a public service announcement on Magic/CJOY and it should run for the next two weeks

Rogers television was in filming and we were on First Local

Earlla will be going to Rogers this Thursday for interview, will show some of our clips from the visit

Bill was interviewed and photographed by Mercury and appeared in a front-page story.

There was no cost for any of these.

Gladys has requested more flyers to stuff programs at RRC.

CONCERNS

Whose job is it to invite the department heads to the Gala? Clarity re: who gets a free ticket?

Set changes - not sure how well organized they are - a meeting was held for this purpose.

Luisa may need lots of support in the next two weeks. She is booking time off work to be as available as possible. She has her notes etc very organized and thorough.

Marnie could use help collecting scripts and scores.

The set design team could use help cleaning up at sites

Earlla has asked if there will be any refreshment, water etc at RRC

There are the usual concerns re load-in (weather etc) completion and touch-ups and there is the usual trepidation about short rehearsal time with orchestra.

Show report moved by Meeghan, seconded by Sheila, carried.

5) Committee Reports

Artistic Direction Committee

- i. Met with the two groups that had expressed an interest in the fall show. The team that was interested in directing *Cinderella* consisted of four people, however of the four only two members showed up for the interview: Sally Nelson and Stephen O'Connell.
- ii. Ryan Johns and Corina Dunn who were interested in *Beauty and the Beast* met with the Artistic Direction Committee separately. Both of them had strong proposals and the AD Committee felt that they would be great as a team. Both individuals were interested in forming a team and they are open to suggestions to round out their new team

Sarah moved that Ryan Johns and Corrina Dunn be accepted as the artistic team for the fall 2008 show. Marnie seconded the motion. Carried.

- iii. The price for *Beauty and the Beast* is \$6,200.00 US in costs. A licence for video-taping is \$75.00 US and it is \$50.00 for the *Beauty and the Beast* logo. It is \$400.00 per month for scripts and scores. Merchandise such as t-shirts is not included in the price and must be paid for separately.

Resource Development Committee

- i. Werner has submitted ads for *Kiss Me, Kate* to the KW Record/Guelph Mercury for their Entertainment section and their website. Ads have also been submitted to Magic FM for their Community Calendar.
- ii. The committee has looked at investment options for our funds based on research information from Tom's wife. She has made a suggestion of putting our funds in safe investment vehicles and the committee has looked at GIC investments that could give us a larger interest return than our current savings account. The committee will look into whether we should lock-in the funds or not.
- iii. The Guelph Community Foundation is hosting an event on November 27th, which will bring together donors and recipients of the grants provided. We will be there and the cast members from Tom, Dick, and Harry will be performing their piece as a finale to the event. It is held from 4 to 6 at the Macdonald Stewart Art Gallery. In addition to the performers, Werner will be there as will Earlla. They will be presenting in costume to showcase RCMPI.

Communication/Membership Committee

- i. Judy has looked into getting a mobile sign for the strip malls and it may come through in time to advertise the show. It is a more complicated endeavour than we originally thought as there may only be so many mobile signs at each area and most of the strip malls are at capacity at the moment. Judy's church has agreed to have a sign posted in their area.
- ii. Judy will send an e-mail to the nursing homes regarding *Kiss Me, Kate*.

- iii. Meeghan is going to look after the gifts for the *Kiss Me, Kate*, honoraria recipients – Bill, Gary, Gladys, Helen, Stephen, Jim, Corrine, Sheila T., Luisa, Eric and Brenda R.

Facilities

- i. All moves regarding the set pieces for *Kiss Me, Kate* are taking place in the next week.
- ii. The facility is booked for *The Mikado* auditions.
- iii. Crimea Street is a problem when it comes to booking a room for our meetings, however we have not been invoiced to date for the meetings that have already been held there in the last couple of months.
- iv. Ed Video will be providing rehearsal space for *The Mikado*.

Judy moved that the committee reports be accepted, Sheila seconded, carried.

6) Other Business

- i. Gala:
 - ~ We have sold approximately 100 tickets for this event.
 - ~ Meeghan, Brenda and Ann will be helping out at the Gala to make sure that it runs smoothly and that there is enough food for everyone.
- ii. There was a request for a better CD player for rehearsals as the one that is being used now provides very poor sound quality and the cast has a hard time hearing it.

Moved by Marnie, seconded by Tom, carried

7) Next Meeting

The next meeting will be on Wednesday, December 12th at Brenda's home. This will be the Board's Christmas event.

8) Adjournment

Meeting adjourned at 10:06 pm, moved by Matt and seconded by Sarah, carried.

Action list from November 12th, 2007

Item	Personnel	Deadline	Action Taken
Contact directorial candidates for the fall 2008 show	AD Committee	asap	Done
Prepare for move-in to River Run	Marnie	asap	Done

Centre and for Tech week			
Research into whether we should lock in our extra funds	RD Committee	Beginning of 2008?	
Send e-mails to nursing homes to advertise <i>Kiss Me, Kate</i>	Judy	asap	Done
Arrange for mobile signs to advertise the <i>KMK</i>	Judy	asap	Done
Purchase gifts for the <i>KMK</i> team members who are receiving them	Meeghan	asap	Done