

RCMPI Board of Directors Meeting Minutes
Monday, October 13th, 2008
Judy Steibelt's home, 440 Cole Road, Guelph
7:00 p.m.

Attendance: Tom Gould, Meeghan Nolasco, Brenda Van Esch, Zeeke Hamilton, Judy Steibelt, Earlla Vickers, Luisa Lago, Sheila Douglas

Regrets: Sarah Whelan, Karen Allen, Laurie Garbutt, Michael Mitchell, and Todd Broatch

Currently on leave:

Agenda:

1. Approval of Agenda
2. Approval of Minutes of last meeting (September 8th) and review of action list
3. Treasurer's Report
4. Show Report – *Beauty and the Beast*
5. Honoraria for *Beauty and the Beast*
6. Committee Introduction and Updates:
 - a) Artistic Direction
 - b) Resource Development
 - c) Membership and Communications
 - d) Facilities
7. Other Business
8. Date of Next Meeting
9. Adjournment

Item		Notes
1.0	The Agenda was reviewed. No amendments were needed.	
2.0	Meeghan moved that the minutes from the September 8 th meeting be approved along with the agenda for the October 13 th meeting. Seconded by Zeeke, carried.	
3.0	Current balances were reported ❖ Meeghan will check with the River Run Centre to find out when they will be releasing the holds on tickets so that we can sell them. Currently, there are 350 tickets on hold for the Thursday night performance of <i>Beauty and the Beast</i> .	
4.0	Julie is still looking for a lighting designer and	

	<p>this is becoming a challenge.</p> <p>Act I is running well and set construction is on schedule.</p> <p>The orchestra is coming together.</p> <p>There is some concern because the rehearsal pianist is not available for three of the run throughs prior to opening night.</p> <p>The following points are cut and pasted from Meeghan’s report that she e-mailed to the Board.</p> <p>All departments that need to have had their first meeting with the RRC. A draft tech schedule has been submitted to the RRC and we should be receiving a tech quote soon.</p> <p>Set Building - is going well. We will be moving locations mid-October to a bigger space.</p> <p>Costumes - has fitted all the cast for their villager costumes. As far as I know the enchanted costumes are coming along well.</p> <p>Make-up - have found two make-up people, Marliese Ferraro and Jenna Ecclestone. They are working on the Beast mask and wig. Marliese has asked for another helper to look after the other enchanted objects as she is focusing on the Beast. Suggestions for people would be good.</p> <p>Budget - the resource development committee has moved budget amounts around so that the make-up budget is now \$600 to accommodate for making prosthetics and to increase the props budget by \$200 so that the rose can be rented. The funds have been re-distributed from the Facilities Space Other line item.</p>	
<p>5.0</p>	<p>Honoraria for <i>Beauty and the Beast</i> ~ \$4,500.00 will be split evenly between the directorial team members.</p> <p>For the department heads ~ gift certificates will be purchased and given to them. The amount has to</p>	

	<p>be determined.</p> <ul style="list-style-type: none"> ❖ Tom will send out the amounts that we spent last year so that we have a starting point. 	
<p>6.0</p>	<p>6.1 Artistic Direction Committee</p> <p>They are ahead of schedule with their projects.</p> <ul style="list-style-type: none"> ❖ A handbook will be created for the directorial team so that there is a specific description of who does what, who reports to whom and who has the overall say. This will assist those who are working in theatre for the first time. <p>Audition policy has been updated.</p> <p>6.2 Resource Development Committee</p> <p>Some items have been changed in the budget to facilitate the rental of a rose for set/props and to purchase make-up.</p> <p>We received a \$2,000.00 grant from Musegetes.</p> <p>We have applied to the Retired Teachers Association for a grant in the amount of \$4,000.00.</p> <p>City of Guelph grant application is due by October 31st. Meeghan has almost completed the required forms and it will be in before the deadline.</p> <p>6.3 Membership and Communications Committee</p> <p>Postcards will be sent out again.</p> <p>A new approach to advertise the show was put in place. Children who are appearing in any RCMPi show will have a blurb about them printed in their school newsletter. This was well received by the parents and children of the current production.</p>	

	<p>We will not have a banner on the railway overpass this year. It had to be up by October 10th and there is a high demand for the advertising space.</p> <p>❖ Show program content has to be in to Luisa by the end of October.</p> <p>A <i>Beauty and the Beast</i> commemorative pin will be available for purchase for a cost of \$5.00. This will be offered to cast members and members of RCMPi.</p> <p>Working on press releases.</p> <p>Gala needs to be advertised.</p> <p>Audition three-up for <i>Blood Brothers</i> needs to be inserted into the <i>Beauty and the Beast</i> programs.</p> <p>6.4 Facilities</p> <p>Barn is getting cleaned up and cleaned out.</p> <p>Preparation for the spring show should be started soon.</p> <p>Points 3.0 to 6.4 moved by Zeeke, seconded by Luisa, carried.</p>	
7.0	No other business.	
8.0	Next meeting will be held on Monday, November 3 rd , 2008 at 7:00 p.m. at Michael Mitchell's residence, 125 Downey Road. There is no on-street parking, so it is recommended that individuals park at the plaza on the corner of Downey Road and Ptarmigan Drive.	
9.0	Meeting adjourned 8:15 p.m. Moved by Earlla, seconded by Judy, carried.	

Action List

Item	Personnel	Deadline	Action
Check with the River Run	Meeghan	ASAP	

Centre to find out when they will be releasing the holds on tickets so that we can sell them.			
Send out the amounts that we spent last year so that we have a starting point for the honoraria for the department heads.	Tom	ASAP	
Creation of handbook for future directorial teams.	Artistic Direction Committee		
Show program content to Luisa.	All	End of October	