

RCMPI Board of Directors Retreat/Draft of Minutes
 Wednesday, August 15, 2007, 7 p.m.
 Marnie Jutzi's home

Attendance: Matt Middleton, Meeghan Nolasco, Tom Gould, Karen Allen, Brenda Van Esch, Sarah Kenny, Bette Stoddart, Marnie Jutzi, Sheila Douglas

Regrets: Judy Steibelt, Werner Eitzen
 (Currently on leave: Earlla Vickers, Laurie Garbutt)

Agenda:

1. Approval of Agenda
2. Approval of Minutes of last meeting (July 17th) and review of action list
3. Treasurer's Report
4. Show Report – *Kiss Me Kate* (previously sent by Marnie, Earlla present to answer questions and feedback)
5. Committee Introduction and Updates:
 - a) Artistic Direction
 - b) Resource Development
 - c) Membership and Communications
 - d) Facilities
6. Other Business
7. Date of next meeting
8. Adjournment

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

2) Welcome and Introductions:

- i. Tom welcomed Bette back to the Board
- ii. Minutes/Action List from July 17

Action list from July 17

Item	Personnel	Deadline	Action Taken
Complete cast list for <i>KMK</i> to Meeghan	Marnie	asap	Done
Materials list for set building to Matt	Marnie/Bill	asap	Ongoing
Meet and greet between Board and Production Team for <i>KMK</i>	Marnie/Tom	asap	Set aside
Show suggestions for AD Committee consideration	Tom/Bette	August 7th	Done
Requests for grants from ING,	Werner	asap	Ongoing

McNeil, Trillium Foundation			
Risk/return on investments	RD Committee	asap	Done
Forms and communications from board to cast of <i>KMK</i>	Communication/ Membership Committee	asap	Ongoing
Check for maximum amount for donation re: build site donation receipt	Meeghan	asap	Done
Organize summer board retreat	Meeghan/Brenda	asap	Done
News items for “Stage Write”	Tom/Bette	asap	Done
Risers for loan to community theatre group	Tom/Matt	asap	Done
PC policy proofed	Marnie	asap	Ongoing
Invite Gladys to join facilities committee	Tom/Marnie	asap	Marnie
Query U of G Theatre Arts Department	Sarah	ongoing	Done
Attend to Strategic Plan	All	ongoing	Ongoing
Review Strategic Plan calendar with AD committee	Marnie	asap	
Explore starting a cabaret group	Sheila	asap	Done – would need pieces and a director
Procure auction items for gala	RD Committee	November	
Written information re: Cast Events Fee for show handbook	Werner	August	Done
Develop Cast Events Fee policy	RD Committee	asap	Done
Check out meeting space at Crimea	Matt	asap	Done - \$25.00 per month depending on availability
AGM minutes completed	Tom and committee chairs	asap	Ongoing
Contact John Attwell re: Endowment Committee	Tom	asap	Ongoing

Moved by Bette, seconded by Sheila, carried.

3) Treasurer’s Report

- i. Numbers on Financial Statement to be sent to the Board by Meeghan
- ii. Revenue Canada has an issue with our previous February year-end date. We now have a fiscal year-end of December. Meeghan is following up on this issue

because we have filed our 2006 tax return and the problem really resides with Revenue Canada and its record-keeping practices. We informed them of our change in year-end date months ago and they have not adjusted their records accordingly.

- iii. Our disbursement quota in 2005 was not documented properly on our tax return. To be considered a charity 80% of our donations have to be used, not reinvested.

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

4) Show Report – *Kiss Me Kate*

- i. We have lost one male lead and another cast member may drop out if he is cast in another show out of town. One female cast member has also had to drop out.
- ii. A contract has been signed with Tim Jackson regarding lighting design. He will be under Gary Chapman's direction and in consultation with Earlla and Bill.
- iii. Paul Holland wants a major Production Team meeting at the River Run Centre. Every effort will be made to arrange for as many members of the Production Team to meet with RRC staff. Paul has booked Tuesday, August 28th from 7-9 for this meeting.
- iv. Matt has had some disappointing news regarding our build space. The space is available until November 1st. It has been leased out to another party after November 1st and we will have to vacate the unit. Matt is still looking for space so that we can continue set construction without interruption after November 1st.
- v. Marnie has heard from Sheila and has confirmed her requests, but she is unsure if there is a rulebook regarding microphones and will look into this issue further.
- vi. Tom has ordered an additional piano score. Some scripts have been distributed to cast members and the deposit taken. The deposit cost for a lead's script and score is \$50.00 and the deposit cost for the vocal score for members of the Chorus is \$25.00.
- vii. Bette has been working on the Cast Handbook. The decision has been made to go with duotangs so that pages can be added and removed easily. The handbooks will include greetings from the Board and show directors, the PC and the SM. All important rehearsal and show information will be included in the handbook. The handbooks will be distributed at the first rehearsal.
- viii. There are a few members of the cast who still need to be measured for costumes. The members of the costume department will be at the first rehearsal to take measurement.
- ix. Earlla would like to have a read through at the first rehearsal and there will be a lot of business to discuss.
- x. The most immediate concerns are as follows: Bill will have to submit his list for building material and the build will have to be started, the handbook needs to be ready for the first rehearsal, costume measurements and the files need to be given to the costume department, production meeting with Paul and the mailing needs to go out to the cast regarding the first rehearsal.

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

5) Committee Reports

Artistic Direction Committee

- i. Sarah will co-chair the committee with Steve
- ii. The proposals for the spring show are *The Mikado* and *Godspell*. We have not received any proposals from potential directorial teams at this point. There was a debate over whether *Godspell* had been performed too many times in the area over the years and if it would be a show that people would want to see. The debate ended with Marnie moving that the board approve the proposals for the spring show and Meeghan seconding the motion. Carried.
- iii. Sarah will bring the board's concerns regarding *Godspell* to the Artistic Direction committee, as well as expressing the board's interest in learning more about the show *Forbidden Broadway*, which had been brought up during the course of the debate over the spring shows.
- iv. We would like a blockbuster for Fall 2008, but not a repeat. *Beauty and the Beast* and *Cinderella* are proposed for Fall 2008.

Resource Development Committee

- i. Brenda read out the Cast Fee Policy document
- ii. Minor changes were discussed and agreed to.
- iii. The Cast Fee Policy approval (with changes) was moved by Brenda and seconded by Matt. Carried
- iv. Budget:
 - a) Facilities now have a budget.
 - b) Honoraria now includes lighting design
 - c) Grants – We are being conservative with our assignment of them based on our past experience obtaining them and our challenges of not receiving them.
 - d) Budget is based on 67% house and the RD committee would like to increase our ticket prices.
 - e) Budget and ticket prices will have to be reviewed and voted upon at the September board meeting.

Communication/Membership Committee

- i. Bette is the chair of this committee
- ii. The committee would like to have all the information out to the cast of *Kiss Me, Kate* at the first rehearsal. All submissions from the cast, i.e. Membership fees etc., will be due by September 19th.
- iii. All forms for the cast will be online.

- iv. Bette and Marnie are going to include a welcome from the board in the letter to the cast. The cast package will include: T-shirt order form, cast biography form, membership form and a health form.
- v. The cast handbook will be available at the first rehearsal. Cast package of forms will be out by September 1st.
- vi. Resource Development committee and the Communications/Membership committee will be meeting on September 17, 2007 to discuss the gala.
- vii. *Stage Write* is ready to be sent out.

Facilities

- i. A cheque needs to be made out to Norfolk United Church for the rental of the rehearsal space.
- ii. Please refer to the show report for *Kiss Me, Kate* for Matt's information on the build space.

Committee Reports moved by Sarah, seconded by Meeghan, carried.

6) Other Business

- i. Marnie to talk to Bill about the Corn Roast and will delegate accordingly. Brenda and Meeghan will get the corn and make sure it gets to Bill's in good time.
- ii. Marnie read out the River Run's invite to participate in their 10th Anniversary celebration. The board approved our participation in this event, which will take place on October 6th.
- iii. Matt will look into booking Crimea for all September meetings.

7) Next Meeting

- i. The next board meeting will be Tuesday, September 18th at Crimea Street at 7 p.m.

8) Adjournment

Meeting adjourned at 11:02 p.m., motioned by Matt and seconded by Bette, carried.

Action list from July 17th, 2007

Item	Personnel	Deadline	Action Taken
Report on bank accounts to members of the Board	Meeghan	asap	
Search for build space for <i>KMK</i>	Matt	asap	
Completion of Cast Handbook and distribution to cast	Bette/Marnie	asap	

Review of budget and ticket prices	RD Committee	asap	
Collection of fees and forms from cast	Marnie/Bette/ Meeghan	By September 19th	
Cheque to Norfolk United Church for the rental of rehearsal space	Meeghan/Marnie	asap	
Organize Corn Roast	Marnie/Meeghan/ Brenda	asap	
Organize <i>KMK</i> cast participation in RRC 10 th Anniversary celebration	All	asap	
Build space for <i>KMK</i> (for after November 1 st)	Matt	asap	
Procure auction items for Gala	RD Committee	November	