

RCMPI Board of Directors Meeting/Draft of Minutes
 Tuesday, July 17, 2007, 7 p.m.
 Matt Middleton's home

Attendance: Matt Middleton, Meeghan Nolasco, Tom Gould, Werner Eitzen, Karen Allen, Brenda Van Esch, Sarah Kenny, Bette Stoddart, Earlla Vickers (for Marnie Jutzi)

Regrets: Sheila Douglas, Judy Steibelt, Jane Martin, Marnie Jutzi
 (Currently on leave: Nora Endicott, Earlla Vickers, Laurie Garbutt)

Agenda:

1. Approval of Agenda
2. Approval of Minutes of last meeting (June 12th) 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. Summer Retreat options
7. Other Business
8. Date of next meeting
9. Adjournment

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

2) Welcome and Introductions:

- i. Tom welcomed Karen to the board and explained the procedures.
- ii. Tom announced that Nora would be moving to Port Perry and was stepping down from the board. He read the letter that she had sent to the board.
- iii. Tom also announced that Jane was resigning from the board and he read her letter.
- iv. Tom would like to recognize both of their contributions to the board. There will be an acknowledgement in "Stage Write", cards will be sent to both Jane and Nora and there will be an acknowledgement of their service at the picnic in September.

3) Minutes/Action List from June 12

Action list from June 12

Item	Personnel	Deadline	Action Taken
PC policy proofed	Marnie	asap	Ongoing
More production team members needed for <i>KMK</i>	Marnie	asap	Done
Build space for <i>KMK set</i>	Matt	asap	Done
Invite Gladys to join facilities committee	Tom/Marnie	asap	Ongoing
Royalties for <i>KMK</i>	Tom	June	Will be done by July 18th
Compensation Liz Dent	RD Committee	November	Done
Info to <i>KMK</i> cast	Marnie	asap	Done
Social event for <i>KMK</i> cast	Marnie	asap	Done
Meet with Gladys P and Helen D	Marnie	asap	Done
Query U of G Theatre Arts Department	Sarah	asap	Ongoing
Attend to Strategic Plan	All	Ongoing	Ongoing
Review Strategic Plan calendar with AD committee	Marnie	asap	Ongoing/August 7 th
Explore starting a cabaret group	Sheila	asap	Ongoing
Procure auction items for gala	RD Committee	November	Ongoing
Written information re: Cast Events Fee for show handbook	Werner	August	Ongoing
Develop Cast Events Fee policy	RD Committee	asap	Ongoing
Approach Musagetes Fund	Werner	asap	Done
Check out meeting space at Crimea	Matt	asap	Ongoing
AGM minutes completed	Tom and committee chairs	asap	Ongoing
Query Ruth R re: departure	Marnie	asap	Done
Contact John Attwell re: Endowment Committee	Tom	asap	Ongoing
Contact members re:	Tom	asap	Done

absenteeism			
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Moved by Matt, seconded by Bette, carried.

4) Treasurer's Report

Bank balances:

Current bank balances were reported.

- i. Everything has been paid to date. Marnie is keeping an envelope of receipts for expenses. Meeghan will write cheques all at once instead of giving them out sporadically. This will make it easier to keep track of which cheques have been cashed.
- ii. Waiting on GST rebate
- iii. Meeghan would also like a complete cast list ASAP so that she can keep track of who has paid all fees. This has been a problem in the past. The end of September is the deadline for all cast members to pay their fees. Bette has offered to help with the process of collecting fees.
- iv. *Kiss Me Kate* royalties – We were invoiced for 7 shows and we are only doing 5 shows. We paid \$6,385.00 US (approximately \$6,800 CDN) for the royalties. We will be getting some money back.

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

5) Show Report – *Kiss Me Kate* (presented by Earlla on Marnie's behalf)

- i. Earlla began by thanking the board for her get well gift and shared her news about her clean bill of health
- ii. Matt was thanked for finding a suitable build space for the production
- iii. Marnie is doing a great job a great job as PC and everything is progressing well
- iv. Approval from cast members will be sought in order to publish their e-mail addresses in the cast handbook
- v. Tim Jackson will do lighting and Sheila Todd will do sound
- vi. Earlla went to Stratford and there are some costumes that she would like to borrow from Stratford Festival and she has also approached other groups that have done *Kiss Me Kate*
- vii. Matt asked about a materials list for the set. Bill's design is complete and the list should be available shortly
- viii. The rehearsal schedule should be available after August 12th. The first rehearsal will be a read-through and will take place on September 5th. It will also be a general information and introduction night.
- ix. Rehearsals are scheduled in both spaces (church sanctuary and church gym) and will be two days a week
- x. Tom would like the board to meet with the production team for a meet and greet.

Marnie Jutzi, Production Coordinator, submitted the following portion of the *Kiss Me Kate* show report prior to the Board's July 17th meeting.

- Two ensemble members have dropped out (with thanks to us for the opportunity), both female, both new to RCMPI, bringing our gender balance closer in line.
- One new dancer has been added to complete the ensemble of 8. One dancer who had been called to callbacks had dropped out after not getting the part of Lois. The new dancer is Allison Villa, new in town, with impressive CV. Marion auditioned her.
- A meet'n'greet picnic was held on June 27 at Riverside Park. Approx 35 attended. Several who could not attend applauded the idea. Earlla had suggested the Picnic Pavilion, which turns out to be a very good idea, especially in inclement weather (which occurred!) Cost of rental was \$51.52 for the time period of 2:30 pm until dusk (this is the fee for the smaller pavilion which houses 75 - there is a larger one nearby that houses 150. No booze allowed in this arrangement). Marnie recommends this venue for future consideration. Positive feedback came from those who attended. We kept it informal - used name tags only as means of introduction.
- On June 13, Marnie, Earlla, Bill Unser, and Gary Chapman met with Paul Holland at the RRC. Luisa (SM) was not able to attend as it was at noon on a workday - she works at the RRC only evenings. Bill and Earlla were able to walk about the stage and have intensive discussion with Paul. Paul gave Bill a site plan. Marnie reviewed the timeline and personnel information with Paul. We are keeping in touch regularly through email. He has asked for contact info for key people and Marnie has provided it.
- Matt has continued to chase build space. (Matt can provide details) He has followed several leads and has been proactive in seeking venues. Meanwhile we have competent build staff and we do not want to lose them via discouragement. Also Matt and builders have lots of clever ideas re donated and borrowed materials and need to have a place to collect them, preferably without having to haul everything to the barn and back. Bill and Matt have done an inventory at the barn and found a lot of re-usable materials.
- **update: Matt has located a likely place in the Industrial Park in exchange for a tax receipt. Matt will explain at the meeting.
- Sheila Todd will do sound and has been in contact with RRC. Jordan McMillin will assist with mikes again. "Zeeke" Hamilton, cast member, will likely do sound effects CD - has good personal electronics. He'll also prepare rehearsal CD.
- We've pursued an exhaustive search for lighting design with help from

Luisa and Gary. Think we have finally been lucky. Tim Jackson has been recommended by Alan Card. He's from Kitchener, his previous work mostly there. We interviewed him on July 4 (Earlla, Gary, Bill and Marnie) and he appears to be competent, congenial and interested. He is currently reviewing the script and making contact with RRC. Marnie hopes to sign a contract with him after July 22, with Tom involved in negotiations. Gary's knowledge and experience with RRC have been very helpful in this process.

- Bette Stoddart has offered her help, for which Marnie is grateful. She will help to manage the costume department, as none of the costumers can handle that responsibility this year. She will also help with putting together the handbook (with Luisa and Marnie), and the front-of-house display. Tom has provided prototypes for the handbook, so that work will go quickly.
- Re costumes: Earlla and Marnie have met with Gladys. Helen is preoccupied with her ailing father currently. Earlla has done research for costumes and has provided Gladys with info and pictures. (Because Earlla is retired and keen to do this, she has taken on some of the dept's responsibilities. We want Helen and Gladys, so are accommodating their current situations). Marnie has attached cast photos to costume files. Apparently they don't usually get these but why not? - directors don't need them so much - they see cast regularly at rehearsals.
- At the picnic we were able to get measurements of 20 cast members. Many thanks to Sheila Douglas and Alicia Parkinson. Gladys will be away for a few weeks. Gladys and Marnie have arranged that all principals will be measured in time to hand over files to her in August. Bette will help Marnie arrange this. Marnie hopes to ask for Sheila's help again, if Helen is not available. Marnie has contacted the principals who missed the picnic to give them a heads-up.
- Marnie has followed up cast emails to be sure all are receiving info. 100% confirmation at this point.
- Earlla has given Corrine a "shopping list" re props, and has been meeting with Marion, Laurie and Bill re planning and scheduling. She has provided copies of the script to Gary, Luisa, Sheila Todd and Tim Jackson.
- Earlla will be away from July 19 to August 12, in PEI doing her second director's course.
- Marnie plans to meet with the Artistic Team and Crew in August (TBA) to prepare for September.
- Marnie is keeping running jot notes in preparation for the post-production report. As things come up along the journey, it seems advisable to mark them down immediately, to avoid forgetting them, and to save much time later. Marnie

already has at least a page at this point, and recommends this process for all participants who are required to report later.

- Marnie is keeping an envelope of receipts of show costs and related board costs.
- WRAP-UP: Immediate concerns
 - Contract with lighting designer and getting him started.
 - Build space nailed and build timeline in place.
 - Handbook ready for first rehearsal. (Have to get members' permission to publish numbers, email addresses*)
 - Costume measurements and files given to costume dept.

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

6) Committee Reports

Artistic Direction Committee

- i. Show suggestions need to be into the committee by August 7th. Tom will contact Bette.

Resource Development Committee

- i. Applications for grants need to be sent out to McNeil, ING and the Trillium Foundation
- ii. We need to know what the risks/returns are on certain types of investments and what our risk tolerance is. The RD committee will proceed with gathering information regarding investments

Communication/Membership Committee

- i. Has not met in a while, but will be soon
- ii. Tom would like to have all the forms and communications from the board to the cast sent out prior to the first rehearsal

Facilities

- i. 245 Southgate Road will be the build space for this *Kiss Me Kate*. Space is a donation, however, if the space can be leased, then we will get a 30 notice to vacate. Meeghan will check the Government of Canada website to verify what the maximum is for a donation so that we can issue a donation receipt for tax purposes. Matt would like to present the receipt to the donor on the first day of the build.

- ii. Comp tickets will be issued to the representative from Devlan who found the space for us.
- iii. It was suggested that perhaps in the future we could take out an ad requesting build space and see what kind of response we get.
- iv. Luke's Carpentry has a warehouse space available for \$1,000.00 per month. This space would be able to house our costumes, sets and other items that we currently have spread out in several locations, however the price is currently out of our range.

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

7) Summer Retreat

- i. Meet with the production team after the initial board retreat meeting
- ii. We would like to keep the retreat informal and short
- iii. Retreat is scheduled for Sunday, August 12, 2007 at 5 p.m. and the location will be Tom's home. Meeghan and Brenda to organize the retreat with assistance from Marnie.

Summer Retreat moved by Brenda, seconded by Meeghan, carried

8) Other Business

- i. We need to gather news items for the next "Stage Write"
- ii. Story synopsis for *Kiss Me Kate* should be included in "Stage Write"
- iii. A suggestion was made to supply comp tickets to the high schools to generate interest in RCMPI and the show
- iv. Another suggestion was made to approach the high school shop/carpentry/sewing/hair styling departments to help out and the students could get their forty community hours by helping with set construction, costume making and hair design during the run of the show. This would also assist us greatly with grant applications as well because we are assisting the community, which is a prominent consideration in the grant rewarding process. Perhaps a partnership with College Heights?
- v. A community group is performing *Hamlet* at Goldie Mill Park and asked if we have any risers that we could lend them. Tom and Matt will follow up on this matter.

9) Next Meeting

- i. The next board meeting will be Tuesday, September 18th at Sarah's 38 Waxwing Crescent at 7 p.m.

10) Adjournment

Meeting adjourned at 9:45 p.m., motioned by Bette and seconded by Sarah, carried.

Action list from July 17th, 2007

Item	Personnel	Deadline	Action Taken
Complete cast list for <i>KMK</i> to Meeghan	Marnie	asap	
Materials list for set building to Matt	Marnie/Bill	asap	
Meet and greet between Board and Production Team for <i>KMK</i>	Marnie/Tom	asap	
Show suggestions for AD Committee consideration	Tom/Bette	August 7th	
Requests for grants from ING, McNeil, Trillium Foundation	Werner	asap	
Risk/return on investments	RD Committee	asap	
Forms and communications from board to cast of <i>KMK</i>	Communication/ Membership Committee	asap	
Check for maximum amount for donation re: build site donation receipt	Meeghan	asap	
Organize summer board retreat	Meeghan/Brenda	asap	
News items for "Stage Write"	Tom/Bette	asap	
Risers for loan to community theatre group	Tom/Matt	asap	
PC policy proofed	Marnie	asap	
Invite Gladys to join facilities committee	Tom/Marnie	asap	
Query U of G Theatre Arts Department	Sarah	ongoing	
Attend to Strategic Plan	All	ongoing	
Review Strategic Plan calendar with AD committee	Marnie	asap	
Explore starting a cabaret group	Sheila	asap	
Procure auction items for gala	RD Committee	November	
Written information re: Cast Events Fee for show handbook	Werner	August	
Develop Cast Events Fee policy	RD Committee	asap	
Check out meeting space at Crimea	Matt	asap	
AGM minutes completed	Tom and	asap	

	committee chairs		
Contact John Attwell re: Endowment Committee	Tom	asap	