

RCMPI Board of Directors Meeting/Draft of Minutes
 Tuesday, September 18th, 2007, 7 p.m.
 100 Crimea Street, Second level, Meeting Room 8B

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

Regrets: Karen Allen

(Currently on leave: Earlla Vickers, Laurie Garbutt)

Agenda:

1. Approval of Agenda
2. Approval of Minutes of last meeting (August 15th) 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. Other Business
7. Date of next meeting (proposal to change this to 2nd Tuesday of the month)
8. Adjournment

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

2) Welcome and Introductions:

None

i. Minutes/Action List from August 15th

Item	Personnel	Deadline	Action Taken
Report on bank accounts to members of the Board	Meeghan	asap	Done
Search for build space for <i>KMK</i>	Matt	asap	Done
Completion of Cast Handbook and distribution to cast	Bette/Marnie	asap	Done
Review of budget and ticket prices	RD Committee	asap	Ongoing
Collection of fees and forms from cast	Marnie/Bette/Meeghan	By September 19th	Done
Cheque to Norfolk United Church	Meeghan	asap	Done

for the rental of rehearsal space			
Organize Corn Roast	Marnie/Meeghan/ Brenda	asap	Done
Organize <i>KMK</i> cast participation in RRC 10 th Anniversary celebration	Tom/Marnie	asap	Ongoing
Procure auction items for Gala	RD Committee	November	Ongoing

Moved by Meeghan, seconded by Sarah, carried.

3) Treasurer's Report

- i. Current bank balances and balances on August 15th were reported.
- ii. Meeghan is still trying to get confirmation from Revenue Canada of the correction to our date change for year-end, and hopefully this issue will be resolved shortly.

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

4) Show Report – Kiss Me Kate

- i. We have to vacate the build space at Southgate by October 1st
- ii. Luisa's (SM) uncle has agreed to provide build space for us after October 1st
- iii. Matt has suggested that in the future we make an appeal through the media with regards to obtaining build space
- iv. The Sleeman Sports Centre has a storage space available free of charge if we need it.
- v. Our cast now consists of 36 members.
- vi. Most cast members have provided their membership fees and Marnie will obtain the outstanding fees from the cast members that have not paid.
- vii. The piano score has been received
- viii. Costumes are now in the process of being created, now that all the measurements are in
- ix. The Corn Roast had 35-40 attendees. Marnie suggested that perhaps in the future the rehearsal that would include all the cast could occur prior to the Corn Roast and perhaps increase attendance as this time only certain members of the cast were required for rehearsal and this is perhaps why there was such a low attendance for this event.
- x. Set building and painting are well underway, however, if the cast could be notified in good time, some members are willing to help
- xi. Set Construction and Costumes want to know if Costumes can borrow some money from Set Construction's budget because dry cleaning could be costly for this show. The Board needs an estimate on costume costs before we can approve it.
- xii. The August 28th meeting with Paul at the River Run Centre was a success
- xiii. Estimated labour costs for River Run Centre staff is down.

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

5) Committee Reports

Artistic Direction Committee

- i. Meeting is coming up
- ii. There have been two expressions of interest in *Cinderella* for fall 2008.
- iii. There is also an expression of interest in *Beauty and the Beast* from an individual who worked for Disney®.
- iv. Jane Martin has expressed an interest in *The Mikado* for spring 2008.

Resource Development Committee

- i. Resource Development met with the Communication/Membership Committee on September 17th to discuss the Gala
- ii. Some companies have purchased a block of seats for the evening of the Gala. We would like to know the names of the company/companies so that we can approach them with regards to the Gala
- iii. We need to meet to discuss 2008 ticket prices
- iv. Grants that we have applied for: Manulife Helping Hands – received \$500.00 and we have also applied for another \$2,000.00 from Manulife. ING – application for \$3,000.00, McNeill – application for \$1,000.00
- v. Musagetes Fund has given us a grant of \$5,000.00, which has been earmarked for Costumes and Set Construction.

Communication/Membership Committee

- i. The budget for the Gala is \$1,000.00 and tickets will be \$10.00 a piece.
- ii. Advertising for the Gala will take place in *Stage Write* in the hope that we can reach out to as many members as possible and boost attendance.
- iii. This event will also serve as a springboard for our 30th anniversary celebrations
- iv. Anita Macfarlane will coordinate with Paul at the River Run Centre
- v. The Gala is currently the main focus of this committee as there is a lot to accomplish and organize.
- vi. Werner has managed to procure one large ticket item for the Silent Auction.

Facilities

- i. The Southgate facility is being used as long as we possibly can and a lot is getting accomplished as a result of the time constraint.
- ii. Luisa's uncle has offered to supply build space in his warehouse once our time at Southgate is expired. We will need people to help with the move at the end of September.

- iii. Guelph Arts Council is trying to come up with a facility that can be used by all of the arts community. The meeting regarding this will be held on Wednesday, October 3rd, 2007 and Marnie and Meeghan have both offered to attend to gather information.

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

6) Other Business

- i. The budget for 2008 needs to have an increase in ticket prices as we are just breaking even now. Adult prices should go up to \$30.00, which would be an appropriate tie-in with our 30th anniversary and Senior prices should be raised to \$27.00. The Resource Development Committee will investigate this proposal further.
- ii. Hair design for *Kiss Me, Kate* is a bit of a concern because of the elaborate styles. Sarah will approach the hairstyling class at College Heights to see if they can offer any assistance. In a crunch, Sarah will look after the leads if the rest of the cast can look after their own hair styling.
- iii. There is a suggestion that Board meetings should be set for a specific day, e.g. the second Tuesday of every month in an effort to alleviate confusion over dates and allow the Board members to make the necessary arrangements at home to ensure full attendance.
- iv. The Board offered to assist Marnie with any tasks that she would like to delegate with regards to *Kiss Me, Kate*.

7) Next Meeting

- i. The next board meeting will be Friday, October 19th, 2007 at 100 Crimea Street at 7 p.m.

8) Adjournment

Meeting adjourned at 8:42 p.m., motioned by Bette and seconded by Brenda, carried.

Action list from September 18th, 2007

Item	Personnel	Deadline	Action Taken
Contact Revenue Canada re: confirmation of correction to year-end date	Meeghan	asap	

Adjustment of ticket prices for 2008	RD Committee	asap	
Application for grants	Werner	asap	
Organization of the fall 2007 Gala	RD Committee and Communication and Membership Committee	asap	
Meeting with Guelph Arts Council re: facility	Marnie/Meeghan	October 3 rd , 2007	
Approach College Heights hairstyling class re: assistance with hair designs for <i>Kiss Me, Kate</i>	Sarah	asap	
Organize move out of Southgate facility to new build space	Matt and any others who can assist	asap	
Collection of outstanding <i>Kiss Me, Kate</i> cast fees	Marnie	asap	