

RCMPI Board of Directors Meeting/Draft of Minutes  
Friday, October 19th, 2007, 7 p.m.  
100 Crimea Street, Second level, Meeting Room 8B

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

Regrets: Werner Eitzen, Matt Middleton  
(Currently on leave: Earlla Vickers, Laurie Garbutt)

Agenda:

1. Approval of Agenda
2. Approval of Minutes of last meeting (September 18<sup>th</sup>) and review of action list
3. Treasurer's Report
4. Show Report – *Kiss Me Kate*
5. Gala Update
6. Committee Introduction and Updates:
  - a) Artistic Direction
  - b) Resource Development
  - c) Membership and Communications
  - d) Facilities
7. Honoraria for *Kiss Me, Kate*
8. Honoraria for Spring Show
6. Other Business
7. Date of next meeting (Tuesday, November 13<sup>th</sup> and Tuesday, December 11<sup>th</sup>?)
8. Adjournment

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

2) Welcome and Introductions:

None

i. Minutes/Action List from August 15<sup>th</sup>

Item	Personnel	Deadline	Action Taken
Contact Revenue Canada re: confirmation of correction to year-end date	Meeghan	asap	Done
Adjustment of ticket prices for 2008	RD Committee	asap	Done
Application for grants	Werner	asap	Ongoing
Organization of the fall 2007 Gala	RD Committee and	asap	Ongoing

	Communication and Membership Committee		
Meeting with Guelph Arts Council re: facility	Marnie/Meeghan	October 3 <sup>rd</sup> , 2007	Done
Approach College Heights hairstyling class re: assistance with hair designs for <i>Kiss Me, Kate</i>	Sarah	asap	Ongoing
Organize move out of Southgate facility to new build space	Matt and any others who can assist	asap	Done
Collection of outstanding <i>Kiss Me, Kate</i> cast fees	Marnie	asap	Ongoing

**Moved by Sarah seconded by Bette, carried.**

3) Treasurer's Report

Current bank balances were reported.

**Treasurer's report moved by Bette, seconded by Judy, carried.**

4) Show Report – Kiss Me Kate

- i. A significant proportion of the cast participated in the RRC 10<sup>th</sup> anniversary by performing a couple of songs from the show and closing with Consider Yourself. Grace was kind enough to accompany the numbers.
- ii. Ticket sales to date: Nov 21 – 107, Nov 22 – 107, Nov 23 – 85, Nov 24 – 208, Nov 25 - 138

I have reminded cast by email and in person, and have asked Luisa to flog tickets as well.

iii. SET:

End of September we moved out of Southgate. Had help from Corrine & husband, Helen & Husband, Collin, Tom, Gary&Lin, Jim of course.

Moved finished pieces into Sleeman Centre (had scurried to paint stuff prior) Moved unfinished into Fostet Manuf (Luisa's Uncle) not as big a space but lighting, heat, washroom.

Day before Devlan guy came along to offer another space like Southgate - too late.

But we soon realized Fostet tight so I went after Devlan space. We moved pieces for painting into 54 Monarch, Unit #3, have it until Oct 31 for a tax receipt. (Keep this contact for future and Fostet in a pinch)

Have been building and painting like mad to be done all big pieces before end of October. Can then finish at Fostet.

Jim has been needing build help all along. Tomorrow and Sunday 10-4

Bill and I painting, Lin helping.

Load in to RRC Nov 16 will need help. Have to take stuff from Fostet and Sleeman.

Have been staying under budget all along, hopefully will continue.

Waiting for statues.

Donkey cart rental will be \$150 plus 2 tickets

iv. COSTUMES

Costume women working steadily. Lots happening - looking interesting.

No bills submitted yet.

Want costume parade - planned for 28<sup>th</sup> between rehearsals.

v. ORCHESTRA

Have signed almost all members to contracts, couple out-of-town to do later.

Request for percussion instruments. (More info requested of Laurie re this - rationale for buying vs renting)

vi. Rehearsal FACILITY

Have run into some problems, hope our relationship will remain solid. Lights, Earlla using unbooked space etc. door locked/unlocked.

vii. SOUND

Sheila lost Jordan McMillin but Gary got Jackson Wraight for her for mic packs.

Still need someone at sound board for cues.

viii. LIGHTING

Tim (and Sheila) thrown off by changes - importance of communications

Tim waiting for meeting with Pooch etc.

ix. PROPS

Corrine doing her usual fine job, cheerful, under budget

Brenda Reynolds helping at rehearsals

x. TD

Gary's role to date background. Mostly consultant, helped with staffing.

Maintaining communications with RRC and tech staff

xi. DIRECTORS

Generally working congenially together, a few ruffles.

Small issues re casting after the fact.

xii. CAST

Attrition finally stopped at 34 cast members. Started with nearly 50.

Quality vs quantity. Strong leads, strong chorus. Blocking and choreography looks good. Looks like a good show coming. Good show for featured roles.

Complaints re sched changes, costume parade.

Think we have everything in re paperwork, chasing a few bios

xiii. PRODUCTION MTGS

Not holding large group mtgs - waste of their time, electronic communication

Getting people together as requested

Going by what was indicated at Aug 28 mtg

xiv. REQUEST FROM THEATRE GUELPH

Dennis J has asked to put CLUE flyers in our program. In exchange for our flyers in CLUE and SCHOOLHOUSE programs.

xv. FOH PHOTOS

Werner volunteered to take photos. Marnie and Werner started discussions on this.

Marnie queried Dean Palmer for tips re lighting and background

Dean offered to do headshots for tickets and tax receipt

Board members interested in pursuing this

Marnie to get more details, assurances re low costs

Dean would benefit from the advertising and actors might want to purchase head shots.

Anyone not available for sitting would have shot done by Meeghan later

xvi. CONCERNS

Luisa is on the front lines and taking flack, needs sympathy and support.

Paul Holland left, no paperwork from him, Pooch busy - waiting for meeting to confirm what we thought we knew Aug 28.

Luke off on disability - new sound guy?

That Jim, Bill and I are still standing until set is complete and in.

**Show report moved by Meeghan, seconded by Sarah, carried.**

5) Gala Report

- i. CIBC and Wood Gundy have bought the block of seats, however, they are not really willing to push the Gala tickets and their sponsorship of the gala has fallen through
- ii. Do we look at something else for an event
- iii. The Jazz Band from John F. Ross is booked
- iv. We have managed to procure a painting, theatre tickets and a scrapbook kit for the silent auction

- v. Brenda has been in contact with Kevin McKittrick about catering. She will contact him regarding the pricing to see if he would be willing to put something together for \$8.00 per person and sponsorship

#### 6) Committee Reports

##### *Artistic Direction Committee*

- i. Has met with Jane and Laurie regarding *The Mikado* and it should make money
- ii. Jane has been approached about the customizing of certain material to fit the venue (i.e. song words). There is one number where this has been done and it can either make or break the show, so the decision has been made to customize where it is warranted.
- iii. The Musical Director will be Laurie.
- iv. Both directors would like to know who the production coordinator will be.
- v. Production costs were discussed at this meeting as well.

##### **A motion was made to accept Jane and Laurie and their proposal of *The Mikado* as the Spring Show/Directorial Team – CARRIED**

- vi. Fall show interview package is ready.
- vii. We have one team interested in *Cinderella* for the fall show and two individuals interested in *Beauty and the Beast*. Meetings with all interested candidates will take place on Tuesday of next week.

##### *Resource Development Committee*

- i. Grants: We need backgrounds on shows for our grant application to Imperial Tobacco. We will need to know about the directors and their backgrounds. These can be submitted after the meeting with the potential directorial teams on Tuesday.
- ii. Budget: We are counting on higher ticket prices and attendance and we addressed areas of concern. Costumes and Facilities have their own budgets for the coming year.

##### **A motion was made by Meeghan to approve the 2008 Budget and was seconded by Sarah – CARRIED**

- iii. Ticket Prices: Spring show ticket prices remain the same. The fall show prices will increase to \$29.50, \$27.00 and \$15.00

##### **A motion was made by Tom to accept the proposed ticket prices, seconded by Brenda - CARRIED**

##### *Communication/Membership Committee*

- i. A letter went out to the cast re: the Gala and *StageWrite* is going out this week with a focus on *Kiss Me, Kate* and the Gala
- ii. Marnie to check with Luisa regarding members needed for set/costume changes and she is to let Bette know so she can put it in *StageWrite*
- iii. Spring shoe information should be included in *StageWrite*

- iv. The sign on the railway overpass advertising *KMK* will not be there because the area is already booked by another group
- v. No radio announcements, its too expensive and not very effective
- vi. Marnie asked about Rogers and whether they could do interviews with the directors of *KMK*

#### *Facilities*

- i. Keep connections for future: Devlan, Fostet, Sleeman Synnex contact from Liz Dent did not work out
- ii. Have booked Ed Video for Spring Show auditions and rehearsals
- iii. Devlan site ideal, two adjacent would be a dream
- iv. Rehearsals to start on February 3<sup>rd</sup> for spring show and they will be on Wednesday and Sunday nights. Devlin to get comp tickets (2) for the provision of the build space that we had.

#### 7) *Kiss Me, Kate Honoraria*

- i. This is for the Stage Manager and other members of the crew who do make substantial contributions to the show. Should this be a gift instead of cash? Gifts are a better option and makes it easier to show our appreciation.
- ii. A proposal will be drafted by Marnie and sent out for approval. The Gala committee will make the purchases.

#### 8) *Spring Show Honoraria*

- i. This is based 1/5 of the revenue generated by the spring show in 2007.
- ii. There will be an expectation of reports from the directors and attendance by the directors at all rehearsals
- iii. This is being considered because we have an experienced directorial team for spring 2008.

**Judy moved that Jane and Laurie receive \$400.00 each for honoraria, seconded by Sarah - CARRIED**

#### 9) *Other Business*

#### **Cut and pasted from Marnie's e-mailed report**

- i. On October 3, Meeghan and I both attended a meeting at the Guelph Youth Music Centre. It was organized by the Guelph Arts Council in reponse to perceived space needs of local arts groups. Richard Vollans chaired the meeting and took input under various headings on a chart. Apparently a feasibility study has been ongoing re purchasing a building to serve arts groups in town. Now they're seeking representation from interested groups to continue the study and pursue an arrangement with the city. There were many diverse interests represented that night and it became clear to me, and

