

RCMPI Board of Directors Meeting Minutes

Tuesday, July 8, 2008

Luisa Lago's home, 24 Drohan Drive, Guelph

7:00 p.m.

Attendance: Tom Gould, Sheila Douglas, Meeghan Nolasco, Brenda Van Esch, Zeeke Hamilton, Michael Mitchell, Judy Steibelt, Todd Broatch, Sarah Whalen, Karen Allen, Luisa Lago

Regrets: Laurie Garbutt

Currently on leave: Earlla Vickers

Agenda:

1. Approval of Agenda
2. Approval of Minutes of last meeting (June 10th) and review of action list
3. Treasurer's Report
4. Show Report – *Beauty and the Beast*
5. Committee Introduction and Updates:
 - a) Artistic Direction – Including show selection
 - b) Resource Development - Including budget discussion
 - c) Membership and Communications
 - d) Facilities
6. Other Business
7. Date of Next Meeting
8. Adjournment

Item	Discussion	Notes
1.0	Sarah moved that the agenda be approved, seconded by Todd, carried.	
2.0	Sheila moved that the minutes from the June 10 th meeting be approved with amendments, seconded by Karen, carried	
3.0	Bank Balances were reported Judy moved that the Treasurer's Report be approved, seconded by Zeeke, carried	
4.0	Auditions for <i>Beauty and the Beast</i> went well and the show is now cast ❖ A better system to inform people who have auditioned whether they have been cast or not needs to be put in place	

Corrina has contacted a friend regarding set construction

- ❖ Build space still needs to be found for construction of sets
- ❖ Rehearsal schedule will be available the 3rd week of July
- ❖ Sarah would like to coordinate t-shirt and script pick-up so that they happen on the same day

Meeghan and Luisa will be assisting Sarah

There are 60 cast members. There were 175 people who auditioned

- ❖ Sarah is currently seeking an ASM for the children who are cast in the show. No parents will be allowed backstage during the run of the show. Children will be dropped off and picked up at the stage door.

We are looking for a sound designer

The decision regarding the rental of OrchExtra is up to Ryan and he is exploring all available options

July 24th is the next production meeting

- ❖ There is very little communication with Sarah from the directorial team. Sarah needs to be cc'd on all e-mails regarding the show so that if there are any problems, she can deal with them immediately.

Michael would like to have the exact measurements of the River Run Centre stage and he would like to create a set manual for future set designers

Meeghan moved that the show report be accepted,

	seconded by Todd, carried	
5.0	<p>5.1 Artistic Direction Committee</p> <p>Committee recommends that <i>Blood Brothers</i> be selected for the 2009 spring show</p> <p>The directorial team had a dynamic presentation and they had put a lot of thought into their presentation</p> <p>Committee recommends that <i>Tommy</i> be selected for the 2009 fall show</p> <p>Again the directorial team for this show was dynamic and very well prepared.</p> <p>These two shows will likely bring in a large cross section of people and there is a large cast for both</p> <p>These shows will also draw in a diverse audience</p> <p>Todd moved that the spring show proposal be accepted, Zeeke seconded, carried</p> <p>Karen moved that the fall show proposal be accepted, Luisa seconded, carried.</p> <ul style="list-style-type: none"> ❖ Karen will contact all parties who put together a show proposal and will ask if they would like to be in a database that we can refer to in the future when we are selecting directorial teams ❖ There will be updates to the information on the role of Production Coordinator and the way auditions and call backs are handled <p>Luisa is interested in the position of PC for the 2009 season and will shadow Sarah during the rest of this season</p> <p>Sarah moved that Luisa be the PC for the 2009 season, seconded by Brenda, carried</p>	

5.2 Resource Development Committee

Committee has assigned dollar values by reviewing and referring to budgets and income from past shows

A draft of the 2009 budget has been attached to the 2008 budget for comparison and right now our expenses are more than our income

There are areas that can be trimmed to help balance the budget, e.g. orchestra, costumes and honouraria

Spring show tickets should be raised in price

- ❖ Royalties for the spring show will be higher for 2009 because this is not a Gilbert and Sullivan show
- ❖ Tom has asked that all board members review the budget and bring suggestions for saving and cuts to Meeghan's attention prior to July 22nd

Zeeke is the RD Committee chair

Musegetes grant application has been sent in

5.3 Membership and Communications Committee

The cast picnic is a go and will take place at Deanna's house on July 10th

Meeghan needs plates, cutlery and show t-shirts for the cast picnic

Judy will pick up refreshments for the picnic

There will be approximately 45 people attending the picnic

Name tags will be available

	<p>The committee also reviewed its budget</p> <p>The answering machine message has been updated</p> <p>5.4 Facilities Committee</p> <ul style="list-style-type: none"> ❖ The barn cleaning day will have to be rescheduled <p>Rehearsal space for <i>Beauty</i> has been booked. Rehearsals will be held at Norfolk United Church</p> <p>Starting in October, the sanctuary will not be available for rehearsals on Thursday</p> <p>Committee reports moved by Meeghan, seconded by Todd, carried</p>	
6.0	No other business	
7.0	The Board retreat date has been changed to Tuesday, July 29, 2008. It will be held at 6:00 p.m. at Sarah's house, 39 Swift Crescent	
8.0	Meeting adjourned at 9:20 p.m. moved by Tom, seconded by Brenda, carried	

Action List

Item	Personnel	Deadline	Action Taken
System to inform people who have auditioned whether they have been cast or not	Sarah/Meeghan/Luisa		
Build space for construction of sets	Facilities	ASAP	
Rehearsal schedule for <i>B and B</i>	Sarah	ASAP	
Coordinate t-shirt and script pick-up	Sarah	ASAP	
ASM for the children	Sarah/Meeghan/Luisa	ASAP	
Communication with Sarah from the directorial team	Sarah		
Contact all parties who put together a show proposal and will ask if they would like to be in a database	Karen	ASAP	
Creation of database	AD Committee		

Update the information on the role of PC	AD Committee	ASAP	
Price of royalties from Samuel French, Inc.	Tom	ASAP	
Review the budget and come up with ways to make the budget balance	All board members	July 21 st	
Reschedule barn cleaning day	Michael		