

**Attendance:** Tom, Sue, Karen, Erica, Barry, John, Cate, Jos, Don

**Regrets:** Sarah

**Absent:**

Topic	Discussion/Motions	Action Needed
<u>Adopt Minutes:</u> <ul style="list-style-type: none"> <li>December 19<sup>th</sup>, 2016</li> </ul>	<p><i>*Jos moves to accept the minutes with amendments from December 19<sup>th</sup>, 2016. 2<sup>nd</sup>: Karen. All in favour (AIF).</i></p>	
<u>Reports</u> <ol style="list-style-type: none"> <li>Treasurer</li> </ol>	<ul style="list-style-type: none"> <li>Opening Balance (November 30<sup>th</sup>, 2016) \$2,792.92 Revenue: \$0 Expenses: \$1,623.97 Closing Balance (December 31<sup>st</sup>, 2016) \$1,168.95</li> <li>Savings Account Balance (Dec. 31<sup>st</sup>, 2016) \$20,458.23</li> <li>Property Assessment came in. There was no change from last year- still sitting at \$177,300.</li> <li>Received \$1,500 sponsorship for RD from Teck. Cate will send Teck a thank-you card and inform Rachel of the stipulations.</li> <li>The Fortis Gas bill went way up. We need to be vigilant on making sure the heat has been turned down before leaving the Hall.</li> </ul>	
<ol style="list-style-type: none"> <li>Costume Department</li> </ol>	N/A	
<ol style="list-style-type: none"> <li>Orchestral Committee</li> </ol>	Barry is meeting with a potential Musical Director next week.	
<u>Hall Issues</u> <ol style="list-style-type: none"> <li>January Maintenance Binder</li> </ol>	<ul style="list-style-type: none"> <li>Test smoke detectors- will do tonight after meeting.</li> <li>Sidewalk is very icy and needs gravel- will also do tonight.</li> <li>Roof shoveling party will be Saturday, February 4<sup>th</sup> starting at 1:00pm. Erica will notify the membership.</li> </ul>	<b>Erica</b>
<ol style="list-style-type: none"> <li>Costume Department Renovation</li> </ol>	<ul style="list-style-type: none"> <li>The material for the wall has been purchased.</li> <li>There were concerns about the amount of time being taken to finish the project and it was</li> </ul>	<b>John</b>

	<p>suggested we consider setting a date for it to be done. Will look at this at our next meeting.</p> <ul style="list-style-type: none"> <li>• John has heard that Columbia Basin Trust will be giving out more grant money soon. John has contacted Kelvin Saldern to see if there is anything available for us to apply for.</li> </ul>	
3. Fortis Meter & Issues	<ul style="list-style-type: none"> <li>• The Fortis Gas meter was changed last week. While being changed, the “gas guy” noticed there is corrosion on the venting from the furnace. It needs to be replaced before a possible CO2 leak. Tom will contact a gas fitter.</li> </ul>	<b>Tom</b>
4. Set & Props Clean Up	Date to start project will be February 11 <sup>th</sup> from 10-2.	
<u>Production Update</u> 1. Mainstage 2017- RD a) Venue Issues	<ul style="list-style-type: none"> <li>• Wayne had to withdraw from being a school designate as he is a CUPE union member and cannot take paid work away from another member. Karen is looking for an alternative.</li> <li>• We still don’t have the invoices for the schools. Money will have to be paid before we can use the facilities.</li> </ul>	
b) Review Budget (vote to approve)	<ul style="list-style-type: none"> <li>• A draft budget was presented; however, we still don’t have the actual school costs.</li> <li>• Current draft expenses exceed projected revenue. Big expense is the mic rentals at approx. \$3,000 for all the shows. There was more discussion on how to get our equipment running up to snuff to avoid this cost. Barry will contact Andrew Cullen to see if he can review our existing sound equipment, tell us what we need and where to purchase new equipment at a good price.</li> </ul> <p><i>*Jos moves to authorize Barry to offer a consultation fee of up to \$200 to Andrew Cullen.  2<sup>nd</sup>: Sue. AIF</i></p>	<b>Barry</b>
c) Production Report	<ul style="list-style-type: none"> <li>• Rehearsals are going well.</li> <li>• We have a sponsor for the construction of our Dragon. Dragon Construction will give us up to \$300. They will receive a pair of tickets to one of the shows and will be mentioned in the program as well as advertising as a sponsor.</li> <li>• We need to have Rachel (Producer) attend all board meetings or send in a written report. Sarah will have to talk to Rachel to inform her and Erica will add Rachel to the Exec. meeting reminder emails.</li> </ul>	<b>Sarah Erica</b>
d) Other	<ul style="list-style-type: none"> <li>• Karen was speaking to the Trail Fair Society about donating tickets to underprivileged</li> </ul>	<b>Karen</b>

	<p>families in our area. We believe this is an excellent idea, we just need to work out the details on what tickets would be offered and how many.</p> <ul style="list-style-type: none"> <li>• It was suggested we also donate tickets to the radio stations as contests. This would be free publicity for us.</li> </ul>	
<u>Ongoing Business</u>		
1. Website Maintenance	<ul style="list-style-type: none"> <li>• Nothing new to report at this time.</li> <li>• Tom will update the email forwarding, remove the Executive Officers and add our postal code.</li> </ul>	<b>Tom</b>
2. Laptop & TV Screen	<i>Tabled until Spring.</i>	<b>Sarah</b>
3. Thought Exchange	John received an email yesterday about how they are updating their beta site. We would be interested in this opportunity once RD is over. <i>Tabled until June.</i>	<b>John</b>
4. Winter Carnival	We will not be participating this year. We will get something going next year.	
5. Insurance	Nothing new to report at this time. Barry has a copy of the certificate for proof of insurance that venues require.	
6. Criminal Record Check	As a volunteer organization, we are not required to have these done on our members, but we believe it is still a good idea for us to do. Barry is working on the details and will have more info for us at the February meeting.	<b>Barry</b>
7. Electric Piano.	John has moved the keyboard into the piano housing to show us what it would be like. It was decided that if the keyboard is to stay out, we need to have a proper cover that protects from dust and spills.	
<u>Approved New Business</u>		
1. Board Resignation & Replacement	Derek Sordi has had to step down as a Board Director. Tom Buckley has offered to fill this position. Sue Buckley has offered to fill the vacant Director's position. Welcome back Tom & Sue!	
2. Hall Bookings	<ul style="list-style-type: none"> <li>• Booking our Hall has become a bit of an issue as our users, production team and Board are unaware of who is using the Hall and when. We need to create a calendar that can be put on our website and possibly on Facebook as well. Erica will look for something and create a calendar.</li> <li>• We need to ensure all outside user groups have insurance. We need to attach a copy to their Hall User Agreement (HUA). Barry will contact the current user groups to ensure they have the insurance and a HUA filled out.</li> </ul>	<b>Erica Barry</b>
<u>Next Meeting</u>	Tuesday, February 28 <sup>th</sup> , 6:30pm.	
<u>Adjourned</u>	8:17pm	