

RLOP Executive Minutes

Oct.17, 2016, 6:40pm

Present: Karen, Cate, John, Barry, Derek, Sarah, Janis, Jos, Don

Regrets: Erica

Absent: N/A

Topic	Discussions/Motions	Action/Follow-Up Items
<u>Adopt Previous Minutes:</u> <ul style="list-style-type: none"> Sept.19, 2016 	Motion to accept the minutes from Sept. 19, 2016: Barry 2nd: Derek. All in favour.	N/A
<u>Reports:</u> 1) Treasurer's Report (Cate)	Opening Balance: \$2,899.40 Revenue: \$2,000.00 (Transfer from Savings) Expenses: \$3,999.48 Closing Balance: \$899.92 Savings Account Balance: \$20,432.54 Rec'd RHC rebate of \$1595 (old insurance).	N/A
2) Grants Update (Barry)	Plan for BCAC to award up to \$10K to develop organizations. Application deadline for next year is Oct. 15 th . Barry will be putting the application together bit by bit so we're ready in advance of the deadline next year. Arts BC has a grants list we can look at. Barry has earmarked applicable grants to ensure we look at them well before the application deadlines.	Barry developing 2017 BCAC application (ongoing)
3) Costume Dept. Report (Janis)	<ul style="list-style-type: none"> \$175 in current rentals Patricia redecorated window for fall Need us to finish the upstairs renovation so they can get everything put away properly Want to reduce tuxedo inventory by 50%, so J&P are considering holding a tuxedo sale. 	Keep on radar: professional sign for Costume Dept.
4) Musical Director Committee (Barry)	<ul style="list-style-type: none"> Nothing to report. Goal of committee is to have a sustainable way of having the orchestra in the shows. The orchestra may end up as its own entity and do things over and above the RLOP shows themselves. Would operate as a satellite group under the RLOP umbrella. 	
<u>Hall Issues:</u> 1) October Maintenance	John tested smoke detectors and they worked fine.	
2) Costume Dept. Renovation	John is willing to take this on as defined initially; partition wall in back corner room and shelving. He will talk to Janis and Patricia to confirm exactly what they want at this point. Should be able to complete fairly soon.	John to talk to J&P about specifics

	Don will find out about local person (Wayne Miller) who may be willing to help work on set building and possibly work on the upstairs renovation.	
<u>Unfinished Business:</u>	Piano still set up downtown. Will be put away tomorrow (Oct. 18 th) and will be stored in Youth Action Network (YAN) building for winter.	N/A
1) Piano in the Park		
2) Website	Needs to be updated; this is primary link to the costume dept. right now and Janis has not received any emails. Barry will talk to Dale and Sally Buckley. Jos could ask Selkirk College if there are any students that would be interested in helping. Jos suggested checking with Selkirk College to see if there are any IT design students that would be interested in helping. Good experience and references for students.	Barry talk to Sally Buckley and Dale. Jos will talk to his contacts to get more info about the possibility of Selkirk College student assistance.
3) Insurance	Policy now in effect – we are properly insured for the first time. Have not yet received the actual papers, however.	N/A
4) Hall Photos	Tabled.	N/A
5) Show Planning Policy	Comment about needing to book Charles Bailey at least a year or two in advance to hold our dates. No more cancelling show dates without Board approval. Lines of responsibility for booking were very unclear to the last production team and to the Board. This should be clearly documented in the production binder.	Karen will contact Nadine this week to book the last week of February for Happy Days. Determine if we can place an indefinite “standing order” for last week of Feb. at CBT.
6) Constitution Wording – No. of Executive Members	Society’s Act changes need to be considered. The window for converting for new Act is 2 years.	Talk to Joe Fuoco about revising the bylaws.
7) Sound	Suggestion that we ask whomever our production sound person is for his/her recommendations for new equipment and/or mics. Could we use a laptop or other wireless devices?	N/A
		N/A
<u>Mainstage 2017</u>	1. SHSS, RSS, Crowe – last 2 weeks of April, 1 st weekend of May. Karen will look into dates and availability. Karen will process application and email all within a week or so. Final vote based on licensing costs shortly thereafter. 2. Production questions/issues:	Jos will set up Rossland Bhubble account. Barry will approach Liz Arsenault regarding

	<ul style="list-style-type: none"> a. What is Board doing vs. what Producer should be doing? b. Consider our advertising “angle” for radio, newspaper. Need accurate info to go out with our contacts. c. Google Doc – real time spreadsheet to collect updated contact info and membership list d. Facebook pages (Erica currently updates) e. Jos and Rachel will do the advertising and publicity f. Our email address should filter out to multiple people (Dale and/or Adam) g. Production Committee: need Board rep. h. Positions to fill: <ul style="list-style-type: none"> i. Producer (Rachel) ii. Director (Ben) iii. Board Rep iv. Publicity v. Technical (sound/lighting) vi. Musical Rep vii. Stage Manager (Patricia? – Karen asked) viii. Set Design/Director ix. Costume Mistress i. Need to look at doing criminal record checks; is a standard for youth organizations across BC. j. Do we want the music for 2 months or 4 months (est. \$200/month additional cost)? Decision made that we should get music for extra time – the longer the better. k. Look into a truck we can keep for 3 weeks with all sets in there; reduce time to load and unload. <p>3. Suggestion to look into Grand Forks; might not work because of lack of people local to that town in the production.</p>	<p>developing poster.</p> <p>Sarah will approach the Buckley’s regarding any thing they may want to do.</p> <p>Rachel will send out list of Production Committee Members to Board so we can start populating.</p>
<p><u>New Business:</u></p> <p>1) New Equipment</p>	<p>Suggestion that we purchase laptop and TV screen to mount in the main hall for meetings and rehearsals. Motioned by Barry; 2nd by Derek. All in favour.</p>	<p>Sarah to ask around local electronic stores to see about getting a good deal on equipment. Some places may have older equipment they’d be willing to reduce.</p>
<p>2) Increase membership</p>	<p>Suggestion from member that RLOP should host a fun membership event (karaoke, potluck, etc.) for existing and potential new members.</p>	<p>Plan something once we have our Mainstage show</p>

		off the ground.
3) Donation	\$100 donation to RLOP from Janis (for the use of the building for rehearsals for her group)	
<u>Organizational Development:</u>	Talked about what motivates each of us to be in the RLOP. The reasons are: Fun, teamwork, G&S, building sets and being first to do cool technical effects, did theatre as a child, enjoy the performing dynamic, social aspect (get to know people), individual creative & collaborative (not competitive) process, loves the musical aspect, being silly, creative outlet, meet personal goals, group of like minded people who want to grow their skills/quasi-professional, fun and intellectual, being a part of a group, considered a high-functioning group, Rossland-centric (community centred), 15 minutes of fame, growth, talk of the town in 50s and was a coveted group to be a part of, nostalgia. It is important that we give these things to our members – this is what will keep people coming back! The events we plan should help to fill some of these basic needs for people.	
<u>Next Meeting:</u>	Executive Meeting – Monday, Nov.14 @ 6:30pm	
<u>Adjourned:</u>	9:00pm	