

RLOP Executive Minutes

Sept. 19, 2016, 6:35pm

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

Regrets: Erica, John, Karen

Absent: N/A

Topic	Discussions/Motions	Action/Follow-Up Items
<u>Adopt Previous Minutes:</u> <ul style="list-style-type: none"> August 8, 2016 	Motion to accept the minutes from Aug.8, 2016: Jos 2nd: Derek. All in favour.	N/A
<u>Reports:</u> 1) Treasurer's Report (Cate)	Opening Balance: Revenue: Expenses: Closing Balance: Savings Account Balance: GST refund received is 1 st half of what we are expecting. Moving \$2000 over to chequing account to cover insurance premiums.	N/A
2) BCAC Grant (Cate)	Dropped off application on deadline date; asked for \$1500. Thanks to Cate for taking care of this application!	N/A
3) Costume Dept Report (Janis)	<ul style="list-style-type: none"> \$60 worth of costume rentals during GCD. Thanks to all who came out to the GCD parade to support the Costume Dept. It is important that we keep the costumes/props organized after events; participants did a great job cleaning up and putting things away after the parade! If any members need costumes at anytime, be sure to 	Keep renovation project moving forward. Get professional sign made for window to advertise Dept. Include J&P in executive emails.

	<p>contact Janis or Patricia to help out so they can keep the area organized & use a rental agreement (instead of note).</p> <ul style="list-style-type: none"> • Not having a phone has affected costume rentals. 	
4) Musical Director Committee (Barry)	<ul style="list-style-type: none"> • No commitments from anybody yet • Contacted legal advice – Blake Scott (DAS) RE: interpretation of our constitution. RE: section 10 does provide for the payment of honorarium. 	Barry will send out letter from lawyer for information.
<u>Hall Issues:</u>	Check Maintenance Binder	No further action required for Hall Maintenance.
1) September Maintenance Binder		
2) Costume Dept. Renovation	We need to decide on whether we hire a contractor to finish the partition wall/remaining shelving or if John can do it.	Cate will ask John if he is willing and available to complete the project. Report back next meeting.
<u>Unfinished Business:</u>	<ul style="list-style-type: none"> • Enough money in donations to tune the piano twice. • Piano will be in place for 3 more weeks. • Piano will be going to YAN afterwards. Gazebo to be stored EMCON. 	N/A
1) Piano in the Park		
2) Website	<ul style="list-style-type: none"> • Needs to be updated right away. Sarah has received several emails from prospective members asking about Cinderella auditions. Does not make us look very organized to have such as outdated website! • Website is the primary link to the costume dept right now and Janis has not received any emails. • 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. 	<p>Barry will talk to Dale and Sally Buckley about their commitment to getting the website updated.</p> <p>Jos will talk to his contacts to get more info about the possibility of Selkirk College student assistance.</p>
3) Insurance	We haven't received paperwork yet; supposed to have been sent. New insurance premium is due (as per Treasurers' Report).	N/A

4) Hall Photos	Tabled.	N/A
5) Show Planning Policy	Tabled.	N/A
6) Constitution Wording – No. of Executive Members	Tabled.	N/A
7) Sound	Tabled.	N/A
<u>Upcoming Events:</u>	No fall show this year.	N/A
1) Fall Show		
2) Mainstage 2017	<p>A Production team has volunteered to do a Mainstage Show next year - Rachel Lindsey (Producer) and Ben Walker (Director). Both have lots of performance experience and are eager to get involved with the organization.</p> <p>Selected a short-list of shows to review and send to the production team. They are:</p> <ul style="list-style-type: none"> • Nunsense • Happy Days • Funny You Don't Look Like a Grandmother • The Secret Life of Walter Mitty • (added later) The Reluctant Dragon 	Everyone peruse as much information as they can find RE: the short-listed shows and come prepared on Oct.3 rd to discuss the pros and cons of each. We will narrow down and vote on the show during that production meeting on Oct. 3 rd .
<u>New Business:</u>		
1) New Equipment	<p>Motion that the RLOP look into purchasing a laptop & TV screen to mount on the wall in the main room: Sarah</p> <ul style="list-style-type: none"> • Benefits include: use for rehearsals (script on screen), watch YouTube videos, brainstorming/activity planning, typing meeting minutes (less at-home work for Secretary), display agenda during AGM, etc. <p>2nd: Jos All in favour.</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.
2) Increase membership	Suggestion from member that RLOP should host a fun membership event (karaoke, potluck, etc.) for existing and	Plan something once we have our Mainstage show off the ground.

	potential new members.	
3) Grants	Barry is looking at a list of potential grants we can apply for. He would like to meet up with Rachel (who has volunteered to help with grant writing and has professional experience doing so) to discuss options, if she's still available.	
<u>Organizational Development:</u>	Ran out of time to do full exercise as planned, but Sarah asked members to start thinking about (1) who our "customers" are (the members, not the audience) and (2) what motivates our members to join the organization? Is it for fun? 15 minutes of fame? Social interaction? We need to properly define our "business" and our vision to ensure we focus our energy on the right things that will bring in our membership.	Sarah will review full exercise at next meeting as time allows.
<u>Next Meeting:</u>	Production Meeting – Monday, Oct.3 rd @ 6:30pm Executive Meeting – Monday, Oct.17 th @ 6:30pm	
<u>Adjourned:</u>	8:10pm	