

**RLOP Executive Minutes**April 9<sup>th</sup>, 2018 - 6:45pm**Attendance:** Tom, Denis, Barry, Sarah, Erica**Regrets:** Patricia, Aggie, Karen**Absent:** Don

<b>Topic</b>	<b>Discussion/Motions</b>	<b>Action Needed</b>
<u>Adopt Minutes:</u> <ul style="list-style-type: none"> <li>March 22<sup>nd</sup>, 2018</li> </ul>	<i>*Denis moves to accept the minutes from March 22<sup>nd</sup>, 2018. 2<sup>nd</sup>: Sarah. All in favour (AIF).</i>	
<u>Reports</u> 1. Treasurer	<ul style="list-style-type: none"> <li>Opening Balance (February 28<sup>th</sup>, 2017): \$1,984.02 Revenue: \$11,932.04 Expenses: \$11,497.60 Closing Balance (March 31<sup>st</sup>, 2018): <b>\$2,418.46</b> Savings Account Balance (March 31<sup>st</sup>, 2018): <b>\$26,550.65</b></li> <li>Patricia transferred \$10,000.00 from chequing into savings.</li> </ul>	
2. Costume Department	N/A	
3. Orchestral Committee	N/A	
4. Policy & Constitution Committee	We now have a BCID number. They sent a letter in the fall with our transition number. We need to find it before we can submit. There will actually be no cost for submitting the new constitution. The fee was for a transitions kit which we did not use.	<b>Barry</b>
5. Membership Engagement Committee	We will hold off on a meeting or setting member night dates until after the AGM.	
6. Show Planning Committee	We did the draw for the surveys. Karen will contact the winners.	
7. Grant Writing Committee	We need to come up with a vision/plan for our organization.	
<u>Hall Issues</u> 1. April Maintenance Binder	Change smoke detector batteries. Tom will do.	<b>Tom</b>
2. Hall Repairs a) Support Posts	We are waiting to hear back on our grant proposal.	
b) Furnace	It will cost us an extra \$100 for the larger BTU furnace. It was discussed and agreed that this is the way to go. It will not have to work as hard to heat our large building. As well, it will have room to add more "lines" in the future should we need to heat more spaces. NG requires a 50% deposit. Tom will get a cheque tonight and set up an appointment to get the ball rolling. Tom will look into any possible rebates.	<b>Tom</b>

3. Re-Key Hall	Vallen doesn't have any available in the style we would like. Erica will shop around.	<b>Erica</b>
<u>Productions</u>		
1. Spamalot 2019	Sarah will get numbers together to apply for royalties. Executive needs to approve dates, venues and ticket price via email as soon as we get numbers back from the licensing company.	<b>Sarah</b>
<u>Ongoing Business</u>		
1. iCloud Docs	N/A	<b>Aggie</b>
2. Harmony Choir Concert	Sarah is in communication with Karen Howard about a rehearsal time and tech run-thru.	<b>Sarah</b>
3. AGM	All proposals for changes to the constitution or bylaws needs to go out to the membership. Denis and Tom will send Erica their proposals.	<b>Denis Tom</b>
4. Production Policy Manual	This is still a work in progress. It has put some members who have read it off. Working with Karen, Sarah will go through it to tweak the language; taking out opinion content and re-working the format. It is suggested they continue to seek advise from members who have experience with productions and production duties.	<b>Karen Sarah</b>
5. Hall Stage Lights	It was decided via email that this needs to come to the Executive as a proper proposal with a budget to be approved. Barry will contact Mike Tensch to ensure he was not "put off" by the mishandling of this project.	<b>Barry</b>
6. Grandforks Theatre Group	Barry contacted them, but they didn't need to take us up on the offer.	
7. Sound	We will need to utilize Andrew's report to apply for a grant next year. There is concern about what we will do for Spamalot.	
8. CBT Non-Profit Advisors Program	Sarah, Denis and Tom met to discuss our organization. A formalized report with recommendations on how we can improve will be sent to us soon. It was suggested that strategic planning will be our top priority.	
9. Volunteer Appreciation	We'd like to add this category to our operations budget that we intend to create for the 2018/19 year. This will go under the Membership Engagement Committee's umbrella.	
10. Silver City Days	We will need to make a float. We would also like to purchase the art package included in our royalties for the flyers.	<b>Sarah Erica</b>
11. ArtsBC Membership	Barry is going to look into other benefits of this membership besides our insurance.	<b>Barry</b>
12. Criminal Background Check	As of now, this is just not feasible for our organization. There is great concern that this could put members off. Parents are currently required to be in attendance and monitor their own children during rehearsals and shows. This should cover any issues that arise for now until we are required by law to have these background checks done.	
13. RLOP Scholarship	<i>Tabled until May meeting.</i>	
14. Insurance	<i>Tabled.</i>	
15. Sound	<i>Tabled.</i>	
16. Laptop & TV Screen	<i>Tabled.</i>	
17. Hall Photos	<i>Tabled.</i>	

18. Fundraising	<i>Tabled.</i>	
<u>New Business</u> 1. Committee Organization	It was discussed that we would like to streamline the committees, having them lead by a board member, but given the ability to make decisions without the board micromanaging these committees. We would like to look at each committee to see where we could consolidate and have less committees. This is a project we will take on after the AGM.	
<u>Next Meeting</u>	To be set after the AGM.	
<u>Adjourned</u>	8:42pm.	