

RLOP Executive Minutes

April 8th, 2019 - 6:09pm

Attendance: Tom, Sarah, Erica, Aggie, Tanya, Denis, Janis

Regrets: Patricia, Ben

Absent:

Topic	Discussion/Motions	Action Needed
<u>Adopt Minutes:</u> <ul style="list-style-type: none"> March 13th, 2019 	<p><i>*Aggie moves to accept the minutes from March 13th, 2019. 2nd: Janis. All in favour (AIF).</i></p>	
<u>Reports:</u> <ol style="list-style-type: none"> Treasurer Report <ol style="list-style-type: none"> Report 	<ul style="list-style-type: none"> Opening Balance (February 28th, 2019): \$2,565.68 Revenue: \$20,396.74 Expenses: \$20,121.23 Closing Balance (March 31st, 2019): \$2,841.19 Savings Account Balance (March 31st, 2019): \$19,721.76 Contractor for basement reno has been paid. Rocky Horror royalties have been paid. 	
<ol style="list-style-type: none"> General Operations (Annual) Budget 	<p>Repeat from last month: <i>Patricia and Denis were able to look back over a few years to assist them in the creation of an annual budget. Denis has asked the Executive to look over the newly created budget to see if there is anything missing. We will discuss at the next meeting.</i></p>	ALL
<ol style="list-style-type: none"> Costume Department 	N/A	
<ol style="list-style-type: none"> Hall Management <ol style="list-style-type: none"> Maintenance Binder 	Change smoke detector batteries.	Tom
<ol style="list-style-type: none"> Basement Renovation 	It is done. The window wells and coal shoot are boarded up and sealed. Tom filled the cracks between the sidewalk and our building, so hopefully we won't have any leaks.	
<ol style="list-style-type: none"> Electrical 	<p>The lights on the far wall side of the music room have not had power reconnected to them because of the new beam. The wire exiting one of the powered lights is still live. Tom will remove this wire and we will worry about reconnecting the lights when we have the electrical done.</p> <p>As we've gone through the hall more thoroughly, it was discovered that there are a few more areas that need addressed. Denis has sent an email to the grant committee to see if it's too late to ask for more funds to cover these additional things.</p>	Tom
<ol style="list-style-type: none"> Other 	We will need a new and updated equipment rental agreement. Erica will look into it.	Erica
<ol style="list-style-type: none"> Membership Engagement 	<ul style="list-style-type: none"> We discussed our membership fees and how we could better implement them for next year. It was suggested we create a short-term group rate for those who would like to use our hall 	

	<p>for a couple months, rather than the full year. The Executive will revamp the guidelines after the AGM.</p> <p><i>* Janis has requested to pay a short-term group rate of \$40 to use the hall for her orchestra. 1st: Tom. 2nd: Tanya. AIF.</i></p> <ul style="list-style-type: none"> • Janis is willing to take on the Lead for the Membership Committee. She and Patricia have some ideas for next year. Denis mentioned that if they want to apply for grant money, they need to do so soon. 	
5. Show Planning	We need to put a call out to our members and the public looking for interest for our Mainstage 2020 show and/or a small Fall show. Erica will put it on the Facebook page and group. Tom will add to the website.	Erica Tom
6. Grant Writing	Nothing new to report. Note the info provided under Hall Management – Electrical.	
7. Organizational Development	Sarah and Erica will get together to start working on this again.	
<u>Productions:</u>		
1. Spamalot 2019	N/A	
2. Rocky Horror 2019	Things are going really well. Tickets still need to be printed. They are hoping to have the posters out on Monday. Tickets will be sold online, at Tailz and at Bay Ave Music. Hall Printing will make all the tickets.	
3. Mainstage 2020	N/A	
<u>Ongoing Business:</u>		
1. Google Docs	N/A	
2. Production Policy Manual	N/A	
3. RLOP Scholarship	<p>Tanya received the typical guidelines for scholarships from Dara Waterstreet. The topic was discussed and details were finalized.</p> <p>Guidelines:</p> <ol style="list-style-type: none"> 1. Name of the scholarship/bursary/award - R.L.O.P. Performing Arts Scholarship 2. Description of the award - To a deserving student continuing their studies in Performing Arts in Post-Secondary Education. 3. Preference will be given to students would have demonstrated participation in the performance arts in school and the community. 4. Amount - \$500 5. Students apply in writing by way of a letter of introduction, addressed to the RLOP Executive, (Box 91, Rossland, BC, VOG-1Y0), identifying the Performing Arts related courses you the student has already taken in school, what extra-curricular performing arts they have been involved in, and what they are hoping to study after graduation. 6. Students are required to provide the school with proof of registration at a University or College that they are actually registered in a program before the money is advanced. 7. The scholarship can be deferred until the following year (JL Crowe will hold onto the money until it is advanced). 	

4. AGM	Tom, Aggie, Patricia & Erica's positions are all up for election. Patricia does not intend to run for treasurer again, but is considering running for a director's position. Erica has suggested we create an Arts Council Rep position on the board. This person would be responsible for being our representative at all arts council meetings and reporting back to the executive.	
5. Website	Sarah still needs to contact Leanne.	Sarah
6. CBT Culture Tour	It looked like we were going to post-pone for another year, but Denis reminded us of the substantial amount of grant money we received from the CBT and how good participating in events such as this look when added to a grant proposal. When we did it in 2017, we had a lot going on and it was a pretty detailed event. It was suggested we simplify it this year and ask the Improv group to perform. The dates are August 11 &12. Sarah will apply.	Sarah
7. Orchestral	Janis is in the process of collecting all the music from Spamalot.	
8. Insurance	<i>Tabled.</i>	
9. Hall Photos	<i>Tabled.</i>	
10. Fundraising	<i>Tabled.</i>	
<u>New Business:</u>		Aggie
1. Silver City Days	The Rocky Horror crew will be in the parade with a surprise at the beginning. They will need approximately 1200 flyer to hand out. Sarah and Tanya will print. Aggie or Denis will have to create the flyer.	Denis Sarah Tanya
2. RCAC	We received a request from the RCAC to help them create better arts funding through the City of Rossland. Janis will contact them to get more details about their proposal.	Janis
<u>Next Meeting</u>	TBD after the AGM.	
<u>Adjourned</u>	8:12 pm.	