

Attendance: Erica, Ben, Tanya, Janis, Sarah, Daralyn, Alana, Jamie

Regrets: Tom

Absent:

Topic	Discussion/Motions	Action Needed
<p><u>Adopt Minutes:</u> January 9th, 2020</p>	<p><i>*Jamie moves to accept the minutes from January 9th, 2020. 2nd: Janis. All in favour (AIF).</i></p>	
<p><u>Reports:</u> 1. Treasurer a) Report</p>	<ul style="list-style-type: none"> • Opening Balance (December 31st, 2019): \$11,886.95 Revenue: \$574.89 Expenses: \$8,767.25 Closing Balance (January 31st, 2020): \$3,694.56 Savings Account Balance (January 31st, 2020): \$24,103.15 • Savings Account had \$7,509.38 worth of deposits in January. • Opening Balance (January 31st, 2020): \$3,694.59 Revenue: \$3,590.00 Expenses: \$1,031.00 Closing Balance (February 29th, 2020): \$6,253.59 Savings Account Balance (February 29th, 2020): \$24,112.70 • Opening Balance (February 29th, 2020): \$6,253.59 Revenue: \$500.00 Expenses: \$2,280.57 Closing Balance (March 31st, 2020): \$4,473.02 Savings Account Balance (March 31st, 2020): \$24,122.75 	
<p>b) Credit Card</p>	<p>We need to have on in place before our next production. Producers can't be expected to use their personal credit cards/money. Not all places take cheques and we would get our licensing sooner if we didn't have to send cheques through the mail. This adds weeks to our timeline.</p> <p>Daralyn has suggested a reloadable Visa card (Kotto card) as this way there is only a certain amount of money on the card. These cards have a lock and unlock feature and have all the convenience of a regular credit card. There are some concerns about the security of this type of card in comparison to a regular credit card from the bank. Daralyn will investigate the security features of this card as well as check with NDCU to see what our options are from that avenue.</p>	<p>Daralyn</p>
<p>c) Scholarship(s)</p>	<p>As per our email discussion, we would like to continue the scholarship for the 2020 Grad(s). It was discussed whether we should offer 1 or 2 scholarships and whether we should offer it to SHSS as well as the Crowe. It was also discussed that we should be deciding this in the Spring before we create our annual budget to ensure we have the ongoing funds to support the scholarships.</p>	

	<i>*Tanya moves we offer two (2) \$500 scholarships to the Grads of 2020 using last year's criteria. One scholarship will be awarded to a student from JL Crowe and one scholarship will be awarded to a student from SHSS. 2nd: Ben. AIF.</i>	
d) Rona (Maglio) Account	It has come to our attention that the only person authorized to charge purchases to our account is John Greene. We were unable to ascertain whom originally created the account as Rona would not inform us due to privacy reasons. Sarah will discuss this matter with Tom considering he is typically involved with production construction as well as being our Hall Manager. If needed, Sarah and Tom will close this account.	Sarah Tom
e) General Operations (Annual Budget)	<i>Tabled until May meeting.</i>	
2. Costume Department	<ul style="list-style-type: none"> • Not much is going out now for obvious reasons. • The RENT return was great, and much appreciated. It was the fastest cleanup they've had from a show. • Carpet is installed. The bill has been sent to Daralyn to pay. 	
3. Hall Management		
a) Maintenance Binder	N/A	
b) Basement	N/A	
c) COVID-19	<p><i>*Tanya moves that we put a policy in place that no one is allowed to access the Hall without Tom's consent until further notice. 2nd: Jamie. AIF.</i></p> <ul style="list-style-type: none"> • Erica will contact the Elderberry's to inform them of this policy change and to give them an opportunity to remove their instruments from the basement. • Tom will deactivate all key codes except for the Executive and Costume Department. • ANYONE (including Executive or Costume Mistress's) who wishes to enter the Hall must book an appointment through Tom. 	Tom
d) Bathrooms	<p><i>*Tanya moves that the bathrooms be switched to both being gender neutral. 2nd: Erica. AIF.</i></p> <ul style="list-style-type: none"> • We will remove the signage and hang it up somewhere else in the Hall for decoration. We will need a new sign for the wall in between the bathrooms with arrows pointing to both. 	
4. Membership Engagement		
a) Workshop(s)	On hold until further notice.	
b) Member Nights	Alana suggests an online event. She will look into it.	Alana
c) Membership Dues Regulations	Erica will email the motions that were passed but not implemented to the Executive. Decision on whether to present these motions to the Membership at our next AGM will occur after further discussion at our May meeting.	Erica
5. Show Planning	N/A	
6. Grant Writing		
a) Website		Sarah

	Have not met recently for obvious reasons. They are considering having a Zoom meeting soon. We need to find a grant to apply for.	
7. Organizational Development.	Have not met recently for obvious reasons. They are considering having a Zoom meeting soon	Sarah
<u>Productions</u> 1. RENT	<ul style="list-style-type: none"> All the numbers are not yet in. We are waiting on reimbursement from MTI. The box office numbers have been sent in. We are definitely in the black thanks to our sponsorships. We are going to need more mics. Some were broken during Rocky Horror and a couple during RENT. This is a costly issue for us. Janis suggested we create a wearable pouch for the mic packs and Sarah suggested to have a more formal tutorial on how to wear/use the mics and Alana suggested to have cast sign a waiver stating they participated in the tutorial and are aware of how to properly wear/use the mics. This will be added to the Production Manual. We ended up having to pay the drummer because the drummer lost a gig to be in our show. The cost was \$400. We had many issues trying to find musicians this year, especially a drummer. Tanya believes this is a problem that is not going to go away as other companies are paying their musicians. However, this is not something that is financially feasible for us. Tanya suggested the orchestra do their own fundraising or seek sponsorships to pay these musicians, but they cannot seek out funding from our current donors. It would be a shame for the RLOP to go with "canned" music, but the payment of musicians cannot come out of the shows budget. It was decided that we will need to bring back the Orchestral Committee. 	Sarah
2. Mainstage 2021	No one has come forward with a show idea yet.	
<u>Ongoing Business</u>		
1. Insurance	<i>Tabled.</i>	
2. Fundraising	<i>Tabled.</i>	
<u>New Business</u>		
1. AGM	Due to Covid-19 and social distancing orders, we will have to postpone the AGM. We are hoping for July. We will revisit at our May meeting. All current board members are willing to remain in their positions until the next AGM.	
2. 70 th Anniversary	2021-22 will be our 70 th Anniversary year. Erica, Jamie, Sarah and Tanya have discussed some ideas for a Homecoming Weekend in Rossland right before Spring Break. Jamie is working on writing a review show featuring our last 70 years and some of our more memorable members. Tanya will look into booking The Bailey for the weekend prior to Spring Break rather than mid-February which is our usual time. We will form a committee to create fun events for the Homecoming Weekend. Invites to our members, old and new, need to be sent out by January/February of 2021.	Tanya
<u>Next Meeting</u>	Tuesday, May 5 th , 6:30 pm via Zoom	
<u>Adjourned</u>	8:57 pm.	

