

DRAFT MINUTES

RLOP Executive Minutes

April 12th, 2021 - 6:36pm

Attendance: Tanya, Erica, Lyndsay, Daralyn, Jamie, Tom

Regrets: Alana, Ashley

Absent: Natalie

Topic	Discussion/Motions	Action Needed
<u>Adopt Minutes:</u> <ul style="list-style-type: none">March 8th, 2021	<i>*Jamie moves to accept the minutes from March 8th, 2021. 2nd: Lyndsay. All in favour (AIF).</i>	
<u>Reports:</u> 1. Treasurer a) Report	<ul style="list-style-type: none">Opening Balance (February 28th, 2021): \$6,137.29 Revenue: \$0.00 Expenses: \$1,356.59 Closing Balance (March 31st, 2021): \$4,780.70 Savings Account Balance (March 31st, 2021): \$34,191.68	
b) Credit Card	<i>Tabled until September.</i>	
c) Contingency Fund	We discussed the contingency fund that we were supposed to be using which set aside a percentage of the profits of our shows. A previous Executive voted in favour of placing 15% of profits from all shows since Wizard of Oz be placed into a contingency/Hall fund to pay for repairs or maintenance on the Hall to prevent another 'Raising the Roof' situation. The current Executive would like to take a look at, and 'flesh' out, this policy but has decided to wait until we know what these next few months will bring us with the pandemic. <i>Tabled until September.</i>	
2. Costume Department	N/A	
3. Hall Management a) Maintenance Binder	N/A	
b) Roof	Patricia discovered a leak upstairs coming through the light socket by the back door. Tom checked out the roof and found the roof drain cover clogged with black slime. He unclogged the drain and stopped the leak. We will need someone in to look at the roof and someone to repair the ceiling in the Costume Department. <ul style="list-style-type: none">Tom will look into quotes from roofing companies.Grants Committee will look into any available grants to help cover the cost of repairs needed.Daralyn will check our insurance policy to see if it worth our while to make a claim.	
4. Engagement a) Workshops	N/A	

b) Events	N/A	
c) Fundraising	N/A	
5. Show Planning		
a) Zoom/Virtual Performances	<i>Tabled until September.</i>	
b) 70 th Anniversary	N/A	
6. Grant Writing		
a) Website	N/A	
b) Other	We lost the tech grant for the TV and laptop as we did not purchase and submit a claim form in time. The good news is that we have the grant application ready to go so we can apply again.	
7. Organizational Development	Tanya is working on transferring all of our files that were kept in personal google docs to our new RLOP google docs. She has most of the files added now and will send an email to the Executive with the address and password. She is still attempting to get the Strategic Plan and Production Manual added.	
8. Orchestral	Daralyn has purchased the music notation software.	
9. Marketing	N/A	
<u>Productions:</u>		
70 th Anniversary – 2022	N/A	
<u>Ongoing Business</u>		
1. AGM	<ul style="list-style-type: none"> • AGM will be managed the same way we did last year with an email report and a “survey” for voting. We will need a report from the President, Treasurer and Costume Department this year. • Date: Friday, May 14th. Survey must be complete by Saturday, May 15th at 6:00pm. Results from survey will be announced and new Executive will commence on Sunday, May 16th. • Erica will put out a call for “nominations” and will post the AGM announcement on Facebook and Instagram by Friday, April 16th. • Secretary, Treasurer and 2 Directors positions are open for nominations. Thank you to Erica, Daralyn, Tom and Ashley for all your hard work and dedication. • Erica will let her name stand again for Secretary. • Daralyn will let her name stand again for Treasurer. • Tom will let his name stand again for Director. 	
1. Insurance	<i>Tabled.</i>	
<u>Next Meeting:</u>	Monday, May 10th, 6:30 pm via Zoom.	
<u>Adjourned:</u>	7:14pm.	