

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

**Regrets:** Patricia

**Absent:** Ben

Topic	Discussion/Motions	Action Needed
<u>Adopt Minutes:</u> <ul style="list-style-type: none"> <li>July 9<sup>th</sup>, 2018</li> </ul>	<p><i>*Aggie moves to accept the minutes from July 9<sup>th</sup>, 2018. 2<sup>nd</sup>: Janis. All in favour (AIF).</i></p>	
<u>Reports:</u> <ol style="list-style-type: none"> <li>Treasurer               <ol style="list-style-type: none"> <li>Report</li> </ol> </li> </ol>	<ul style="list-style-type: none"> <li>Opening Balance (June 30<sup>th</sup>, 2018): \$3,312.32 Revenue: \$5,570.00 Expenses: \$5,354.09 Closing Balance (July 31<sup>st</sup>, 2018): <b>\$3,528.23</b> Savings Account Balance (July 31<sup>st</sup>, 2018): <b>\$18, 389.84</b></li> <li>Transferred \$5,000 from savings to chequing.</li> </ul>	
<ol style="list-style-type: none"> <li>General Operations (Annual) Budget</li> </ol>	<p>N/A</p>	<p><b>Sarah</b></p>
<ol style="list-style-type: none"> <li>Costume Department</li> </ol>	<ul style="list-style-type: none"> <li>Tanya received a call about wording the ad for the photo booth at this year's Golden City Days. We discussed prices and it was decided we will charge a \$2/person minimum donation.</li> <li>We discussed that people seem to be looking for 50's and 70's themed costumes and we have minimal to satisfy this need. It was discussed that we should add a costume department budget to our General Operations Budget so that we can purchase items when needed for the department alone, not just for shows.</li> </ul>	<p><b>Tanya Sarah</b></p>
<ol style="list-style-type: none"> <li>Hall Management               <ol style="list-style-type: none"> <li>Maintenance Binder</li> </ol> </li> </ol>	<p>Clean bathrooms. Denis volunteered to do both.</p>	<p><b>Denis</b></p>
<ol style="list-style-type: none"> <li>Basement Renovation</li> </ol>	<p>We received \$18,000 of the \$20,000 grant to get us started. Tom has spoken with Robert Inwood, who is a designer. His cost for a heritage assessment would be roughly \$3,500. He also had Alana Zysblat, a registered heritage professional, in to look at the Hall. Her cost for assessment would be \$5,000. Tom would prefer to us Alana because of her credentials. We will also be able to use this report for future grant applications.</p> <p><i>*Tom moves we hire Alana Zysblat for the Heritage Assessment Report. 2<sup>nd</sup>: Aggie. AIF.</i></p>	
<ol style="list-style-type: none"> <li>Furnace</li> </ol>	<p>Tom had the gas inspector come out to sign off on the new furnace installation. It was discovered during this inspection that a portion of our gas line coming into the building is above the ground and is covered in rubble. This is not to code and is dangerous. The inspector turned the gas to the building off until we can have this fixed. We will</p>	<p><b>Tom</b></p>

	need to clear out the rubble and see if we can bury it 15" below the surface. We will create a work party to get this done asap.	
d) Back Wall Painting & Window Trim	The back wall has been painted and the window trim has temporarily been put back up. The trim will require longer bolts to be attached to the masonry.	
4. Membership Engagement	We received 12 proposals with a few coming from 2 individuals not in the RLOP thanks to the Arts Councils sharing our request. At the last meeting, they picked 10 member nights starting in September and ending in June. They are now working on finalizing the dates so that the brochure can be published and distributed.	
5. Show Planning	Aggie has been gathering all the shows and music we have downstairs and entering it into the database.	
6. Orchestral	Erica still needs to email Sarah Currie. Janis has offered to help with the coordination of the musicians.	<b>Erica</b>
7. Grant Writing	<ul style="list-style-type: none"> <li>• They had their first meeting. They have 4 members including Denis.</li> <li>• Rachel Lindsay is going to speak to the Arts Councils to see how we can be included in their grants.</li> <li>• Ryan Buckley has taken on the ground work required for our mic/sound grant via Columbia Basin Trust. Ben is looking into other grants to make up the difference that the CBT will not pay. (CBT likes to see that large grant applications have more than 1 sponsor besides themselves.)</li> <li>• Sarah received a link to a Canadian Subsidy Directory that contains all the grants, funds and subsidies available across the country. The directory costs money to access, so we will add it to the portfolio for something to consider at a later date.</li> </ul>	
8. Organizational Development	Second session will be on Saturday, September 22 <sup>nd</sup> at 2:00pm.	
<u>Productions:</u>		
1. Spamalot 2019	Sarah presented the draft budget. (See below) <i>*Sarah moves we approve the Spamalot 2019 budget as presented but with \$250 added for makeup. 2<sup>nd</sup>: Tanya. AIF.</i>	
2. Mama Mia 2020	Tanya is now an official MTI contact and can go ahead with applying for royalties. She will send in our figures and numbers to get the royalties cost.	<b>Tanya</b>
<u>Ongoing Business:</u>		
1. Google Docs	Nothing new to report.	
2. Production Policy Manual	Sarah to send to Tanya.	<b>Sarah Tanya</b>
3. Sound	This will now be covered under the Grant Committee.	<b>Denis</b>
4. Volunteer Appreciation	This will now be covered under the Membership Engagement Committee.	<b>Denis</b>
5. RLOP Scholarship	<i>Tabled until September.</i>	
6. Insurance	<i>Tabled.</i>	
7. Laptop & TV Screen	<i>Tabled.</i>	

8. Hall Photos	<i>Tabled.</i>	
9. Fundraising	<i>Tabled.</i>	
<u>New Business:</u> 1. No Excuse Rental Fee	We discussed how much we should charge No Excuse for allowing them to store and leave their instruments set up in the dungeon. <i>*Denis moves we charge No Excuse \$50/month for their storage fees as stipulated on our Hall Rental Agreement. 2<sup>nd</sup>: Aggie. AIF.</i>	
<u>Next Meeting:</u>	<b>Wednesday, September 5<sup>th</sup> at 6:30pm</b>	
<u>Adjourned:</u>	9:31pm.	

Monty Python's Spamalot 2019 Budget			EXPENSES	
TOTAL EXPENSES			Estimated	Actual
			<b>\$17,118.33</b>	<b>\$0.00</b>
<b>Venue Rentals</b>	<b>Estimated</b>	<b>Actual</b>		
Rehearsals (Warfield) x 8	\$240.00			
Rehearsals (Crowe) x 3	\$360.00			
Rehearsal week (Bailey)	\$1,231.13			
Performances (Bailey)	\$1,575.00			
Rehearsal week (RSS)	<b>\$420.00</b>			
Performance (RSS)	\$518.00			
<b>TOTAL</b>	<b>\$3,924.13</b>			
<b>Licensing</b>	<b>Estimated</b>	<b>Actual</b>		
Performances (Bailey)	\$4,491.50			
Performance (RSS)	\$656.50			
Materials (minimum)	\$1,235.00			
Canned Music	\$1,950.00			
Extras	\$292.50			
Shipping	<b>\$97.50</b>			
<b>TOTAL</b>	<b>\$8,625.50</b>			
<b>Publicity</b>	<b>Estimated</b>	<b>Actual</b>		
Web Video (Cinevative)	\$258.70			
Radio ad (EZ Rock)	\$250.00			
Posters (Halls Printing)	\$250.00			
Newsprint & Electronic Ads	\$150.00			
Misc. (FB boosts, flyers)	<b>\$50.00</b>			
Promoting Auditions	\$50.00			
<b>TOTAL</b>	<b>\$958.70</b>			
<b>Sets</b>	<b>Estimated</b>	<b>Actual</b>		
Construction Materials	\$400.00			

Backdrops	\$250.00			
Paint	\$200.00			
Props	\$300.00			
<b>TOTAL</b>	<b>\$1,150.00</b>			
<b>Costumes</b>	<b>Estimated</b>	<b>Actual</b>		
Materials	\$1,000.00			
Misc. add-ons	\$100.00			
Cleaning	\$100.00			
<b>TOTAL</b>	<b>\$1,200.00</b>			
<b>Programmes</b>	<b>Estimated</b>	<b>Actual</b>		
<b>1200 colour front</b>	\$760.00			
<b>TOTAL</b>	<b>\$760.00</b>			
<b>Other Costs</b>	<b>Estimated</b>	<b>Actual</b>		
<b>Cast Party</b>	\$100.00			
<b>Fog Machines &amp; Fog</b>	<b>\$200.00</b>			
Contingency/Slush Fund	\$200.00			
<b>TOTAL</b>	<b>\$500.00</b>			

Monty Python's Spamalot 2019 Budget					INCOME
<b>TOTAL INCOME</b>				<b>Estimated</b>	<b>Best Case Scenario</b>
				<b>\$35,810.00</b>	<b>\$40,630.00</b>
<b>Ticket Sales</b>					
<b>Estimated No.</b>	<b>Actual No.</b>	<b>Venue</b>	<b>Price</b>	<b>Estimated Income</b>	<b>Column1</b>
175	0	RSS (1 show)	\$22.00	\$3,850.00	\$4,400.00
900	0	Bailey (3 shows)	\$28.00	\$25,200.00	\$30,100.00
900	0	Bailey Ticket Fees	(\$3.60)	(\$3,240.00)	(\$3,870.00)
<b>Total</b>				<b>\$25,810.00</b>	<b>\$30,630.00</b>
<b>Sponsorships</b>					
<b>Estimated No.</b>	<b>Actual No.</b>	<b>Type</b>	<b>Sponsor Name</b>	<b>Estimated Income</b>	<b>Column1</b>
1	0	Diamond	Teck Metals Ltd	\$2,000.00	
1	0	Platinum	Nelson & Dist. Credit Union	\$1,500.00	
1	0	Platinum	Scotiabank	\$1,500.00	
1	0	Gold	Ferraro's	\$1,000.00	
1	0	Gold	Home Hardware	\$1,000.00	
1	0	Silver	Chances Castlegar	\$500.00	
		Silver		\$500.00	

		Silver		\$500.00	
		Bronze		\$250.00	
1	0	Bronze	Columbia Greenhouse	\$250.00	
1	0	Bronze	Pet Value Plus	\$250.00	
1	0	Bronze	Fabricland	\$250.00	
		Bronze		\$250.00	
		Bronze		\$250.00	
<b>Total</b>				<b>\$10,000.00</b>	<b>\$0.00</b>
<b>Grants</b>					
<b>Estimated No.</b>	<b>Actual No.</b>	<b>Type</b>	<b>Price</b>	<b>Estimated Income</b>	<b>Actual Income</b>
				\$0.00	\$0.00
				\$0.00	\$0.00
				\$0.00	\$0.00
<b>Total</b>				<b>\$0.00</b>	<b>\$0.00</b>