

RLOP Executive Minutes

August 18th, 2020 - 6:45pm

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

Regrets:

Absent:

Topic	Discussion/Motions	Action Needed
<u>Adopt Minutes:</u> <ul style="list-style-type: none">July 7th, 2020	<i>*Minutes incomplete. Waiting for Treasurer's Report. Tabled until next meeting.</i>	
<u>Committee Heads</u>	We discussed who wants to head up each committee. We will reach out to the membership to fill the vacant spots and ask for members to join the committees as well. Grants – (reach out) Show Planning – Tanya & Daralyn Membership – (reach out) Organizational – Sarah & Erica Orchestral – Daralyn & Janis	Sarah
<u>Reports:</u> 1. Treasurer a) Report	<ul style="list-style-type: none">Opening Balance (June 30th, 2020): \$15,415.05 Revenue: \$0 Expenses: \$502.00 Closing Balance (July 31st, 2020): \$14,913.05 Savings Account Balance (July 31st, 2020): \$24,142.86We still need to pay for the carpet cleaning.Insurance renewal is due. It will be \$3,772.	
b) Credit Card	N/A	Daralyn
c) Societies Annual Report	N/A	Daralyn
2. Costume Department	<ul style="list-style-type: none">They've had no rentals.They want to come up with a schedule for the front window.	
3. Hall Management a) Maintenance Binder	Haven't had a chance to check.	Tom
b) Basement	The carpet has been cleaned. Thanks to whomever cleared out the basement! We will eventually need a group to move everything back into place.	
c) Covid Restrictions	We spoke about opening the Hall up further and the implications of doing so. We will need to look into how many people we are allowed to have in the building or rooms at a time (max occupancy), look into the rules around masks, etc and have signage in each room. It was suggested we also create a Covid Liability waiver for members to sign.	
d) Madhu Request	We were asked by Madhu if we would be willing to allow them to use/rent our main hall space so they could do more socially distanced yoga classes. We looked into the impacts this might have on our	

	organization. While this would not affect our insurance, it would affect our tax exemption status with the city which could cost us thousands of dollars per year. We unfortunately had to decline the proposition.	
4. Membership Engagement		
a) Workshop(s)	N/A	
b) Member Nights	Aggie Storie and Alana have been running a script reading group via Zoom with varying success. It would most likely be better attended if it was in person. It is also hit and miss getting members engaged during the summer months.	
c) Fundraising	We discussed creating our own merchandise. Mike Davis sent in a proposal for us to purchase our own silk screen machine so that we can make our own designs. We will need to look into the cost of purchasing local through Van Hellemond in Genelle as well. Product suggestions were shirts, hoodies, bumper stickers, stickers.	
5. Show Planning		
a) Zoom/Video Show	N/A	Tanya
b) 70 th Anniversary Event	N/A	
6. Grant Writing		
a) Website	We discussed again whether we should wait on a grant or just pay to have it rebuilt now. Most felt it would be better to wait and hope for a grant considering we will have no income this year.	
7. Organizational Development	N/A	
8. Orchestral	N/A	
<u>Productions:</u>		
1. RENT	Tanya presented the final budget. Our royalties refund was \$5,610 which means we spent less than \$5,000 on royalties. We made a profit of \$9,441.58.	
2. 70 th Anniversary – 2022	<i>Tabled until Spring 2021.</i>	
<u>Ongoing Business</u>		
1. AGM	<ul style="list-style-type: none"> • Sarah will do a video or two to add to Facebook and Instagram explaining how our AGM will work this year. • AGM date: September 29th • 1st email will go out early September 	Sarah Erica
2. Insurance	<i>Tabled.</i>	
<u>Next Meeting:</u>	Monday, September 14 th , 6:30 pm, Zoom.	
<u>Adjourned:</u>	8:38 pm	