

DRAFT MINUTES

RLOP Executive Minutes

December 3rd, 2019 - 6:07pm

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

Regrets:

Absent: Daralyn, Ben

Topic	Discussion/Motions	Action Needed
<u>Adopt Minutes:</u> November 7 th , 2019	<i>(Minutes incomplete. To be adopted at January meeting.)</i>	
<u>Reports:</u> 1. Treasurer a) Report	<ul style="list-style-type: none">• Opening Balance (October 31st, 2019): \$9,749.63 Revenue: \$3,653.00 Expenses: \$10,134.48 Closing Balance (November 30th, 2019): \$3,268.15• Savings Account Balance (November 30th, 2019): \$16,586.73	
b) General Operations (Annual) Budget	N/A	
2. Costume Department	<ul style="list-style-type: none">• They have rented a lot of costumes this past month. The Santa suit has gone out a few times. Deposited \$165.00.• They have asked that we remove/replace the carpet that is up there. It is gross and triggers allergies. This will have to come out of our Hall Maintenance Budget.	
3. Hall Management a) Maintenance Binder	Shovel snow. The roof looks good for now. We will revisit in January.	
b) Electrical	Tom is finalizing the report.	Tom
c) Basement	Tom has installed most of the panelling. There are 4 more panels to be installed.	
d) Other Hall Issues	The fridge needs to be cleaned out. We will ask some of the Rent cast to work on this while they are waiting to rehearse.	
4. Membership Engagement a) Workshop(s)	Vocal Workshop with Nadine: <ul style="list-style-type: none">• January 22nd starting at 7:00 pm. Will be roughly 2 hours.• Nadine's cost is \$150. Janis will also purchase some light refreshments.• Nadine will need a mic set up and possibly other sound equipment. They are hoping to use the Main Hall area but can work in the Music Room in necessary.• Workshop will be capped at 25 people. Cost will be \$10/person.	

	<ul style="list-style-type: none"> We will give the Rent cast first dibs at the workshop. They have until January 7th to sign up and then Erica will open it up to other members and the public. Participants must pay their \$10 to secure their spot. 	
b) Membership Dues Regulations	<p>There was discussion around our membership dues, who should be required to pay and who should have the option and it was discussed that these regulations should be updated.</p> <p><i>*Be advised; not discussed at meeting: It was discovered that after we moved to change these regulations, it was noted that what we would like to change is written in our Bylaws, therefore they cannot be changed unless at an AGM or extraordinary general meeting. Motions will be discussed and possibly updated at our January meeting to reflect the wish to change our Bylaws at our next AGM and will not be included in these minutes. *</i></p>	
c) Other	Alana has some great ideas for Member Nights and membership incentives. She will look into it further.	Alana
5. Show Planning	N/A	
6. Grant Writing		
a) Website	<ul style="list-style-type: none"> Sarah is on the hunt for a grant to apply for. Ben has compiled some ideas that Sarah has passed on. 	Sarah
b) Keyboard	<ul style="list-style-type: none"> Robyn Verhoeven will open it up and put it together for us. We will take pictures to include with our final report before it is moved to the orchestra's rehearsal space. Robyn will shop around for a road case for it. 	
c) Other	<ul style="list-style-type: none"> Sarah attended a local grant writing workshop. It was very informative, and she has some new ideas to make grant writing easier going forward. Sarah would like to get the committee together soon as grant season will be upon us shortly. 	
7. Organizational Development	N/A	
8. RCAC Partnership	N/A	
<u>Productions</u>		
1. Mainstage 2020	<ul style="list-style-type: none"> The show has been cast and rehearsals have started. The orchestra will be rehearsing offsite. The new piano will be moved to this location so Robyn can get to know it. There is a Production Meeting tomorrow. 	
<u>Ongoing Business</u>		
1. Events		
a) Rekindle	They have had a couple rehearsals of the songs being sung at the tree lighting. Patricia will lead the carollers.	
<u>Next Meeting</u>	January 9 th , 6:00 pm at Alana's house.	
<u>Adjourned</u>	8:18 pm.	