

Attendance: Patricia Senecal, Jos, Erica, Sarah, Rachel Lindsay, Karen, Tom, John, Cate, Don, Barry

Regrets: Sue

Absent:

Topic	Discussion/Motions	Action Needed
<u>Adopt Minutes:</u> <ul style="list-style-type: none"> January 25th, 2017 	<p><i>*Jos moves to accept the minutes from January 25th, 2017. 2nd: Tom. All in favour (AIF).</i></p>	
<u>Reports</u> <ol style="list-style-type: none"> Treasurer 	<ul style="list-style-type: none"> Opening Balance (December 31st, 2016) \$1,168.95 Revenue: \$1,500.00 Expenses: \$648.37 Closing Balance (January 31st, 2017) \$2,020.58 Savings Account Balance (Jan. 31st, 2017) \$20,466.92 	
<ol style="list-style-type: none"> Costume Department 	<p><i>Tabled until March meeting.</i></p>	
<ol style="list-style-type: none"> Orchestral Committee 	<p><i>Tabled until March meeting.</i></p>	
<u>Hall Issues</u> <ol style="list-style-type: none"> February Maintenance Binder 	<ul style="list-style-type: none"> Nothing listed for February. Tom will purchase 3 carbon monoxide detectors. Need to update the maintenance calendar sheet. Add test CO detectors to January. 	<p>Erica</p>
<ol style="list-style-type: none"> Costume Department Renovation <ol style="list-style-type: none"> Project Wrap Up 	<p>The back room is now finished. Instead of shelf standard, John purchase shelving brackets and installed.</p>	
<ol style="list-style-type: none"> Final Invoice Approval 	<p>John submitted an invoice for \$2,000.00 plus tax. Actual costs were \$2,912.62. <i>*Sarah moves we reimburse John for the total invoice of \$2,912.62. 2nd: Barry. AIF.</i></p>	
<ol style="list-style-type: none"> Fortis Meter & Issues 	<p><i>Tabled until March meeting.</i></p>	
<ol style="list-style-type: none"> Set & Props Clean-up 	<ul style="list-style-type: none"> Tom & Sue have started on the flats room. Three truck loads went to the dump. The Rossland Museum would like some of the flats that were painted by Charles Bailey. Tom & Sue have taken the canvass off the frames for better storage. A work party has been set for March 18th, 12-4pm. We need volunteers and trucks/trailers for hauling away the garbage. We will provide pizza 	<p>Erica</p>

	for those in attendance. Erica will create an event and email our membership.	
5. Music Stands	We have music stands to be put together and our old stands need to be better maintained. Music stand maintenance needs to be added to the Maintenance Binder calendar.	Erica
<u>Production Update</u>		
1. Mainstage 2017- RD		
a) Venue Issues	<ul style="list-style-type: none"> • Nothing new to report. 	
b) Review Budget (vote)	<p>There are still some minor tweaks required for the budget. Karen will email and we will vote to approve via email.</p> <p><i>*Sarah moves we charge \$17 for adults and \$12 for children for tickets to all shows. 2nd: John. AIF.</i></p>	
c) Production Report	<ul style="list-style-type: none"> • Rehearsals are still going very well. • Production Team positions have mostly been filled. • Tickets will be sold at Tails in Rossland, Mountain High Lighting in Castlegar and at the CBT in Trail. Rachel would like to sell tickets online as well via our website. We need to set up a PayPal account to do so. There is a minimal fee for PayPal payments, but unlike Canada Helps, PayPal is a recognizable entity with a good reputation for online purchases. PayPal will send us a list of people who have purchased tickets and the lists will be at each show. <p><i>*Sarah moves we allow Rachel Lindsay to set up a PayPal account that transfers into our bank account with Cate overseeing the transactions. 2nd: Jos. AIF.</i></p> <ul style="list-style-type: none"> • We have the ability to sell tickets and promote our show via our public Facebook page. Rachel would like access to this account. <p><i>*Sarah moves that we give Rachel Lindsay temporary "admin" access to our public Facebook page during the RD production with Erica overseeing. 2nd: John. AIF.</i></p> <ul style="list-style-type: none"> • Rachel has heard that the school district has concerns about our insurance and that we may not be able to use a ladder to set lights, etc. Karen has informed the district of what we will be utilizing at the schools. Barry will follow up. 	Barry
d) Other		
o Call for Volunteers	<ul style="list-style-type: none"> • 1-2 more seamstresses. • Front of House (Trail 1-2 & Castlegar 2) • Musicians- drummer & double bass player. Karen has contacted a few people, but no luck. 	Erica

<u>Ongoing Business</u>		
1. Website Maintenance	<i>Tabled until March.</i>	
2. Laptop & TV Screen	<i>Tabled until April.</i>	
3. Thought Exchange	<i>Tabled until June.</i>	
4. Insurance	<i>Tabled until March.</i>	
5. Criminal Record Check	<i>Tabled until March.</i>	
6. Electric Piano.	<i>Tabled until March.</i>	
7. Hall Bookings a) Booking Procedures	<ul style="list-style-type: none"> • The insurance requirement needs to be added to the Hall User Agreement. We will also say that proof of insurance must be attached to the Hall User Agreement. <i>*Erica moves we amend the approved Hall User Agreement to say that users are required to provide their own insurance and that proof of insurance must be attached to the Hall User Agreement. 2nd: Barry. AIF.</i> • Erica and Karen are working on creating a google calendar that can be posted on our website. • Erica will draft an email to inform our users of our new policies. 	Erica
8. Sound	<ul style="list-style-type: none"> • Andrew Cullen has finished his assessment of our wireless sound system. His full report was sent to the board via email. • Andrew identified the sound board as the main culprit. We will need a new modern one, but have the use of the board belonging to No Excuse, if we choose, for this seasons performances. • As well as a bad board, he identified that we could use 4 new mics to supplement the good ones we have that do work. • We have to find someone who can knowledgeably run the system. • There are 2 types of transmitter/receiver units in the rack, which sometimes conflict with each other, or are interfered with by cell phones, wireless routers etc. That accounts for the feedback and noise issues we encountered during AoGG. • What we have will work, for now. The quote Andrew got for a new system comes in at about \$12,000.00, if we were to completely replace everything. The quote from local businesses was way too high. Andrew has extensive knowledge and connections with suppliers which will come in handy. 	Barry

	<ul style="list-style-type: none"> The existing system could probably be sold for around \$2,000.00, which we can use to offset the cost of new gear when the time comes. The cost of a new system will be about \$12,000.00 <i>*John moves that we purchase 4 new mics at a cost of \$593.10 each that Andrew has sourced for us out of our capital expenditures. 2nd: Sarah. AIF.</i> 	
<p><u>Approved New Business</u></p> <p>1. Grants</p> <p>a) Grants Available & Deadlines</p>	<ul style="list-style-type: none"> Rachel Lindsay has applied for the Canada 150 grant requesting \$2,000.00 for capital expenditures. The LeRoi Foundation- February 28th Kootenay Columbia Cultural Alliance: <ol style="list-style-type: none"> *2 Minor Capital- Sound system microphone and sound board replacement, per quote from recent sound system assessment project by Andrew Cullen BMus. *APPLICATION DEADLINE * 5:00 pm local time on *Friday, March 3, 2017* *4a Arts Master Classes- Orchestral, choral, acting skills workshops and master classes conducted by local professional musicians and actors over a 2 or 3-day period in summer/fall 2017. Not to conflict with other ongoing annual workshops (like Valhalla Summer Music School). *5 Organizational Development- Board development workshop for RLOP and other local arts related boards, taught by recognized professional. Already have a person available through ArtsBC. One-day workshop for content and other organizations participation, followed by half day for RLOP board member facilitated retreat. Costs to be offset by tickets sold to members of other organizations for first day workshop. *11 Major Capital (Heritage)- Design and planning for the first phase of RLOP hall renovation. This would involve building assessment, and a plan for the renovation of the main floor of the RLOP hall. It is a listed heritage building dating from 1897. Work would include drawings and plans for a quality renovation of the main hall, entrance, kitchen and washrooms, to 	<p>Barry</p>

	<p>transform the hall into a multi use space suitable for meetings, performances, rehearsals for set construction. and as a workshop. Heritage guidelines to be followed. Goal is to prepare for a major renovation project once design work is complete, and to put the RLOP in a position to apply for major funding in the next 2 years. This is a big project, probably costing \$150,000 or more. But, it is long overdue, and will leave us in a very good position once completed, with a hall we can use as we do now, but also rent for different events of all kinds, producing income for the RLOP.</p> <p>APPLICATION DEADLINE for Programs 3-12: 5:00pm on *Friday, March 17, 2017*</p> <p><i>*John moves that Barry apply for the above listed grants. 2nd: Sarah. AIF.</i></p>	
<u>Next Meeting</u>	Tuesday, March 28 th , 5:45pm.	
<u>Adjourned</u>	7:44pm	

EMAIL DISCUSSIONS/DECISIONS

- 1) It was decided that our hall clean-up day will be postponed until after RD is over as the space is now being used for set construction.
- 2)