

RLOP Executive MinutesJanuary 8th, 2018 - 6:11pm**Attendance:** Erica, Tom, Denis, Sarah, Patricia, Barry, Don**Regrets:****Absent:** Aggie

Topic	Discussion/Motions	Action Needed
<u>Adopt Minutes:</u> <ul style="list-style-type: none"> November 13th, 2017 	<p><i>*Denis moves to accept the minutes from November 13th, 2017. 2nd: Patricia. All in favour (AIF).</i></p>	
<u>Reports</u> 1. Treasurer	<ul style="list-style-type: none"> Opening Balance (November 30th, 2017): \$1,282.83 Revenue: \$1,737.00 Expenses: \$241.00 Closing Balance (December 31st, 2017): \$4,192.95 Savings Account Balance (December 31st, 2017): \$16,028.22 We received the first 80% of the Heritage BC grant. BC Assessment of the building came in. It was up 5% over last year. Valued at \$187,000. Patricia still needs to create a Hall Maintenance Account. 15% of Gino's profits need to be added to this account. 	Patricia
2. Costume Department	Nothing new to report.	
3. Orchestral Committee	Nothing new to report. Will start to look into a Musical Director for Spamalot.	
4. Policy & Constitution Committee	<ul style="list-style-type: none"> Barry has a detailed check list for transitioning to the new format. It will cost \$40 for the transition kit. Patricia received the email with our sign-up info, she will pass it on to Barry. 	Patricia
5. Membership Engagement Committee	<ul style="list-style-type: none"> January's Member Night is this Thursday. Erica will email the membership a reminder to BYOB and bring an appie or dessert to share. We will have a committee meeting to set a date for February's member night. Patricia was suggesting an improv night. 	
6. Show Planning Committee	The committee has completed two out of the three surveys and have sent the drafts off to Sarah. They still have one to complete. They are hoping to have all survey's ready by January 15 th . We will add an audience survey to the Gino programs.	Karen
<u>Hall Issues</u> a) December & January Maintenance Binder	<ul style="list-style-type: none"> The back roof is full. We need to have a roof party asap. It was suggested we call it a BABS (Bring a Big Shovel) Party. Karen and Sarah can meet on Saturday from 9:00 – 11:00 to at least shovel a path for emergency purposes. Erica will email the membership. 	Erica Tom

	<ul style="list-style-type: none"> January Binder: Test smoke detectors. Tom will do. 	
1. Hall Repairs		
a) Furnace	<i>Tabled</i>	
b) Support Post	<i>Tabled</i>	
<u>Productions</u>		
1. Gino 2018	<ul style="list-style-type: none"> Posters are ready to go out. Erica will email to the membership. Tickets are on sale at The Bailey both at the box office and online. Sarah will email Tom a jpeg version for the website. 	Erica Sarah Tom
2. Trail by Jury	Unfortunately, they will not be able to go ahead. It cannot be produced in 2018 and due to scheduling conflicts with Spamalot, they won't be able to produce it in 2019 either.	
3. Spamalot 2019	We had a quick production meeting tonight. We had a few more attendees than anticipated. Denis has offered to be Assistant Producer so he can learn the ropes. Erica has purchased a digital perusal copy of the show. We will be applying for royalties and starting the grant writing and sponsorship process.	
<u>Ongoing Business</u>		
1. Insurance	Barry was brought up to date on our insurance concerns.	
2. Grants	<p>Denis has found a few grants we can apply for. Our major areas of concern are:</p> <ul style="list-style-type: none"> Fix furnace Fix engineering issues Youth programming Sound <p>Sarah's Quality Plan she created for school using the RLOP as a model may work for creating a business plan. Another thing we need to adopt is an Annual Budget for the whole year, not just for productions. We will create this for our 2018/19 year.</p>	Denis Patricia
3. Canada Helps	Karen has updated our page. We will be able to put a donation button on our website.	Tom
4. Production Policy Manual	<i>Tabled until February meeting.</i>	
5. Sound	<i>Tabled.</i>	
6. Laptop & TV Screen	<i>Tabled.</i>	
7. President's Binder	<i>Tabled.</i>	
8. Hall Photos	<i>Tabled.</i>	
<u>New Business</u>		
1. Fundraising	Sarah's quality plan, mentioned above, has some ideas on fundraising. As we become more organized, we will be able to plan more fundraising.	
<u>Next Meeting</u>	<p>Tuesday, February 6th, 6:30pm.</p> <p>Additional Dates: Tuesday, March 6th, 6:30pm. Tuesday, April 10th, 6:30pm. Tentative AGM date: Saturday, April 28th, 6:00pm.</p>	
<u>Adjourned</u>	7:48pm.	

