

Attendance: Sarah, Tom, Erica, Aggie, Patricia, Tanya, Denis, Ben, Janis

Regrets:

Absent:

Topic	Discussion/Motions	Action Needed
<u>Adopt Minutes:</u> <ul style="list-style-type: none"> December 5th, 2018 	<p><i>*Tom moves to accept the minutes from December 5th, 2018. 2nd: Denis. All in favour (AIF).</i></p>	
<u>Reports:</u> <ol style="list-style-type: none"> Treasurer Report <ol style="list-style-type: none"> Report 	<ul style="list-style-type: none"> Opening Balance (November 30th, 2018): \$2,508.74 Revenue: \$13,274.25 Expenses: \$10,944.28 Closing Balance (December 31st, 2018): \$4,838.71 Savings Account Balance (December 31st, 2018): \$35,691.49 <i>Minus Built Heritage Grant (\$18,000) = \$17,691.49</i> Received the mic grant money from LeRoi and CBT. Transferred \$10,000 from chequing to savings. Patricia has paid our Arts BC membership. Opening Balance (December 31st, 2018): \$4,838.71 Revenue: \$18,180.00 Expenses: \$17,198.70 Closing Balance (January 31st, 2019): \$5,820.01 Savings Account Balance (January 31st, 2019): \$19,705.83 <i>Minus Built Heritage Grant (\$13,065) = \$6,640.83</i> Transferred \$16,000 from savings to chequing to pay for the mics and the Heritage Assessment. 	
<ol style="list-style-type: none"> General Operations (Annual) Budget 	<p>Patricia and Denis got together and created a budget. It will be good to go for the 2019/20 season. Sarah still needs to review before approval.</p>	<p>Sarah</p>
<ol style="list-style-type: none"> Costume Department 	<p>N/A</p>	
<ol style="list-style-type: none"> Hall Management <ol style="list-style-type: none"> Maintenance Binder 	<p>Test smoke detectors.</p>	
<ol style="list-style-type: none"> Basement Renovation 	<p>Mid-march is still a go for the contractor. We received the Heritage Report back.</p>	
<ol style="list-style-type: none"> Other 	<ul style="list-style-type: none"> Karen Yamazaki emailed Tom in regards to our lack of electrical outlets in the basement. Tom will contact a couple electricians for quotes on what needs done and cost. Grant committee will search out grants available once we have a few quotes. 	<p>Tom</p>

4. Membership Engagement	<ul style="list-style-type: none"> • They haven't had a meeting in a while. Improv was cancelled because the facilitator was not available. Our next events are Makeup Tutorial and Murder Mystery. • Denis would like someone to take on the advertising portion of the committee. 	
5. Show Planning	Aggie is compiling a list of shows that we might like to consider. It will be nice to have a list of doable shows on hand.	Aggie
6. Orchestral	N/A	
7. Grant Writing	<ul style="list-style-type: none"> • Janis gave Denis the quotes for the keyboard grant. • They met last Sunday and found 3 potential grants that close around March 16th. They will be meeting again soon to discuss and get to work. • Denis reminded us why it is so important we get written/paper quotes. Our mics would have cost us an additional \$1,000 if we did not have the quote. 	
8. Organizational Development	N/A	
<u>Productions:</u>		
1. Spamalot 2019	Things are well in hand. There's lots to do, but it is coming along.	
2. Rocky Horror 2019	<ul style="list-style-type: none"> • Aggie will Direct and Produce with Denis as Executive Producer. Dawson Zanet will be the Musical Director. Erica has offered to do posters and programmes. Aggie has someone in mind for choreography, but is still looking for someone to take on publicity, props and sets. • They need roughly \$1,500 by February 16th for a licensing deposit. • We will advertise the read-thru and auditions in the Spamalot programme. We need to find out if we can get a refund on the royalties should we be unable to fund the show. • Show dates will be beginning of June. Need to confirm dates with the Miner's Hall. • They will use canned music. • It was suggested that Aggie and Denis start looking for sponsorship ASAP. Sarah will send Aggie the Spamalot sponsorship and programme info. • A new budget was presented. (Attached at bottom) <p><i>Denis moves we produce Rocky Horror Picture Show in June 2019 as long as:</i></p> <ul style="list-style-type: none"> - <i>The weekend we want at the Miner's Hall is available.</i> - <i>The royalty deposit is refundable should we be unable to produce.</i> - <i>We have the funds available after Spamalot is over.</i> <p><i>2nd: Ben. AIF.</i></p>	Aggie Sarah
d) Mainstage 2020	N/A	
<u>Ongoing Business:</u>		
1. Google Docs	N/A	
2. Production Policy Manual	<i>Tabled until March meeting.</i>	

3. RLOP Scholarship	<i>Tabled until March meeting.</i>	
4. Insurance	<i>Tabled.</i>	
5. Laptop & TV Screen	<i>Tabled.</i>	
6. Hall Photos	<i>Tabled.</i>	
7. Fundraising	<i>Tabled.</i>	
<u>Next Meeting:</u>	Wednesday, March 4th at 6:30pm	
<u>Adjourned:</u>	7:50pm.	

ROCKY HORROR BUDGET

SHOW

LICENSE

\$2,797.13

HALL RENTAL

\$823.20 (\$873.20 WITH \$50 DEPOSIT) "INCLUDES 2 REHEARSALS AT HALL AND 4 SHOWS"

SETS/PROPS

\$300

TICKETS/ PROGRAMS

\$300

COSTUMES

\$700

PUBLICITY

\$300

MAKEUP

\$200

= \$5,420.33

PROJECTED SALES

(100 TICKETS) $100 \times 20 \times 4 = \$8,000$

(150 TICKETS) $150 \times 20 \times 4 = \$12,000$

(IF SOLD OUT) $200 \times 20 \times 4 = \$16,000$

PROJECTED EARNINGS

SALES - COST = NET EARNINGS

(100 TICKETS) $10,000 - 5,420.33 = \$4,579.67$

(150 TICKETS) $12,000 - 5,420.33 = \$6,579.67$

(IF SOLD OUT) $16,000 - 5,420.33 = \$10,579.67$

AMOUNT OF TICKETS NEEDED TO BREAK EVEN

$(Ax4) \times 20 \times 4 = \5420.33

$(Ax4) \times 80 = \$5420.33$

$67.754125 = A$

$A \times 4 = 271 \text{ TICKETS}$