

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

Regrets: Alana

Absent:

Topic	Discussion/Motions	Action Needed
<u>Adopt Minutes:</u> November 7 th , 2019	* Ben moves to accept the minutes from November 7 th , 2019. 2nd: Tom. All in favour (AIF).	
December 3 rd , 2019	* Jamie moves to accept the minutes from December 3 rd , 2019. 2nd: Tom. AIF.	
<u>Reports:</u> 1. Treasurer a) Report	<ul style="list-style-type: none"> • Opening Balance (November 30th, 2019): \$3,268.15 Revenue: \$9,085.00 Expenses: \$466.20 Closing Balance (December 31st, 2019): \$11,886.95 • Savings Account Balance (December 31st, 2019): \$16,593.77 • When Daralyn and Patricia were reviewing the Petty Cash, they noticed that there was some discrepancies and some money appears to be missing. They believe that perhaps someone forgot to log their purchase. They will follow up by reviewing the receipts. • Daralyn has come up with a system to ensure cheque requisitions are tended to in a timely manner that works with her schedule. She will pick up all requisitions left in the Treasurer's Box on Thursday afternoons. Bank run and cheques will be done by early the next week. Daralyn will contact those requisitioning cheques for pick up. 	
b) General Operations (Annual) Budget	<i>Tabled until April.</i>	
2. Costume Department	<ul style="list-style-type: none"> • Patricia and Janis have picked out a carpet and had the area measured for an estimate. Gordon Wall doesn't carry the carpet we want in stock but will send an estimate to us shortly. We will discuss the estimate and decide on whether to purchase via email. • We need some new pieces for our Santa costumes. 	
3. Hall Management a) Maintenance Binder	Test smoke detectors.	Tom
b) Electrical	Our final report was accepted. The balance cheque should be in the mail now.	
c) Basement	Paneling is all up and it is a lot more organized. We will still need someone to come in to do a thorough cleaning.	

<p>4. Membership Engagement</p> <p>a) Workshop(s)</p>	<p>Vocal Workshop with Nadine:</p> <ul style="list-style-type: none"> • We have room for 14 more participants after allowing the Rent cast first dibs at signing up. • It was decided that we must include the \$5 membership fee for non-members. • Erica will create a PayPal button and Daralyn will accept e-transfers. • Erica will create a Facebook event and send out a newsletter to our members and followers. 	<p>Erica Daralyn</p>
<p>b) Membership Dues Regulations</p>	<p><i>Tabled until March.</i></p>	
<p>c) Member Nights</p>	<p>N/A</p>	<p>Alana</p>
<p>5. Show Planning</p>	<p>N/A</p>	
<p>6. Grant Writing</p> <p>a) Website</p>	<ul style="list-style-type: none"> • We received the proposal back from Social Curve. It will cost us roughly \$2350 plus tax to create a new website. They need a 20% deposit to begin the work. • Sarah is looking for grants. However, this is a much-needed item that we can't forgo with or without a grant. It was discussed whether we should push ahead to have it going for Rent, or to postpone ensuring we can receive a grant (many grants will not posthumously award funds after work is finished or started.) • It was decided that there is no rush to have ready for Rent. We will downplay the website for now and encourage people to find us on Facebook and Instagram. • Two issues arose in our discussion: <ol style="list-style-type: none"> 1) We need a page with info on the Executive. (Unsure if this has been added) 2) Our current email addresses are tied to our current website. It is important for us to keep these emails if possible. 	<p>Sarah</p>
<p>b) Keyboard</p>	<ul style="list-style-type: none"> • It has been set up and pictures have been taken. • It is located at the house of one of our orchestra members where our orchestra is currently rehearsing. • This keyboard does not have an onboard speaker, so we will need to find or purchase a dedicated amp. We will not need this amp for Rent, but it is something we will need in the future. We will look into grants to cover this expense. 	
<p>7. Organizational Development</p>	<p>N/A</p>	
<p>8. RCAC Partnership</p>	<p>N/A</p>	
<p><u>Productions</u></p> <p>1. Mainstage 2020</p>	<ul style="list-style-type: none"> • We again don't have a drummer. Finding musicians for Rent has been a bit of a struggle. The Executive can see why many theatre groups are moving away from a live orchestra. We will continue to try to have live music at our shows. 	

	<ul style="list-style-type: none"> • It was discovered that we need a Keyboard #2 player. Daralyn may have a lead. • Set construction has begun. • We cannot do without the musical patches after all. Tanya will contact them to order. • Rental materials came today. • We have received sponsorship from Hall Printing and, most likely, Teck. They are looking into sponsorship from Home Hardware, NDCU and Sarah's realtor as well. • Tanya does not have a Publicity Manager. Sarah and Erica have been assisting, but we need someone to take on this job. • Tanya sent in a request to the Warfield Village Council for a discount on using their hall. 	
<u>Ongoing Business</u>		
1. Insurance	<i>Tabled.</i>	
2. Fundraising	<i>Tabled.</i>	
<u>New Business</u>		
1. Front Window	<ul style="list-style-type: none"> • Janis and Patricia had some concerns about the amount of non-RLOP posters in our front window. Typically, the window doesn't have a lot of posters in it. • It was decided that we will decide on what posters to put up, whether they be ours or another groups, on a case by case basis, but we will keep all posters to one side and keep them to a minimum to ensure that our window display is visible. • Anyone wishing to post in our window would have to request permission through Patricia and Janis or the Executive. • Besides our own posters, we will only put up posters geared towards arts-based events. 	
<u>Next Meeting</u>	February 6 th , 6:00 pm.	
<u>Adjourned</u>	7:34 pm.	