

**RLOP Executive Minutes**July 9<sup>th</sup>, 2018 - 7:01pm**Attendance:** Erica, Sarah, Aggie, Janis, Denis, Ben, Tom, Patricia**Regrets:****Absent:** Tanya

<b>Topic</b>	<b>Discussion/Motions</b>	<b>Action Needed</b>
<u>Adopt Minutes:</u> <ul style="list-style-type: none"> <li>• June 11<sup>th</sup>, 2018</li> </ul>	<p><i>*Aggie moves to accept the minutes from June 11<sup>th</sup>, 2018. 2<sup>nd</sup>: Denis. All in favour (AIF).</i></p>	
<u>Reports:</u> <ol style="list-style-type: none"> <li>1. Treasurer           <ol style="list-style-type: none"> <li>a) Report</li> </ol> </li> </ol>	<ul style="list-style-type: none"> <li>• Opening Balance (June 30<sup>th</sup>, 2018): \$1,799.43 Revenue: \$1,835.00 Expenses: \$322.11 Closing Balance (July 31<sup>st</sup>, 2018): <b>\$3,312.32</b> Savings Account Balance (July 31<sup>st</sup>, 2018): <b>\$23,381.36</b></li> <li>• We received our annual grant from the BC Arts Council. The amount was \$1,500. This grant is applied for on behalf of the RLOP by the Trail Arts Council.</li> </ul>	
<ol style="list-style-type: none"> <li>b) General Operations (Annual) Budget</li> </ol>	N/A	<b>Sarah</b>
<ol style="list-style-type: none"> <li>2. Costume Department</li> </ol>	Everything is finally hung up! The reno is pretty much finished. The only thing left to do is to organize the extra fabric.	
<ol style="list-style-type: none"> <li>3. Hall Management           <ol style="list-style-type: none"> <li>a) Maintenance Binder</li> </ol> </li> </ol>	Test smoke detectors.	<b>Tom</b>
<ol style="list-style-type: none"> <li>b) Basement Renovation</li> </ol>	We have received a grant from CBT and Heritage BC for the basement renovation through the Built Heritage Grant program. They gave us twice what we asked for (\$20,000) as the jury has recommended a full examination by an engineer in consultation with a heritage professional to ensure that the character defining elements of the foundation be properly preserved which may involve restoration instead of replacement. Tom has contacted Robert Inwood who is a concept designer specializing in heritage buildings to request a quote. Tom is also looking into other possible consultants and their fees.	<b>Tom</b>
<ol style="list-style-type: none"> <li>c) Furnace</li> </ol>	The new furnace has been installed. Tom will finish the grant report and send it in now that the job has been completed.	<b>Tom</b>
<ol style="list-style-type: none"> <li>d) Re-Key Hall</li> </ol>	The new lock has been installed. Tom created codes for the Executive, No Excuse and Spamalot. The Executive will need to fill out new Key Holder Agreements.	
<ol style="list-style-type: none"> <li>e) Other Hall Issues</li> </ol>	<ul style="list-style-type: none"> <li>• Tom has requested a quote from Ken Turner to have the back of the building painted.</li> <li>• One of the second floor outside window trim is falling off.</li> </ul>	

	<ul style="list-style-type: none"> <li>Tom would like to figure out and have on hand our seating capacity (fire regulations). Sarah has a formula she received from the fire inspector.</li> </ul>	
4. Membership Engagement Committee	The member night call for artists proposal went out to eleven arts councils as well as to our membership via email and Facebook. Tom will add it to our website. We have not received any proposals yet. Denis intends to be proactive by contacting people and helping them draft their proposals.	<b>Tom Denis</b>
5. Show Planning Committee	Aggie is still working on the database. She intends on going through and listing the shows we already have on hand in the basement.	<b>Aggie</b>
6. Orchestral Committee	N/A	
7. Grant Writing Committee	<ul style="list-style-type: none"> <li>Aggie has found someone who is interested in joining the committee. She will forward the contact info on to Denis.</li> <li>Karen sent Denis an email in regards to a potential grant that is due in or around September for our sound. After looking into updated pricing, he will use Andrew's report we received last year and the info he got from Adam Sander to apply.</li> </ul>	<b>Aggie Denis</b>
8. Organizational Development	Sarah met with Jana Sylvest (our consultant) on July 8 <sup>th</sup> to get the ball rolling in preparation for our strategic planning session. Jana has a lot of ideas for us and Sarah believes we made the right decision in choosing Jana. Strategic Planning session will be Saturday, July 28 <sup>th</sup> from 9:00am – approx. 3:00pm.	
<u>Productions:</u>		
1. Spamalot 2019	<ul style="list-style-type: none"> <li>We need to add to the Production Manual that ticket prices from US licencing companies need to be given in US dollars, not Canadian. This could have cost us quite a bit more in royalty fees if we had not caught it.</li> <li>Erica made a request for volunteers to fill the remaining production team positions in the last RLOP newsletter.</li> <li>Sarah and Erica are creating an updated and show specific sponsorship request form.</li> <li>Sarah and Erica met with Janis today to discuss the issues with the Musical Director. This show does not use your typical MD/conductor. Sarah and Erica will email and talk to a couple of potential candidates for this role.</li> </ul>	<b>Tanya Sarah Erica</b>
2. Mama Mia 2020	N/A	<b>Tanya</b>
<u>Ongoing Business</u>		
1. iCloud Docs	<ul style="list-style-type: none"> <li>This item will be changed from iCloud docs to Google Docs for future agendas.</li> <li>This is a work in progress.</li> </ul>	<b>Aggie</b>
2. Production Policy Manual	N/A	<b>Sarah Tanya</b>
3. Sound	Discussed in the grants section.	
4. Volunteer Appreciation	<i>Tabled until September.</i>	
5. RLOP Scholarship	<i>Tabled until September.</i>	
6. Insurance	<i>Tabled.</i>	

7. Laptop & TV Screen	<i>Tabled.</i>	
8. Hall Photos	<i>Tabled.</i>	
9. Fundraising	<i>Tabled.</i>	
<u>New Business</u>		
1. Library Request	<p>The Rossland Public Library will be starting a renovation in September and will have to vacate their building for about three months. They are asking the RLOP board consider allowing the library to use the main hall, or part of it, as a temporary library space. They require a space for processing and distributing inter-library loans which means sorting parcels and members of the public coming to pick up their books. They would also use the space to do office work and to hold a parent and infant story time on Friday mornings. Currently, the library is open Tuesday through Saturday, and they would like to keep the same days, roughly 10am to 3pm. They can be flexible on this, although mornings definitely would be better. It is possible, if the room is free, that their board would meet there on two or three evenings over the course of the renovation. They may want to install some four-foot-high, free standing library shelving for the incoming and outgoing books and they may want to store a printer in the space. They can bring folding tables, if necessary, and chairs, too, which would stay in the space for the duration of our time there. They require power, a washroom for use by the staff and internet access which they are happy to arrange.</p> <ul style="list-style-type: none"> <li>• Patricia will look into the insurance to see what they would require to use our space publicly.</li> <li>• There was concern about the cost of utilities and us having the space for set construction.</li> <li>• Patricia will address our concerns and we will discuss it further via email.</li> </ul>	<b>Patricia</b>
<u>Next Meeting:</u>	<b>Monday, August 13<sup>th</sup> at 7:00 pm.</b>	
<u>Adjourned:</u>	8:49 pm.	

**Email Discussion re: Library**

- Patricia contacted the insurance company. The Library would be required to obtain their own insurance.
- Patricia contacted the Library to inform them of the insurance requirement and to discuss the cost of the utilities. The Library would be willing to have their own insurance, as well as pay for any additional utilities costs.
- Concerns brought up were the timing as renos typically go longer than expected, the construction crew having to work around the Library hours as well as not being able to leave out set pieces or props.
- Suggestions were for them to use the hallway or the basement music room instead. The hallways cannot be used due to egress. There was concern about using the basement because the stairs are not to code and the hand rail is sketchy at best.
- While we all wished we could help the library out, Patricia contacted the Library to let them know that our space would most likely not work for their needs.