

**RLOP Executive Minutes**July 25<sup>th</sup>, 2019 - 6:11pm**Attendance:** Erica, Tom, Denis, Jamie, Tanya, Sarah, Janis**Regrets:** Daralyn**Absent:** Ben

Topic	Discussion/Motions	Action Needed
<u>Adopt Minutes:</u> <ul style="list-style-type: none"> <li>June 20<sup>th</sup>, 2019</li> </ul>	<i>*Denis moves to accept the minutes from June 20<sup>th</sup>, 2019. 2<sup>nd</sup>: Jamie. All in favour (AIF).</i>	
<u>Reports:</u> <ol style="list-style-type: none"> <li>Treasurer Report           <ol style="list-style-type: none"> <li>Report</li> </ol> </li> </ol>	<ul style="list-style-type: none"> <li>Opening Balance (May 31<sup>st</sup>, 2019): \$6,651.05 Revenue: \$6,110.70 Expenses: \$2,893.77 Closing Balance (June 30<sup>th</sup>, 2019): <b>\$9,867.98</b> Savings Account Balance (June 30<sup>th</sup>, 2019): \$19,746.35</li> </ul>	
<ol style="list-style-type: none"> <li>General Operations (Annual) Budget</li> </ol>	Daralyn and Denis have a working document. They will pass it on to Sarah to go over and then bring it to the board for approval at the August meeting.	
<ol style="list-style-type: none"> <li>Costume Department</li> </ol>	<ul style="list-style-type: none"> <li>Patricia has asked that the costume department managers be informed members borrow or rent costumes.</li> <li>We are missing the pedestal telephone from the props room.</li> <li>We discussed hiding the key in a new location.</li> </ul>	
<ol style="list-style-type: none"> <li>Hall Management           <ol style="list-style-type: none"> <li>Maintenance Binder</li> </ol> </li> </ol>	Test smoke detectors.	
<ol style="list-style-type: none"> <li>Electrical</li> </ol>	<ul style="list-style-type: none"> <li>The contract for the grant needs to be sent in and then they will send us 90% of the funds.</li> <li>We will need to schedule a work party to help clear out the flats room. We will wait until after the culture tour.</li> </ul>	
<ol style="list-style-type: none"> <li>Hall Cleaning</li> </ol>	<i>Tabled until August.</i>	
<ol style="list-style-type: none"> <li>Other</li> </ol>	<ul style="list-style-type: none"> <li>The Fire Inspector came today. They gave us an 'all clear' except for a reminder to keep the exterior door at the bottom of the costume room stair clear.</li> <li>Tom did the capacity calculator for the main hall. We are allowed 133 standing and 100 sitting people.</li> </ul>	
<ol style="list-style-type: none"> <li>Membership Engagement           <ol style="list-style-type: none"> <li>Culture Tour</li> </ol> </li> </ol>	<ul style="list-style-type: none"> <li>Kathleen Schrader has been organizing the pictures to display during the tour.</li> <li>Janis will meet with the volunteer's tomorrow to finalize details.</li> <li>The Improv group will most likely be performing on the Saturday at noon.</li> </ul>	
<ol style="list-style-type: none"> <li>Other</li> </ol>	N/A	

5. Show Planning	N/A	
6. Grant Writing	<ul style="list-style-type: none"> <li>• Denis has created a list of all the grants we have applied for with the details on how they were done, correspondence, etc. It will be added to our googledoc. If you click on the blue highlighted project title, you can find more details.</li> <li>• The next round of grants is coming up soon. Denis would like us to start considering things we may need and suggested we should look into getting a new sound board.</li> <li>• We should be thanking our large grant givers (Columbia Basin Trust &amp; Le Roi) in our programmes and on our website. We will add this to the production manual.</li> </ul>	
7. Organizational Development	Sarah has been reviewing the strategic plan. The committee will meet on August 13 <sup>th</sup> .	
8. RCAC Partnership	N/A	
<u>Productions:</u>		
1. Rocky Horror 2019	They are still waiting on two refunds. Erica will transfer the PayPal money into the account.	
2. Fall 2019/ Mainstage 2020	<ul style="list-style-type: none"> <li>• Tanya brought a proposal and preliminary budget for Chicago. <i>See attached below.</i></li> <li>• Tanya will look into availability in Nelson. Suggests 3-4 shows in Trail.</li> </ul> <p><i>*Erica moves that we give Tanya to go-ahead to apply for royalties for Chicago - Mainstage 2020. 2<sup>nd</sup>: Jamie. AIF.</i></p>	
<u>Ongoing Business</u>		
1. Website	N/A	
2. Orchestral	N/A	
3. Golden City Days	<i>Tabled until August.</i>	
4. Insurance	<i>Tabled.</i>	
5. Hall Photos	<i>Tabled.</i>	
6. Fundraising	<i>Tabled.</i>	
<u>Next Meeting</u>	<b>Thursday, August 15<sup>th</sup>, 6:00 pm.</b>	
<u>Adjourned</u>	<b>7:41 pm.</b>	

by Tanya LaFond

In our capacity as heads of this year’s Show Planning Committee, Daralyn and I met last month to discuss possible shows for next year’s mainstage production. In keeping with the forward momentum created upon the heels of Spamalot’s success, we feel it is important to choose a well-known show which will not only attract a large audience, but also will attract members from the organization and the community at large to participate on stage, in the orchestra and/or behind the scenes. After discussing the show from a musical and a theatrical standpoint, we feel Chicago would be a good fit for our organization at this time. I will let Daralyn speak to the musical requirements of the show, as she recommended the show to me. As a stage director, I see this as a great follow up to Rocky Horror Picture Show, Spamalot and Finding a Wife for Gino, which have demonstrated that we have an increasingly open-minded audience who are receptive to edgier shows than we have produced in the past.

I have already been approached by members from the community who have “heard it through the grapevine” that we are considering Chicago, who would like to be involved on stage or behind the scenes. So far, the following people have expressed an interest in becoming involved as follows:

Producers - Patricia Senecal & Janis Anderson (potentially)

Director – Tanya LaFond

Musical Director – Robyn Verhoven

Stage Manager – Kathleen Schrader

Choreographer – Jennifer Barnhart

Sets – Frank Mitchell

Daralyn will act as a musical consultant to the board. Daralyn also recommends that we consider looking at Nelson as a possible venue.

Already there is a buzz about this show, and I have heard from a number of people who are interested in auditioning. As well, I have been approached by Megan James, who would like to help out in some capacity behind the scenes, perhaps as a production assistant.

I have always believed in serendipity. Right now, the show is limited, which means we will need special permission to produce it. At this time, I would like to propose that the RLOP apply for licensing and leave the rest up to fate.

Show dates at the Bailey would be Friday, March 6, 2020 (1st performance) and Saturday, March 7, 2020 (2nd & 3rd performance). Daralyn suggests we consider doing 4 – 5 shows (ie. Thursday evening and/or Sunday matinee) to hopefully generate a buzz and to help with the momentum of the show (perhaps a Thursday show could be reviewed for Friday’s paper).

Please see the attached tentative budget for further reference.

Chicago				<b>EXPENSES</b>
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<b>TOTAL EXPENSES</b>			Estimated	Actual
			\$14,516.25	
<b>Venue Rentals</b>	Estimated	Actual		
<b>Rehearsals (Warfield)</b>	\$420.00			
<b>Bailey Theatre</b>	\$3,882.03			
<b>TOTAL</b>	\$4,302.03			
<b>Licensing</b>	Estimated	Actual		
<b>Performances (Bailey) x 3</b>	\$5,085.41			
<b>Scripts &amp; Materials</b>	\$258.81			
<b>Rehearsal tracks</b>	\$800.00			
<b>Shipping</b>	\$100.00			
<b>TOTAL</b>	\$6,244.22			
<b>Publicity</b>	Estimated	Actual		
<b>Radio ad (EZ Rock)</b>	\$250.00			
<b>Posters (Halls Printing)</b>	\$250.00			
<b>Newsprint &amp; Electronic Ads</b>	\$150.00			
<b>EMB (2 months)</b>	\$50.00			
<b>Misc (FB boosts, flyers)</b>	\$50.00			
<b>TOTAL</b>	\$750.00			
<b>Sets</b>	Estimated	Actual		
<b>Sets</b>	\$500.00			
<b>Props</b>	\$250.00			
<b>TOTAL</b>	\$750.00			
<b>Costumes</b>	Estimated	Actual		
<b>Materials</b>	\$900.00			
<b>Cleaning</b>	\$100.00			
<b>TOTAL</b>	\$1,000.00			
<b>Programmes</b>	Estimated	Actual	Column1	
<b>1200 colour front</b>	\$750.00			
<b>TOTAL</b>	\$750.00			
<b>Other Costs</b>	Estimated	Actual		

<b>Cast Party</b>	\$120.00			
<b>Contingency/Slush Fund</b>	\$200.00			
<b>Uhaul rentals, batteries, etc</b>	\$400.00			
<b>TOTAL</b>	\$720.00			
<b>*Bailey basic rental \$2987.27</b>	\$600.00 deposit due			
<b>Additional chargeable services</b>				
<b>ticket stock</b>	\$0.10 per ticket			
<b>service charges/capital imprv. Fees</b>	\$3.50 per ticket			
<b>bank services</b>	3% of sales			
<b>projector</b>	\$50.00			
<b>insurance</b>	must provide proof			