

**RLOP Executive Minutes**June 11<sup>th</sup>, 2018 - 7:03pm**Attendance:** Tom, Denis, Aggie, Ben, Erica, Sarah, Janis, Tanya**Regrets:****Absent:**

<b>Topic</b>	<b>Discussion/Motions</b>	<b>Action Needed</b>
<u>Adopt Minutes:</u> • May 16 <sup>th</sup> , 2018	<i>*Denis moves to accept the minutes from May 16<sup>th</sup>, 2018. 2<sup>nd</sup>: Janis. All in favour (AIF).</i>	
<u>Assign Committees:</u> 1. Membership Engagement	Denis will lead with Sarah, Erica, Aggie and Ben. Looking to acquire a couple more non-board members. Erica will email membership looking for folks to join all committees.	<b>Erica</b>
2. Show Planning	Aggie will lead. Aggie will speak with Jos to see if he is still interested in continuing with the committee. Karen may also be interested once she is back in the fall.	<b>Aggie</b>
3. Orchestral	Janis will lead. We are looking at getting more orchestra members to join. Need to find a musical director and/or a choral director.	
4. Grant Writing	Denis will lead with Ben contributing. Karen will assist when she returns in the fall. Denis knows of one other who may interested in joining.	
5. Organizational Development	Sarah will lead with the whole board contributing as needed.	
<u>Reports</u> 1. Treasurer a) Report	<ul style="list-style-type: none"> <li>Opening Balance (April 30<sup>th</sup>, 2018): \$5,253.98 Revenue: \$345.74 Expenses: \$3,800.29 Closing Balance (May 31<sup>st</sup>, 2018): <b>\$1,799.43</b> Savings Account Balance (May 31<sup>st</sup>, 2018): <b>\$23,371.76</b></li> </ul>	
b) General Operations (Annual) Budget	Sarah will get it started. We will review at our July meeting.	<b>Sarah</b>
c) Signing Authority	Patricia will take the approved June minutes to the bank to change over. Patricia, Sarah, Denis and Erica will have to go in to sign once the bank is ready.	<b>Patricia</b>
2. Costume Department	We had a few rentals. Triple Threat (Beauty & the Beast) is renting costumes from us. Patricia, Sue Buckley and Heather Cameron spent roughly 20 hours reorganizing the front hat/accessory room. They have started working on the large pile that was in the back room.	
3. Hall Management a) Maintenance Binder	Tag and check emergency lighting. This was done when we had the extinguishers tagged and checked.	
b) Basement Renovation	Still waiting to hear back from our grant application.	

c) Furnace	NG is coming up tomorrow to take measurements. New furnace should go in soon.	
d) Re-key Hall	The lock is ready to be installed. It will be installed once the Board approves the new Key Holder Agreement and new Hall User Agreement.	<b>Tom</b>
e) Other Hall Issues	Outside wall still needs to be painted.	
f) Approve Key Holder Agreement	Tom will keep a copy of the key codes and will keep the Key Holder Agreements. <i>*Aggie moves we adopt the revised Key Holder Agreement. 2<sup>nd</sup>: Janis. AIF.</i>	
g) Approve Hall User Agreement	<i>* Ben moves we adopt the revised Hall User Agreement. 2<sup>nd</sup>: Tom. AIF.</i>	
4. Membership Engagement	<ul style="list-style-type: none"> <li>Working on creating a program and brochure for the coming 2018/19 season including monthly member nights and other RLOP events.</li> <li>Denis has asked the Trail Arts Council to assist us in drawing up a proposal to send out to the arts community looking for people/groups interested in hosting member nights or workshops.</li> <li>Denis has created a membership dues policy that will be implemented immediately.</li> <li>Committee did a very conservative breakdown of how many dues we will receive this season. The total came to approximately \$1600. The committee requests the board set aside \$1500 in our General Operations Budget to pay for some of the member nights.</li> </ul> <i>*Denis moves we spend up to \$1500 for the 2018/19 season Member Nights grants prospectus. 2<sup>nd</sup>: Ben. AIF.</i>	<b>Denis Aggie</b>
5. Organizational Development	We have received our next steps in the strategic planning from Andrew. It goes over what he recommends our consultant covers. Andrew will assist us in submitting calls for proposals for a strategic planning session. He believes we will pay approximately 25% of the cost with CBT paying the remaining 75%. The Board has decided that a full day session is what will work best for us. Sarah will contact Andrew with our decision and get the ball rolling further along.	<b>Sarah</b>
<u>Productions:</u>		
1. Spamalot 2019	Currently working on the budget and forming the production team.	<b>Sarah Erica</b>
2. Mama Mia 2020	Tanya had to create a new account with MTI and has to be approved. She is trying to get a hold of them by phone to see how we go about this. We need to find out royalty costs before proceeding with approval of the show.	
<u>Ongoing Business:</u>		
1. iCloud Docs	It was decided we would use a google doc. Aggie will need the documents so she can upload them.	<b>Erica Aggie</b>
2. Production Policy Manual	Tanya is willing to take this on and fine tune it. Sarah will send Tanya the files.	<b>Sarah Tanya</b>

3. Sound	Adam Sander and Denis went through all our old mics at Adam's house prior to JLC's production of Wizard of Oz. All the mics worked at Adam's, however once at the theatre, only 2 of the mics worked. Because they are analog mics, they will not work in public places where there is interference from cell phones and other such items. We need to upgrade to digital mics. Denis and Adam have come up with a list of what we will need. Cost will be approximately \$14,000 for 12 mics and accessories that we need. Denis will look into writing a grant proposal in hopes we have some for Mainstage 2019.	<b>Denis</b>
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. Golden City Days	<ul style="list-style-type: none"> <li>Patricia has been asked to do the photo booth again this year but she will not be here that weekend. Tanya will take it on. Patricia set up before the parade and ran the booth from after the parade until 2:00 pm.</li> <li>We will promote Spamalot auditions using the same float we created for the Silver City Days parade. Sarah will apply for the parade. We will need to print out more flyers.</li> </ul>	<b>Sarah</b>
2. Membership Dues Policy	Denis has created a policy for our new Membership Dues. (attached below). Erica will create updated membership forms. Tom will add requested docs to the website. <i>* Denis moves we adopt the Membership Dues Policy. 2<sup>nd</sup>: Patricia. AIF.</i>	<b>Erica Tom</b>
<u>Next Meeting:</u>	<b>Monday, July 9<sup>th</sup> at 7:00 pm.</b> Upcoming Meetings: Monday, August 13 <sup>th</sup> at 7:00 pm.	
<u>Adjourned:</u>	9:45 pm.	

## Member dues regulations - Updated June, 2018

Membership dues are prescribed in the RLOP Bylaws as:

Contributing Members:

(a)(b) Yearly dues in the amount of \$20.00.

(i) Dues are payable yearly and payable upon qualifying as a contributing member.

(ii) If there are less than six (6) months remaining until the next AGM, yearly dues will be prorated to \$10.00

Long term Associate Members:

(b)(a) Yearly membership dues in the amount of \$40.00

(i) The term of associate membership shall run from the time of payment of dues to the next AGM. If there are less than six (6) months remaining until the next AGM, yearly dues will be prorated to \$20.00

Short Term Associate Members:

(c)(b) Weekly membership dues in the amount of \$5.00

(i) The term of associate membership shall run from the date of payment of dues to the following week (If dues are paid on a Thursday, members are in good standing until midnight the following Wednesday).

Long Term memberships include:

- Inclusion in electronic communication, which may include emails or acceptance into social media accounts that are exclusive to members.
- Discounts for entry into member night events. **Members must present their Membership Card for discount.**
- Use of the RLOP hall as permitted by the RLOP board and the hall schedule
- Opportunities to improve skills and learn new techniques through guest speaker demos and workshops.
- Enjoy the company of other artists at our executive meetings.
- Coverage by RLOP insurance while using the hall as a member and while working on some RLOP performances / events.

The Regulations will be set and adjusted by the RLOP board from time to time and will be posted on the RLOP website when updated.

1. Until the next AGM is set, the date for the AGM will be presumed to be May 31st of each year. (by default, dues are prorated on / after December 1st)
2. Membership dues are non-refundable
3. Membership renewals are payable at the conclusion of the AGM for the upcoming year (to be considered a member in good standing, dues must be paid)
4. New membership dues shall become payable upon application.
5. Only members that are in good standing may use the hall or participate in events / productions.
6. Prospective Contributing and Long Term (LT) Associate members will be allowed to use the RLOP hall up to three (3) times before dues are required. (this allows for people to try out for plays or other productions or groups prior to deciding to commit).
7. At the discretion of the board, a prospective member may be exempted from paying dues. That member would be considered a Short-Term Associate Member with their dues exempted on an ongoing basis, until the conclusion of the next AGM or a date prior to the AGM as set by the board.
8. The Executive Board may award a member dues scholarship or grant to any individual showing a financial need. Individuals may approach any Board Officer to apply for a member dues scholarship/grant or be nominated by another Club member. These members would be considered Long term Contributing or LT Associate members, as the case may be.
9. Honorary / Lifetime memberships may be given out at the discretion of the board. The description of those memberships will be defined on an individual basis.
10. Any form of membership may be suspended for a period of up to one week by any member of the board for:
  - a) violating any provision of the by-laws, or written policies of the RLOP;
  - b) carrying out any conduct which may be detrimental to the RLOP;

The suspended member, upon request of that member, shall have their case reviewed by the executive as soon as possible. Termination of Membership is addressed in the RLOP Bylaws.

11. No member may act as a representative of the RLOP without explicit approval of the Board.
12. New memberships must be purchased no less than 14 days prior to an Annual General Meeting. Renewals may be acquired at the Annual General Meeting.
13. Members wishing to store equipment or rent storage space, must make their requests in writing or in person to the board. The club assumes no responsibility for damage or loss, as provided for in the rental agreement that must be signed by a board member and the group or member wishing to rent space.
14. No solicitation will be permitted by members or groups, unless authorized by the board.
15. Membership forms are available online