

Attendance: Patricia, Sarah, Tom, Karen, Erica, Don, Tanya LaFond, Barry

Regrets: Aggie

Absent:

Topic	Discussion/Motions	Action Needed
<u>Adopt Minutes:</u> <ul style="list-style-type: none"> February 6th, 2018 	<p><i>*Denis moves to accept the minutes from February 6th, 2018. 2nd: Patricia. All in favour (AIF).</i></p>	
<u>Reports</u> <ol style="list-style-type: none"> Treasurer 	<ul style="list-style-type: none"> Opening Balance (January 31st, 2017): \$1,716.89 Revenue: \$1,895.00 Expenses: \$1,627.87 Closing Balance (February 28th, 2018): \$1,984.02 Savings Account Balance (February 28th, 2018): \$16,542.29 Patricia transferred \$1,500 from chequing into savings. 	
<ol style="list-style-type: none"> Costume Department 	<p>Janis is going to have to step down from her position as Costume Mistress. We will ask for volunteers at the AGM. It would be helpful if the new CM is from Rossland. In previous years, we have had to pay gas mileage for someone to come from Trail.</p>	<p>Sarah</p>
<ol style="list-style-type: none"> Orchestral Committee 	<p>Nothing new to report.</p>	
<ol style="list-style-type: none"> Policy & Constitution Committee 	<p>Denis and Barry believe they are ready to submit. The Constitution and Bylaws must now be presented separately. We had to remove "Article 3: Field of Operations" from the Constitution as it does not fit within the new guidelines. Barry will get us a BCID number so we can register online. Changes that were made to the Bylaws in 2015 were not submitted. So, once we have registered the new format Constitution we will have to resubmit again with the 2015 Bylaw changes and any changes decided at this year's AGM.</p>	<p>Barry</p>
<ol style="list-style-type: none"> Membership Engagement Committee 	<p>Most of the committee has been busy with Gino and then the Ski Skit, so Member Nights have been put on the back-burner. Sarah will set up a meeting shooting for another Member Night in May. Sarah's Dad is also interested in hosting another Shakespeare night.</p>	<p>Sarah</p>
<ol style="list-style-type: none"> Show Planning Committee 	<p>Jos emailed Erica asking to send out the Membership survey again as we had only received 30 or so responses. Erica will email members and put it up on our Facebook page. We received roughly 111 responses to the Audience survey which was done at the Gino performance in Trail and at Ferraros in Trail & Rossland. Deadline for surveys is April 8th with the draw happening at our next executive meeting.</p>	<p>Erica</p>
<u>Hall Issues</u> <ol style="list-style-type: none"> March Maintenance Binder 	<ul style="list-style-type: none"> Clean bathrooms. They are clean and good enough for now. We had many issues with the maintenance of our sidewalk in front of the Hall this winter. It would be smart to have a 	

	sign-up sheet for next winter to ensure it is shoveled and sanded after every snowfall.	
2. Hall Repairs a) Support Posts	<ul style="list-style-type: none"> • Tom received two quotes from local contractors and did a quote on what it will cost us ourselves to do. • Denis has applied for a grant asking for \$12,000 to cover the costs of having a contractor do the job. • We need to have an ongoing plan for the future of our Hall to make the grant writing process easier and more likely for us to receive. 	
b) Furnace	We must submit a report for the grant we received once the work is all done. Tom will contact NG Refrigeration to book a time to have the furnace replaced. We need to wait until the snow melts more in the back so we have access to the basement stairs.	
3. Re-Key Hall	It was discussed that it may be time for us to re-key the Hall. We have had many keys go missing or have not been returned. The lock itself is also broken. It was suggested we get a digital lock or a smart lock. A smart lock will not work because it requires Wi-Fi. Erica will look into costs for a digital lock.	Erica
<u>Productions</u> 1. Gino 2018	<ul style="list-style-type: none"> • Tanya LaFond came to present the final budget for the Bailey: Revenue: \$8,070.000 (Projected- \$7,500.00) Expenses: \$3,486.36 (Projected- \$3,700.00) Profit: \$4,583.64 (Projected- \$3,800.00) Total Profit for all three shows: \$11,322.92 • Important FYI's: <ul style="list-style-type: none"> - We MUST give The Bailey a copy of our insurance when we are signing the contract. We were charged for insurance because we forgot and were not asked for it. - We are charged the bank service charges when tickets are purchased from The Bailey. 4% on credit cards and 0.3% on debit charges. This hidden cost came to \$267.25. When you factor in all ticket charges, it comes to almost \$5.00/ticket. (If we charge \$25/ticket, we receive roughly \$20.00) - Ensure you order more programs rather than less. It costs more to do a second run. - SOCAN does not license plays or musicals. We need to speak with Grand Rights <i>before</i> we do a show and receive permission to use each individual song. It sounds like this is a lengthy process. - We need to work on how the Executive and the Production Team relate and work together. We must remember that the Production Team is not the enemy and be more willing to help rather than hinder or discredit the work the Production Team does. The Executive members must understand the hierarchy of the theatre/production and stick to it or else we will continue to lose these valuable members. 	

2. Spamalot	<ul style="list-style-type: none"> Patricia has to resign as Producer as she will be away for much of September. Sarah is willing to step in to Produce with Denis being the Producer's Assistant. We need to set ticket prices and apply for royalties ASAP. We need to start applying for grants and sponsorship immediately. 	Sarah Denis
<u>Ongoing Business</u>		
1. Grants	Denis and Karen intend on starting a committee dedicated to grant writing. Denis decided that he did not have all the info needed to apply for the sound grant after all. We will have to look into other options for upgrading our sound before Spamalot.	
2. iCloud Docs	N/A	
3. Ski Championships & Concert	Rehearsals will begin again on April 5 th . We will need to recast Patricia's part as she will be away until the concert. Harmony Choir Concert is on Saturday, April 28 th . Sarah is the contact person for the concert.	Sarah
4. AGM	<ul style="list-style-type: none"> President, Vice President and 3 Director positions are up for elections this year. Sarah, Barry, Don, Karen and Denis's terms are complete. Patricia, Erica, Tom and Aggie have one year left. Sarah and Denis intend on running again. Karen will unfortunately not be running again. We have not heard Barry's intentions yet. Erica will email the membership on or before April 7th and will post on Facebook. Tom will put it on our website. There was a discussion on additional ways to get the word out. Suggestions included: phone tree (we have minimal numbers), snail mail/invitations (again, need to get more addresses) and in the newspaper. 	Erica Tom
5. Production Policy Manual	<ul style="list-style-type: none"> Not everyone has had time to go over the manual. It is suggested everyone please read it. Erica found a few issues and made a list to give to Karen. Erica sent the manual to Tanya LaFond as she is knowledgeable in the production process and hierarchy. Tanya made some suggestions at the meeting, but also stated she would be willing to work on it with Karen. Erica also suggested we consider sending it to Lisa Henderson for her input. It was questionable as to if an Executive member must sign all contracts or if the Producer can do so. We will look into our insurance to ensure we are following the proper procedures. If the (non-executive) Producer cannot sign, it will be up to the assigned Executive Producer to do so. 	
6. Hall Stage Lights	<i>Tabled.</i>	
7. Grandforks Theatre Group	<i>Tabled.</i>	
8. Insurance	<i>Tabled.</i>	
9. Sound	<i>Tabled.</i>	

10. Laptop & TV Screen	<i>Tabled.</i>	
11. Hall Photos	<i>Tabled.</i>	
12. Fundraising	<i>Tabled.</i>	
<u>New Business</u>		
1. CBT Non-Profit Advisors Program	Karen has found a program that we would qualify for where a professional consultant will assess or organization and help us address our organizational development needs. It is a free program where they will look at our structure and will write a report on our weaknesses and strengths. Tom, Erica, Patricia and Denis are willing to be interviewed.	Sarah
2. United Way Request	We received an email from the United Way requesting us to do a dinner theatre production for their fundraiser in the Fall. At this time, we do not think we will be able to do it. We will be busy with Spamalot. Erica will email them to decline.	Erica
3. Volunteer Appreciation	It was suggested we consider doing a volunteer appreciation dinner for those who do more than "just act" for the RLOP. It has come to our attention that some of our members who go above and beyond may be feeling under appreciated. There was a short discussion on who should be included in this dinner including folks who help maintain the hall, Executive members and Production Team members. Executive is asked to come with more ideas to the March meeting.	ALL
4. Silver City Days	Parade is Saturday, May 12 th . Sarah will sign up for the parade. We will need a float and flyers.	Sarah
5. ArtsBC Membership	Our membership seems to have lapsed. Patricia will look into it.	Patricia
6. Criminal Record Check	<i>Tabled.</i>	
7. RLOP Scholarship	<i>Tabled.</i>	
<u>Next Meeting</u>	Tuesday, April 10 th , 6:30pm.	
<u>Adjourned</u>	9:15pm.	