

Attendance: Tom, Erica, Sarah, Aggie, Patricia, Tanya, Ben, Janis, Denis

Regrets:

Absent:

Topic	Discussion/Motions	Action Needed
<p><u>Adopt Minutes:</u></p> <ul style="list-style-type: none"> January 29th, 2019 	<p><i>*Aggie moves to accept the minutes from January 29th, 2019. 2nd: Tom. All in favour (AIF).</i></p>	
<p><u>Reports:</u></p> <p>1. Treasurer Report</p> <p>a) Report</p>	<ul style="list-style-type: none"> Opening Balance (January 31st, 2019): \$5,820.01 Revenue: \$600.00 Expenses: \$3,854.33 Closing Balance (February 28th, 2019): \$2,565.68 Savings Account Balance (February 28th, 2019): \$19,713.39 <i>Minus Built Heritage Grant (\$13,065) = \$6,648.39</i> 	
<p>b) General Operations (Annual) Budget</p>	<p>Patricia and Denis were able to look back over a few years to assist them in the creation of an annual budget. Denis has asked the Executive to look over the newly created budget to see if there is anything missing. We will discuss at the next meeting.</p>	All
<p>2. Costume Department</p>	<p>Currently the costume room is a bit of a mess from Spamalot. All the costumes are clean and ready to be put away. We will soon need to start pulling for Rocky Horror.</p>	
<p>3. Hall Management</p> <p>a) Maintenance Binder</p>	<ul style="list-style-type: none"> March- Clean Bathrooms. They were done last week for the Member Night. Tom has had to shovel a path in the back. A path from the upstairs fire exit needs to be shoveled. 	
<p>b) Basement Renovation</p>	<p>The renovation started on Tuesday. The contractor expects to be done on Saturday. When the paneling was taken down, it was discovered that there are 2 window wells and a coal shoot that were not properly filled in before the sidewalk was put in place. The coal shoot is leaking.</p>	
<p>c) Electrical</p>	<p>Tom got 2 quotes for having the electrical fixed and upgraded. One was half the cost of the other. Denis has submitted a grant.</p>	
<p>4. Membership Engagement</p>	<ul style="list-style-type: none"> Denis believes member nights are a great idea, and that they are working, but we need to advertise better. We may qualify for a Gaming Grant if we want to do this again during our 2019/20 season. It was suggested we consider changing the name of Member Nights to something else that would be more inclusive to non-members. The song writing workshop facilitator has not responded to Denis's emails. Denis has contacted Nadine Tremblay to ask if she 	

	<p>would be interested. We may have to cancel if we cannot find someone to host.</p> <ul style="list-style-type: none"> • Denis is officially stepping down as Committee Lead. We will have to find someone to take this on. 	
5. Show Planning	We will need someone to take on Committee Lead as Aggie will be busy with Rocky Horror and she will be moving in the Fall.	
6. Orchestral	It was asked of Janis if she believed we need an orchestral committee anymore. She doesn't believe so, but would like it to stay as a topic on the agenda (Ongoing Business).	
7. Grant Writing	<ul style="list-style-type: none"> • Yesterday Denis submitted a CKCA Minor Capital Grant application for a TV, laptop and keyboard. Denis put the grant together with advice from Ben and Karen Yamazaki fine tuning it. We asked for \$5,500. • Denis would like to send a shout-out to Ryan Buckley who has been putting in many hours with our grants. 	
8. Organizational Development	Now that Spamalot is over, Sarah intends to deep dive into this.	
<u>Productions:</u>		
1. Spamalot 2019	<ul style="list-style-type: none"> • Sarah is still preparing the final budget. She will be finished soon. There are still a few cheques to write. It looks like we made about \$11,500 profit! • There were a few items, e.g. popcorn machine, that were purchased for Spamalot that were actually organizational items. These items will come out of the Spamalot budget and be paid through the general funds. 	
2. Rocky Horror 2019	<ul style="list-style-type: none"> • Things are going great so far. They have a solid, committed cast. Rehearsals have begun. • They have received the license. • Patricia will take on the concession, including the bar. • There will be 4 shows total: Thursday, June 6th @ 7:00 pm Friday June 7th @ 7:00 pm Saturday, June 8th @ 7:00 pm and midnight • Ben will do the lighting design and may be available to do a couple shows. Fran Mitchell has come on to do sets and Leon Boullaine will do makeup. 	
3. Mainstage 2020	N/A	
<u>Ongoing Business:</u>		
1. Google Docs	<ul style="list-style-type: none"> • Aggie will add the production notes from Spamalot. • We may need to pay for more space at some point. We will revisit this once it is full. 	
2. Production Policy Manual	N/A	
3. RLOP Scholarship	<p><i>*Patricia moves we provide a scholarship of \$500 to a 2019 graduate from JL Crowe who intends to pursue an education in the performing arts. 2nd: Denis. AIF.</i></p> <p>Tanya will look into the details and how we go about making this contribution.</p>	Tanya

4. Laptop & TV Screen	Grant Committee has submitted a grant.	
5. Insurance	<i>Tabled.</i>	
6. Hall Photos	<i>Tabled.</i>	
7. Fundraising	<i>Tabled.</i>	
<u>New Business</u>		
1. 2019 AGM	Date: Friday, May 3 rd . Meeting to start 6:00 pm. Potluck to follow. Erica will email and Facebook.	Erica
2. Website Design	We received a quote from Social Curve Media whom we asked to take a look at our website issues and design. Sarah will contact to clarify the scope of work covered in the quote. The quote will be passed on the Grant Committee.	Sarah Denis
3. CBT Culture Tour	The CBT Culture Tour, which we did in August of 2017, has sent us their information on participation again this summer. Patricia will send out to the Executive to look over. Early bird dates are coming up soon, so we should make a decision asap.	
<u>Next Meeting:</u>	Monday, April 8th, 6:00 pm in the Music Room.	
<u>Adjourned:</u>	7:29 pm.	