

RLOP Executive Minutes – New Executive

May 16th, 2018 - 7:03pm

Attendance: Tom Buckley, Patricia Senecal, Erica Charette, Denis Senecal, Sarah Sordi, Aggie Storie, Janis Anderson, Tanya LaFond, Ben Walker, Jos Sharp

Regrets:

Absent:

Topic	Discussion/Motions	Action Needed
<u>Welcome New Members</u>	Welcome to our new and returning board members voted in at the AGM on May 5 th , 2018: <ul style="list-style-type: none">• President: Sarah Sordi• Vice President: Denis Senecal• Directors: Janis Anderson, Tanya LaFond & Ben Walker	
<u>Adopt Minutes:</u> <ul style="list-style-type: none">• April 9th, 2018	<i>*Denis moves to accept the minutes from April 9th, 2018. 2nd: Tom. All in favour (AIF).</i>	
<u>Reports</u> 1. Treasurer	<ul style="list-style-type: none">• Opening Balance (March 31st, 2018): \$2,418.46 Revenue: \$5,811.46 Expenses: \$557.48 Closing Balance (April 30th, 2018): \$5,253.98 Savings Account Balance (April 30th, 2018): \$23,361.84• Barry Williscroft will be removed as a signer on the bank accounts. Sarah Sordi, Patricia Senecal & Erica Charette will remain on the accounts. Denis Senecal will be added to the accounts.• Sarah Sordi & Patricia Senecal will remain as signers on the safety deposit box.	Patricia
2. Membership Engagement Committee a) Survey Results	<ul style="list-style-type: none">• Karen & Jos compiled all the survey results into a report that Jos shared with the Executive. (<i>see attached at bottom</i>)• It was suggested we consider looking into grant funding to have a survey professionally done.• The Executive read through and discussed the conclusions of the report.	
3. Hall Manager a) May Maintenance Binder	Clean or change furnace filter.	Tom

b) Furnace Replacement	A new deposit cheque has been sent in. The first cheque bounced because Patricia was away and we forgot to move money from our savings account into our chequing account. The NSF cost us \$45.00.	
c) Re-Key Hall	It has been decided that we will purchase a key pad lock. Tom has found one that will allow up to 19 different codes. Tom and Erica will look over and update the Key Holder Agreement.	Tom Erica
d) Engineering Project/Basement Renovation	Jackie Drysdale has written us a letter of support for the Built Heritage grant that we applied for to cover the costs of the repairs/renovation downstairs. We are still very unsure if we will receive this grant, but hope that because Jackie's letter was accepted, it might help us in receiving it.	
e) Fire Inspection	There was a recent fire inspection done on the Hall. There were some areas we need to address: <ul style="list-style-type: none"> • The fire extinguishers need to be checked or replaced. They were last tagged in 2010. • The exit light in the costume room is wired to the light switch. Needs to be on a dedicated line. • A couple of emergency lights needed new batteries and two need to be relocated. • We need a photoluminescent exit sign in the dungeon. 	
f) Other Repairs	The back-exterior wall needs to be pressure washed/scraped and painted.	
<u>New Business</u> 1. Organizational Assessment	We reviewed the report we received from Andrew Jarret. (<i>see attached at bottom</i>) We would like to have a full day facilitated strategic planning session. Sarah will contact Andrew to see what our next step is and to enquire about grant opportunities for a facilitated session.	Sarah
2. Strategic Plan	Sarah presented a sample strategic plan that we can use as a starting off point in creating a strategic plan for the RLOP. We would like to finalize a strategic plan when we have our facilitated strategic planning session.	
3. Operations Manual	Sarah presented the Operations Manual that she created using the RLOP as an example for her course. As we go forward, we believe that creating an Operations Manual would be a benefit and a necessity	

	for our organization. At our next meeting, we will discuss the committees including streamlining to reduce the number of committees and defining roles.	
4. General Operations (Annual) Budget	Patricia, Sarah and Denis will go over last year's numbers and create a 2018/19 budget proposal for our June meeting.	
5. Implementation of New Bylaws	The Constitution Committee will meet to iron out all the kinks. Go live date will be as soon as possible.	
<u>Next Meeting</u>	Monday, June 11th at 7:00 pm. Upcoming Meetings: Monday, July 9 th at 7:00 pm. Monday, August 13 th at 7:00 pm.	
<u>Adjourned</u>	9:36 pm.	

Email Motion: May 24th, 2018

*Erica moves that we allow Tanya LaFond and the Crowe players the use any costumes, props, set pieces and sound equipment that they require to produce Wizard of Oz at no charge. 2nd: Tom. 5 voted in favour, 1 did not respond, Tanya excluded due to conflict of interest. **Motion Carried.***