

DRAFT MINUTES

RLOP Executive Minutes

November 7th, 2019 - 6:15pm

Attendance: Tom, Erica, Sarah, Alana Davis, Ben, Janis

Regrets: Denis, Daralyn, Jamie

Absent: N/A

Topic	Discussion/Motions	Action Needed
<u>Adopt Minutes:</u> October 10 th , 2019	<i>*Janis moves to accept the minutes from October 10th, 2019. 2nd: Tom. All in favour (AIF).</i>	
<u>Executive Resignation</u>	<i>(Denis' Resignation Letter submitted via email.)</i> <ul style="list-style-type: none">Tanya has volunteered to move into the Vice President position for the remainder of the 2019/2020 season.Sarah has asked Alana Davis to sit on the board replacing Tanya's Director position for the remainder of the 2019/2020 season. Alana has accepted.	
<u>Reports:</u> 1. Treasurer Report a) Report	<ul style="list-style-type: none">Opening Balance (September 30th, 2019): \$18,985.67 Revenue: \$940.73 Expenses: \$10,176.77 Closing Balance (October 31st, 2019): \$9,749.63Savings Account Balance (October 31st, 2019): \$19,779.65Daralyn has created a cheque requisition form that everyone must fill out before she can write anyone a cheque. This form must be accompanied by receipts, invoices and any other paper work.	
b) General Operations (Annual) Budget	N/A	
2. Costume Department	<ul style="list-style-type: none">Patricia is away for a while.Costume sale ended up being over two weekends. They made about \$400.There are mice in the props room. They seem to be nesting in one of the Spamalot backpacks. Janis and Tom will get rid of the infested props, plug the holes and set up some traps.Motions from last month: <i>*Tanya moves we add \$1000 per year to our General Operations Budget for the needs of the costume department. Money from costume rentals will go into general revenue. 2nd: Jamie. AIF.</i> <i>*Tanya moves all revenue from costume sales goes directly to the costume department. 2nd: Jamie. AIF</i>	Janis Tom
3. Hall Management a) Maintenance Binder	Change furnace filtre. It is new, so doesn't need changed at this time.	
b) Electrical	<ul style="list-style-type: none">The cheque has been mailed.Tom is waiting on a copy of the paid invoice so he can finish the report.	Tom

c) Basement	<ul style="list-style-type: none"> • Tom has purchased 8 sheets of paneling and cove for the ceiling. Sarah and Derek will come in to install within the next few weeks. • Tom installed an additional book shelf to house scripts and music. • The entire space will need a good dusting after the paneling is installed. Janis will put away scripts and music once this has been done. 	Tom
d) Other Hall Issues	Tails is no longer using our back yard. They've taken down the fence and mowed the lawn. Tom has asked them to fill the post holes from the fence as they are a liability.	
4. Membership Engagement	Janis has a workshop planned for January with Nadine. She is waiting on an official proposal from Nadine before finalizing details.	Janis
5. Show Planning	N/A	
6. Grant Writing a) Website	Leanne & Ang from Social Curve Media came to discuss the new website design. Erica will email Leanne the Jester to work on an updated logo. The Executive is asked to check out websites (theatrical and non) to get some ideas of what we want it to look like, create a list of likes/dislikes and a list of what we need to have on our website.	All
b) Keyboard	Janis has the cheque and will go get the piano. The stand is still on order, but we can borrow one from Bay Ave in the meantime should we need one. Sarah will write the final report.	Janis Sarah
c) Other	Sarah is attending a grant writing workshop next week. She will start looking at new grants once we figure out the google.doc issue.	Sarah
7. Organizational Development	The Production Manual is about 75% finished.	
8. RCAC Partnership	Janis is going to check with Patricia to see if this partnership is still happening.	Janis
<u>Productions:</u> 1. Mainstage 2020	<ul style="list-style-type: none"> • The production team met today. • Read-thru will be November 14th, 6:30pm. • Auditions will be November 18th & 21st, 6:30pm. • Orchestra will rehearse on Tuesdays. • Frank Mitchell has come on board as the Set Designer. • Erica will create Facebook events and send out an email newsletter. 	Erica
<u>Ongoing Business</u> 1. Events a) Rekindle	<ul style="list-style-type: none"> • Karen Yamazaki will lead the group. • Tree lighting starts at 4:30 pm. We will carol downtown beforehand. • Erica will schedule rehearsal times. 	Erica
b) New Years	It was decided that this would not happen this year.	
<u>Next Meeting</u>	Tuesday, December 3rd, 6:00 pm.	
<u>Adjourned</u>	7:57 pm.	