

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

Regrets: Erica, Ben

Absent:

Topic	Discussion	Action Needed
<u>Adopt Minutes:</u> <ul style="list-style-type: none">September 5th, 2018	<i>*Aggie moves to accept the minutes from September 5th, 2018. 2nd: Denis. All in favour (AIF).</i>	
<u>REPORTS:</u> 1. Treasurer a) Report	<ul style="list-style-type: none">Opening balance (August 31st, 2018): \$2,734.80 Revenue: N/A Expenses: \$102.04 Closing Balance (September 30th, 2018): \$3,126.76 Savings Account Balance (September 30th, 2018): \$25,655.79 <i>*Note – Heritage Grant is \$18,000.00 so actual balance is \$7,655.79</i><i>Patricia notes we must be more conscious of not approving expenditure we have not budgeted for (i.e. painting back wall), particularly when we are in production as \$ needs to be there to cover the show's expenses</i>	Patricia
b) General Operations (Annual) Budget	Denis brought a sample budget from Adam Sander. At the beginning of every year, the Budget Committee must draft a proposed budget based on foreseen expenses, so spending is planned not reactionary. In the event that unforeseen expenses arise, we should not spend money we have not earmarked in the annual budget, unless we find a way to fundraise (i.e. grants).	Denis
2. Costume Department	<ul style="list-style-type: none">Some costume rentals for Avant GardePatricia will decorate the window for Halloween and will pull some costumes to decorate for Halloween party. Decorating will happen on Friday a.m. due to Thursday rehearsal for Spamalot.	Patricia
3. Hall Management a) Maintenance Binder	Check smoke detectors	
b) Basement Renovation	<ul style="list-style-type: none">Sent sketches of proposed reno to Heritage Consultant. She'll complete and send report to CBT	Tom
c) Furnace	<ul style="list-style-type: none">New furnace installed and working.Call from John Cullen to request he be allowed to put a vent in props room as old furnace had a vent in there. Tom gave his approval and John installed vent.	

4. Membership Engagement	<ul style="list-style-type: none"> • First Membership Night (Grease) was a success. 20 people in attendance. • Patricia suggests we post a copy of the Membership Brochure in marquee. • Aggie will send Sarah a poster for Oct.-Dec. to print and laminate. • Denis will call a Committee Meeting in November. • Aggie will drop off brochures at table in Waneta Plaza. 	Denis
5. Show Planning	N/A	
6. Orchestral	<ul style="list-style-type: none"> • Sarah Currie and Janis have almost filled every spot except the trombone in the orchestra. • Have determined the string purchase they requested was redundant as they already have musicians which cover these parts. • Orchestra has requested patches to assist keyboard players with instrument changes. Sarah S. will talk to Adam about whether he can create these patches at a reduced cost. 	Janis Sarah
7. Grant Writing	<ul style="list-style-type: none"> • Denis has learned a great deal about grant writing throughout this process. We need to be pro-active in grant writing: we must demonstrate a need (reports), and get the necessary quotes for grant writing committee to help them determine which grants to pursue. 	Denis
8. Organizational Development -	<ul style="list-style-type: none"> • Follow up session with Janna on September 22 went well. Janna has sent her report and we are finished with her services. Sarah will remit the final payment of \$536.10 to pay out services rendered. • As an executive, we will need to look at Janna's recommendations and our strategic plan to determine where we go from here. 	Sarah
<u>PRODUCTIONS:</u>	<ul style="list-style-type: none"> • Coming along. Rehearsals underway. Mondays primarily blocking; Thursdays chorus rehearsals. 	Sarah
1. Spamalot 2. Mamma Mia	<ul style="list-style-type: none"> • Tanya applied for the rights to do Mamma Mia from March 6th-March 8th at CBT (two evening rehearsals and two matinees) @ \$21.54 US for adults and \$19.23 US for children, seating limited to 400 per performance. Royalties will cost us \$1365.00 per performance + \$595.00 for rehearsal materials and \$400 for a refundable deposit. However, contract expires Oct. 24th, 2018 if not paid in full so we will have to let it expire now, and reapply once we are done Spamalot. • Tanya did not apply for performances at RSS as she'd like to look closely at the costs and profit margins, as it's getting increasingly difficult to get rehearsal and performance dates and times at RSS. 	Tanya

<u>ONGOING BUSINESS:</u> 1. Google Docs	<ul style="list-style-type: none"> Allows for easier sharing and editing of documents. Denis recommends we each take a close look at Google Docs and has assigned us homework: learn how to create and upload a Google Doc. 	Denis
2. Production Policy Manual	<ul style="list-style-type: none"> Sarah is attempting to turn this into a working document. She has done some necessary formatting and is in the process of removing opinion-based language. She has kept a copy of the original document for reference, as well as a working copy. Sarah will upload the Production Manual to Google Docs. 	Sarah
3. Volunteer Appreciation	<ul style="list-style-type: none"> Tabled 	
4. RLOP Scholarship	<ul style="list-style-type: none"> This is something to incorporate into the yearly budget, Tanya will ask Dara Waterstreet about deadlines. 	Patricia Tanya
5. Arts Councils	<ul style="list-style-type: none"> Denis has looked into it and has determined there is only one Rossland Arts Council. We still need to determine what benefits our membership gets us. The TDAC helps us qualify for an annual \$1500.00 grant, so that is well worth our dues. 	Denis Patricia
6. Laptop & TV Screen	<ul style="list-style-type: none"> This is something we will need to consider including in next year's yearly budget. Sarah would like to look for and approach a sponsor for funding. 	Sarah
<u>NEW BUSINESS</u> 1. Remembrance Day	<ul style="list-style-type: none"> Anticipating that we will be asked again this year. In the past they've been looking for us to lead the sing-a-long, more than a choral performance. General consensus that we will not participate if it is not an organized event for which we rehearse with a rehearsal pianist. 	
2. Rekindle	<ul style="list-style-type: none"> Rekindle is December 1st this year. We will put out a general call to membership to see who wants to be involved this year. RLOP already in this year's programme for the tree lighting ceremony. 	
3. Sisters of Columbo	<ul style="list-style-type: none"> Jamie has been approached by the Sisters of Columbo looking for a group willing to organize entertainment (i.e. variety show) for their month end celebration of women who've been in the organization for over 40 years on October 28th. We will decline with regret as we feel we do not have the time nor the resources to organize the event in this short amount of time. 	Sarah

