

**RLOP Executive Minutes**October 10<sup>th</sup>, 2019 - 6:11pm**Attendance:** Sarah, Erica, Tanya, Tom, Jamie, Daralyn, Janis**Regrets:** Denis, Ben**Absent:** N/A

Topic	Discussion/Motions	Action Needed
<u>Adopt Minutes:</u> September 12 <sup>th</sup> , 2019	<i>*Jamie moves to accept the minutes from September 12<sup>th</sup>, 2019. 2<sup>nd</sup>: Tanya. All in favour (AIF).</i>	
<u>Reports:</u> 1. Treasurer Report a) Report	<ul style="list-style-type: none"> <li>• Opening Balance (August 31<sup>st</sup>, 2019): \$16,567.17 Revenue: \$6,389.14 Expenses: \$3,970.64 Closing Balance (September 30<sup>th</sup>, 2019): <b>\$18,985.67</b></li> <li>• Savings Account Balance (September 30<sup>th</sup>, 2019): <b>\$19,771.25</b></li> <li>• Daralyn needs all Executive members to email her their full name, position on board, date of birth, home address and phone number.</li> </ul>	<b>All</b>
b) General Operations (Annual) Budget	N/A	
2. Costume Department	<ul style="list-style-type: none"> <li>• They have been sorting upstairs for the costume sale. Posters are up and available for distribution. They will need about 4 people for the sale and someone to help bring costumes down. Tanya and possibly Tracy Johnson will be available. Erica will email the membership.</li> <li>• Costume rooms still need shelving. Let's get this done.</li> <li>• We discussed the money the costume department takes in and the fact that they don't have a budget to work with throughout the year to purchase new costumes, repair items as needed and cleaning. It was requested that they be allowed to keep their own account and utilize the money from costumes. It was also suggested that an expenditure line be added to our annual budget. After discussion it was decided that the Executive would add an expenditure line to the budget for the Costume Mistresses to spend as they see fit and all revenue from costume sales go right back into the costume department. Motions to be passed in November once Janis discusses with Patricia: <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. 2<sup>nd</sup>: Jamie.</i> <i>*Tanya moves all revenue from costume sales goes directly to the costume department. 2<sup>nd</sup>: Jamie.</i></li> </ul>	<b>Janis Tom</b>
3. Hall Management a) Maintenance Binder	Check smoke detectors.	<b>Tom</b>

b) Electrical	<ul style="list-style-type: none"> <li>• Still need to pay the bill ASAP.</li> <li>• Tom is working on the final report.</li> </ul>	<b>Daralyn Tom</b>
c) Other Hall Issues	<ul style="list-style-type: none"> <li>• Wall in the basement needs to be finished. Tom will purchase paneling to install and also add boarding to hang up our new posters.</li> <li>• Basement needs a good cleaning. Cleaning party will have to be organized.</li> <li>• The music/show shelving needs to be beefed up.</li> </ul>	<b>Tom</b>
4. Membership Engagement	<ul style="list-style-type: none"> <li>• Janis presented her workshops proposal (see below). We discussed membership dues once again paying for our membership engagement activities, discounts for paid members and cost to the public. Janis will approach the workshop coordinators to come up with a budget to be presented and approved at our November meeting. The Executive has given Janis to go-ahead to plan a Vocal Workshop with Nadine Tremblay for November.</li> </ul>	<b>Janis</b>
5. Show Planning	<ul style="list-style-type: none"> <li>• Committee met again to find a new show and a director.</li> <li>• They have again created a list of possible future shows as Googledocs is not working for us. Darelyn suggested a different format that grants access to more people without having to share each individual document. Sarah will look into it.</li> </ul>	<b>Sarah</b>
6. Grant Writing	<p><u>Website</u></p> <ul style="list-style-type: none"> <li>• Sarah met with Leanne and Angela from Social Curve Media. They spoke on what we need and how we'd like the page to look. Leanne and Angela believe what we want is doable.</li> <li>• They also discussed 'rebranding', as this would be the perfect time to do so if we want to.</li> <li>• We need to think about colour scheme, graphics, digital logo, etc.</li> <li>• It was decided that we will meet with Leanne and Angela to get the creative ball rolling. Sarah will arrange a date &amp; time.</li> <li>• We would like to apply for a grant during the early 2020 grant cycle. Would need to have everything ready by January.</li> </ul> <p><u>Keyboard</u></p> <ul style="list-style-type: none"> <li>• Janis has gotten a local quote to compare to Long &amp; McQuade. She is ready to order and will get the ball rolling.</li> </ul>	<b>Sarah Janis</b>
7. Organizational Development	They met today to start reworking the Production Manual. Will meet again next week to finish it up.	
8. RCAC Partnership	Patricia doesn't seem to be receiving the emails. Janis is forwarding them on to her.	
<u>Productions:</u> 1. Mainstage 2020	<ul style="list-style-type: none"> <li>• Kevin Wasilenkoff has come on board to Direct Rent. Tanya and Adam Sander will Co-Produce. Robyn Verhoeven will continue as Musical Director. Kathleen Schrader will be Stage Manager. Jamie will do props. Darelyn will be the Orchestral Manager.</li> <li>• Tanya is in the process of applying for rights. We will schedule a read-thru and auditions once we receive the licencing rights.</li> </ul>	<b>Tanya</b>
<u>Ongoing Business</u>		

1. Events		
a) Halloween	It is a no. Sarah will email the organizing committee.	<b>Sarah</b>
b) Remembrance Day	We have not been asked yet. It was decided that we will not participate this year. Should they ask, Sarah will email them with our reasons. We used to receive a donation for this and some board members believe that other groups still receive donations.	<b>Sarah</b>
c) Rekindle	Sarah will contact Karen Yamazaki to see if she's interested in organizing.	<b>Sarah</b>
d) New Years Eve	<ul style="list-style-type: none"> <li>• Jamie tentatively booked the Miners Hall. The costs for renting the hall have doubled since the last time we used it. It will be a little over \$600.</li> <li>• We estimate a jazz combo to cost roughly \$1500 for the night. Darelyn will look into the band. We will play music via the sound system during the bands breaks.</li> <li>• Jamie and Erica will look into food costs for the midnight snack.</li> <li>• We believe the cost to us (budget) will be roughly \$3000. Capacity of the Hall is roughly 150 people. It was suggested we charge \$30/ticket.</li> <li>• We will decide on whether to go ahead or not at our November meeting once we have all the costs.</li> </ul>	<b>Darelyn Jamie Erica</b>
<u>Next Meeting</u>	<b>Thursday, November 7<sup>th</sup>, 6:00 pm.</b>	
<u>Adjourned</u>	8:02 pm.	

**October 22<sup>nd</sup>, 2019**

***\*Tanya has requested permission to proceed with securing the royalties for RENT at approximately \$9,713.50.***

***Yes (via email): Janis, Jamie, Sarah, Tom, Ben Denis***

***Yes (verbal): Erica***

***Did not Respond: Daralyn***

***Request granted.***

# Theatrical Workshops: Proposal (membership engagement committee)

## Support Requested:

Proposed: \$2000 max – \$1500 plus \$500 for expenses (expenses / overages / materials) Shoot for \$300.00 per presenter plus expenses

Proposed: 5/6 workshops throughout the year (Thursday's seem to be a good night, maybe a weekend workshop)

**Required:** Advertising / Marketing - **Need someone to do the marketing and advertising** (Kathleen – Facebook? (Kathleen will need to be an admin for the RLOP facebook page) / Denis – Pamphlet or playbills / Janis – Window decoration / Other?)

**Proposed start date:** November 22<sup>nd</sup> with Vocal Workshop; will check with Tanya and Kevin.

## Possible Learning Opportunities:

1. **Vocal workshop** (Singing Workshop) learning to project your voice and how to follow a Music Director/conductor. ***Nadine is interested; we will find a good date for this. She is very busy.***

**Idea:** Voice Projection is something we need to work on. This would assist artists and directors. It would be beneficial to the whole production team and chorus to have some choral or voice instruction, previous to the choral director taking them on. Possibly singing in a chorus plus singing solos

**1.5 to 2 hours** in duration seems appropriate for these workshops; suggest November or early December.

2. **Makeup workshop** – Somewhere in January, before the mainstage show.
3. **Directors workshop** – The very end of the year (March / April maybe). Maybe a weekend or evening.
4. **Elements of Production** - Prop / Stage Management workshop (Elements of Production) – maybe turn this into a Production workshop in general, and do separate workshops for each element later on. Including advertising and marketing in the “Elements of Production” would be a good idea, as advertising is boring subject on its own. However, it should be a fundamental aspect of the production schedule.
5. **Movement Workshop** – Jill Holland from Kaslo. I spoke with her about this, she was interested.
6. **Improv Workshop** – Bring someone in from out of town? Maybe talk to Improv group for input. Maybe make this a “try it yourself” fun night for our members?
7. Other...

## To Do:

- A. Check list of performers on RCAC events to maybe dovetail with a workshop
- B. Consult with Kevin (Director of RENT) on workshops
- C. Other...

**Possible Presenters:** Bessie Wapp, Nadine Tremblay, Jill Holland, Pat Hennman