

DRAFT MINUTES

RLOP Executive Minutes

October 15th, 2020 - 6:35pm

Attendance: Tanya LaFond, Tom Buckley, Natalie Plett, Lyndsay Fraser, Daralyn Fox, Alana Davis, Jamie Santano, Erica Charette, Ashley Marchand

Regrets:

Absent:

Topic	Discussion/Motions	Action Needed
<u>New Executive Positions</u>	President: Tanya LaFond Vice President: Jamie Santano Directors (2 yrs.): Natalie Plett, Lyndsay Fraser, Alana Davis Director (1 yr.): Ashley Marchand	
<u>Positions/Committees</u>	<ul style="list-style-type: none">• <u>Hall Manager</u>: Tom• <u>Marketing Manager</u>: Natalie (we will work on fleshing out this position before the next meeting.)• <u>Membership Engagement</u>: Lead- Ashley. Members- Alana• <u>Show Planning</u>: Lead- Tanya & Daralyn. Members- Erica, Lyndsay, Jamie, Natalie, Sarah Sordi, Sally Buckley, Janis Anderson• <u>Grants</u>: Lead- <i>Put a call out to membership</i>. Members- Lyndsay, Natalie• <u>Organizational Development</u>: Lead- Erica. Members- Tanya, Mike Davis• <u>Orchestral</u>: Lead- Daralyn and Janis Anderson <i>*Erica will put another call out to the membership to add to these committees.</i>	Tanya Erica
<u>Adopt Minutes:</u> <ul style="list-style-type: none">• September 14th, 2020	<ul style="list-style-type: none">• <i>*Jamie moves to accept the minutes from September 14th, 2020. 2nd: Alana. All in favour (AIF).</i>	
<u>Reports:</u> 1. Treasurer a) Signing Authority	<ul style="list-style-type: none">• We will remove Sarah Sordi from signing authority over our bank accounts. Signing authority has been granted to: Daralyn Fox (Treasurer), Tanya LaFond (President) and Jamie Santano (Vice President).• We will remove Sarah Sordi from signing authority over our safety deposit box. Tanya LaFond will be added along with Daralyn Fox.	Daralyn
b) Monthly Report	<ul style="list-style-type: none">• Opening Balance (August 31st, 2020): \$• Revenue: \$• Expenses: \$• Closing Balance (September 30th, 2020): \$• Savings Account Balance (August 31st, 2020): \$• Daralyn transferred \$10,000 from our chequing into our savings.	

	<ul style="list-style-type: none"> Insurance and carpet cleaning bill have been paid. 	
c) Credit Card	<i>Tabled until April 2021.</i>	
d) AGM Reports	<ul style="list-style-type: none"> Report from last year and this year need to be sent into the Societies folks. Erica will get 2020 AGM minutes to Daralyn by the end of the month. Erica will update the Bylaws to include when sending in the reports. 	Erica Daralyn
2. Costume Department	Janis and Patricia got together this morning at the hall and decorated the window for Halloween. They loaned some costumes and props to the Rossland Museum for their Halloween event. They still plan to make a sign for the window for renting costumes.	
3. Hall Management a) Maintenance Binder	Tom believes it's check smoke detectors. He will look into it this week.	Tom
b) Basement	There is water leaking into the basement music room. It looks like it may be seeping up from underneath the floor. Tom has checked all pipes and walls for a possible reason as to where it is coming from. We will need to clean out the closet under the stairs to get a better look to be sure it's not coming from there, but the wet spot is in the middle of the room and there doesn't seem to be any water "trickling" into that spot. The big maple tree out back has been cut down. Lyndsay was told that it was damaging the foundation of the building next door. We are wondering if this could be the reason for the new leak. Tanya will ask Parry to come take a look.	Tom Tanya
4. Membership Engagement	N/A	
5. Show Planning	N/A	
6. Grant Writing a) Heritage BC	There are new funds available for heritage preservation of our Hall. Deadline is the end of the month. Jamie will attend the Zoom information meeting and get back to us on what we can apply for.	Jamie
b) LeRoi Foundation	The grant deadline for the LeRoi Foundation is the end of the month. Erica will forward the grant info on to the Executive. May be able to use it towards a new speaker for the keyboard or other sound equipment.	Erica
c) Other	Lyndsay mentioned that the City of Rossland also has a grant. Deadline is also at the end of October. We are unsure of what we would qualify for. Lyndsay will look into it further. If we don't get to it this year, we will add it to the grant database.	Lyndsay
d) Website	<i>Tabled until December 2020.</i>	
7. Organizational Development	Tanya will get the Production Manual, etc. from Sarah.	Tanya
8. Orchestral	Daralyn and Janis have gotten together to work out some of the ongoing issues in regard to the orchestra. They suggest we always have an Orchestra Manager to do the admin side of things so that the Musical Director can concentrate on the music. The Orchestra Manager position has been added to the new Production Manual that will be ready before our next show. Erica will send the committee the	Erica

	duty outlines that have been created in the Production Manual (once she has it) to get their input.	
<u>Productions:</u> 1. 70 th Anniversary – 2022	<i>*Tabled until Spring 2021.</i>	
<u>Ongoing Business</u> 1. AGM	We had 17 members respond/participate in the online AGM survey/vote. All positions have been filled and all Bylaw Amendments were passed.	
2. Insurance	<i>Tabled.</i>	
<u>Next Meeting:</u>	Monday, November 9 th at 6:30 pm via Zoom.	
<u>Adjourned:</u>	8:29 pm	