

DRAFT MINUTES

RLOP Executive Minutes

September 5th, 2018 - 6:37pm

Attendance: Aggie, Tom, Sarah, Erica, Ben, Denis, Tanya

Regrets: Patricia, Janis

Absent:

| Topic | Discussion/Motions | Action Needed |
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| <u>Adopt Minutes:</u> <ul style="list-style-type: none">August 13th, 2018 | <i>*Aggie moves to accept the minutes from August 13th, 2018. 2nd: Denis. All in favour (AIF).</i> | |
| <u>Reports:</u> <ol style="list-style-type: none">Treasurer<ol style="list-style-type: none">Report | <ul style="list-style-type: none">Opening Balance (July 31st, 2018): \$3,528.23 Revenue: \$19,882.10 Expenses: \$20,675.53 Closing Balance (August 31st, 2018): \$2,734.80 Savings Account Balance (August 31st, 2018): \$33,389.84Received the Heritage Grant of \$18,000. Transferred \$15,000 into savings. | |
| <ol style="list-style-type: none">General Operations (Annual) Budget | N/A | Sarah |
| <ol style="list-style-type: none">Costume Department | N/A | |
| <ol style="list-style-type: none">Hall Management<ol style="list-style-type: none">Maintenance Binder | Clean kitchen and appliances. These look good for now. It was recently done. | |
| <ol style="list-style-type: none">Basement Renovation | Tom asked the previous contractors to come for a new estimate. He has not heard back from one and the other is too busy to do the job. He contacted a different contractor and is waiting on the estimate. | |
| <ol style="list-style-type: none">Furnace | The gas line has been buried and the gas has been turned back on. Tom still needs to add a bit more soil. | Tom |
| <ol style="list-style-type: none">Membership Engagement | Our brochure is finished and is out for distribution. At the next meeting they will work on a marketing plan. | |
| <ol style="list-style-type: none">Show Planning | N/A | |
| <ol style="list-style-type: none">Orchestral | N/A | |
| <ol style="list-style-type: none">Grant Writing | They plan on meeting soon. Grant deadlines hit mid-September. They are looking into the LeRoi grant. There are two grant options, one for \$1500 and one for \$7500. They are interested in applying for the \$7500 grant to help with the cost of the mics. | |
| <ol style="list-style-type: none">Organizational Development | Jana sent us an email with an attachment to look over before our next session which is Saturday, September 22 nd from 2:00 – 6:00. | |
| <u>Productions:</u> <ol style="list-style-type: none">Spamalot 2019 | | |

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| | Licensing details are being finalized. We have a Musical Director, so we will not have to purchase the canned music. Production positions are filling up. Auditions are next week with rehearsals starting shortly after. | |
| 2. Mama Mia 2020 | Tanya is just waiting until she can apply. You are only able to apply 18 months prior to your production. She is thinking show dates will be February 28/29 in Rossland and March 6/7 in Trail. She will contact The Bailey to hold those dates. | |
| <u>Ongoing Business:</u> | | |
| 1. Google Docs | Nothing new to report. | |
| 2. Production Policy Manual | Tanya hasn't had a chance to look at it yet. | Tanya |
| 3. RLOP Scholarship | <i>Tabled until October.</i> | |
| 4. Insurance | <i>Tabled.</i> | |
| 5. Laptop & TV Screen | <i>Tabled.</i> | |
| 6. Hall Photos | <i>Tabled.</i> | |
| 7. Fundraising | <i>Tabled.</i> | |
| <u>New Business:</u> | | |
| 1. Art Councils | We received an invite to attend the Trail Art Council's AGM to report on our year. It happens on our first night of rehearsals for Spamalot, so many will be unavailable. We need to discuss what the RLOP needs and wants from the Arts Councils. We are unsure of what our membership gets us and what they offer that we could capitalize on. Ben will speak with Nadine. | Ben |
| <u>Next Meeting:</u> | Monday, October 3rd at 6:30pm | |
| <u>Adjourned:</u> | 7:58pm. | |