

DRAFT MINUTES

RLOP Executive Minutes

September 12, 2019 - 6:08pm

Attendance: Tom, Sarah, Tanya, Jamie, Denis, Ben, Daralyn

Regrets: Erica, Janis

Absent: N/A

Topic	Discussion/Motions	Action Needed
<u>Adopt Minutes:</u> August 15 th , 2019	<i>*Tom moves to accept the minutes from August 15th, 2019. 2nd: Daralyn. All in favour (AIF).</i>	
<u>Reports:</u> 1. Treasurer Report a) Report	<ul style="list-style-type: none">Opening Balance (July 31st, 2019): \$11,284.82 Revenue: \$5410.20 Expenses: \$127.85 Closing Balance (Aug. 31st, 2019): \$16,567.17Savings Account Balance (Aug. 31st, 2019): \$19,763.13	
b) General Operations (Annual) Budget	Sarah still needs to review budget with Denis – will arrange time. <i>*Daralyn moves that she open an RLOP account will Mills for admin supply purchases. Only Treasurer and Secretary will have authority to use. 2nd: Sarah. AIF.</i>	
2. Costume Department	<ul style="list-style-type: none">Costume Sale Sat. Oct. 19th 10am to 2pm. Janis will get started on posters and promotion on Bhubble, schools & newspaper. Could somebody put in the RLOP website and Facebook? Thanks.All choir gowns received and hung. I just emptied 4 garbage bags of crumpled costumes from Rocky Horror which I found in the back room. All else is good. Hoping one day to get money to finish that room with shelving and racks?	
3. Hall Management a) Maintenance Binder	Clean kitchen. Jamie did this after Golden City Days – thanks Jamie!	
b) Electrical	<ul style="list-style-type: none">Work now completed.Haven't received grant cheque yet from Heritage, but we need to pay A-Plus Electric ASAP - \$4410.00 cheque written & signed.	Tom
c) Hall Cleaning	<ul style="list-style-type: none">The back room (flats) will need to be tidied and some thrown out. Tom will plan work party for October.	Tom
4. Membership Engagement	<ul style="list-style-type: none">The committee is considering doing five or so workshops this year. They will work on it this month and bring ideas to the next meeting.	Janis
5. Show Planning	N/A	
6. Grant Writing	<ul style="list-style-type: none">Sarah emailed Leanne but hasn't heard back yet. Gave her a general run down of what we wanted to see on the website but will discuss in more detail when we get together. Will not make the September grant application deadline; will look at \$\$ available for website in January.	Sarah

	<p>RE: technology grants.</p> <ul style="list-style-type: none"> • Denis wants to put six of the mic transmitters into a second road box (keep eight in the first box) to make them easier to carry for shows or when renting out mics to third parties. • Denis wants to work with Ben to get him up to speed on the sound equipment so we have more expertise; Ben is willing to do this. • Some of the headsets need work (i.e. screws have fallen out). He wants to spend an estimated \$300 on buying a microphone maintenance kit with small tools, spare screws, covers, etc. to keep equipment in good condition. Denis will price it all out before making an official motion for the cash. 	Denis
7. Organizational Development	Committee's first order of business this year is to complete Production Manual. Sarah will book date and email committee ASAP.	Sarah
8. RCAC Partnership	No update on this – Janis away and no word from Patricia	Janis
<u>Productions:</u>		
1. Rocky Horror 2019	Got \$400 refund; still waiting on final refund (\$535?)	Denis
2. Mainstage 2020	<ul style="list-style-type: none"> • Doesn't look good for getting Chicago license. Waiting time could be 4-6 weeks, then more clearance channels to go through. We may need to provide financials to prove we can do the show justice (Camrose group asked for theirs). This is an anomaly. • Any posted info on Chicago must come down immediately, as SF can easily check our FB page and see that we're moving on a show. Need to postpone read-thru and auditions. (Sarah talk to Erica about removing events on FB). • Tanya will talk to people in Cranbrook who did Chicago recently and see what they recommend • Jamie will join Show Planning Committee with Daralyn and Tanya and meet soon to discuss Plan B alternatives. • Give until September 30 to make decision of going ahead with Chicago or changing to Plan B. Chicago in 2021 might work better and then we can take it to Nelson as well. • Ask Erica to put another call out for future shows – 2020 season 	Book Nelson 2021
<u>Ongoing Business</u>		Sarah
1. Website	<i>See Grants & Organizational Development.</i>	
2. Orchestral	Committee was struck to gather orchestra for Spamalot – does this committee need to continue? Talk to Janis at next meeting. Both she and Daralyn are executive reps from the orchestra now. We love them and they (most of them, anyway ☺) love us!	Janis
3. Golden City Days	Spiderman was amazing at drawing in people! We sold \$71 worth of popcorn and lemonade. Should do this again next year and advertise in advance. Perhaps move set pieces outside to draw more people?	Tanya
4. Insurance	<i>Tabled.</i>	
5. Hall Photos	<i>Tabled.</i>	
6. Fundraising	<i>Tabled.</i>	
NEW BUSINESS:		

1. Halloween	RLOP invited to participate in Nightmare on Lauriente Way (Village of Warfield). Suggested that we bring this up with the improv group to host. Sarah will talk to Mike and Mark at next practice.	Sarah
2. Remembrance Day	Discussion around whether or not we want to do this. Ask Erica to put an early call out to members who might want to participate. Sarah will talk to Karen Yamazaki to see if she will play piano and organize 2-3 rehearsals for people who don't know the songs.	Sarah
3. New Years Eve	<i>*Jamie moves that we do a Roaring 20's Party either at the Miner's Hall as a fundraiser or as a fun member party at the Hall. 2nd: Ben. AIF.</i> Jamie will look into Miner's Hall price and availability and email the Board.	Jamie
<u>Next Meeting</u>	Thursday, October 10, 6:00 pm.	
<u>Adjourned</u>	7:43 pm.	