

RLOP Executive MinutesSeptember 14th, 2020 - 6:40pm**Attendance:** Tanya, Tom, Erica, Sarah, Jamie, Daralyn, Janis, Ben, Alana**Regrets:****Absent:**

Topic	Discussion/Motions	Action Needed
<u>Adopt Minutes:</u> <ul style="list-style-type: none"> • July 7th, 2020 	<p><i>*Jamie moves to accept the minutes from July 7th, 2020. 2nd: Janis. All in favour (AIF).</i></p>	
<ul style="list-style-type: none"> • August 18th, 2020 	<p><i>*Janis moves to accept the minutes from August 18th, 2020. 2nd: Tanya. All in favour (AIF).</i></p>	
<u>Reports:</u> 1. Treasurer a) Report	<ul style="list-style-type: none"> • Opening Balance (July 31st, 2020): \$14,973.05 Revenue: \$5,685.30 Expenses: \$2.00 Closing Balance (August 31st, 2020): \$20,596.35 Savings Account Balance (August 31st, 2020): \$24,147.97 	
b) Credit Card	N/A	Daralyn
c) Societies Annual Report	Daralyn will submit once the taxes are done.	Daralyn
2. Costume Department	<p>Patricia and Janis met to discuss the front window. They plan on creating a timeline of what to put in the window and when to present to the Board, rather than just changing it on the fly or not at all. They have asked that anyone who wishes to change it speak with them first and would welcome help or ideas for changing it on a more regular basis. Anyone who wishes to add a poster must contact them before putting it in the window as we have guidelines as to what can be advertised there. They are considering having a box just inside the window door where people can put the poster they wish to add. It was suggested they also list the guidelines on the door as well.</p>	
3. Hall Management a) Maintenance Binder	<ul style="list-style-type: none"> • N/A. Tom will check it tomorrow. • Last month was clean toilets. Not needed at this time but will need to be done prior to reopening or use of the Hall. 	Tom
b) Basement	We still need to move everything back into the music room from the carpet cleaning. Tom will arrange a date/time.	Tom
c) Old Signs	We were contacted by the Royal Theatre. They found some old signage in their storage and thought we might be interested in them. Sarah went and picked them up. She will send us pics when she gets a chance. If we like them, they would make great decorations for the main hall area.	
4. Membership Engagement a) Workshop(s)	N/A	

b) Member Nights	The Script Reading Club has now ended. Aggie has gone back to school. Alana suggests having it in person may lead to it being more successful. Doing it online was a lot of work for very little interest.	
c) Fundraising	N/A	
5. Show Planning		
a) Zoom/Video Show	N/A	
b) 70 th Anniversary Event	Erica, Jamie, Sarah and Tanya will meet to get the ball rolling.	
c) Other	The Bailey is now reopened to a limited audience. Maximum numbers will be 50. We would be interested in knowing whether they have reduced their fees to compensate the smaller audiences.	
6. Grant Writing		
a) Website	<i>*Tabled until December 2020.</i>	
7. Organizational Development	N/A	
8. Orchestral	Janis and Daralyn met to discuss the issues surrounding the orchestra and are brainstorming solutions. It is still a work in progress.	
<u>Productions:</u>		
1. 70 th Anniversary – 2022	<i>*Tabled until Spring 2021.</i>	
<u>Ongoing Business</u>		
1. AGM	Erica needs all reports by September 24 th .	
2. Insurance	<i>Tabled.</i>	
<u>Next Meeting:</u>	<i>Will be scheduled after the AGM.</i>	
<u>Adjourned:</u>	7:28 pm	