

**Vagabond Players
Executive Board Meeting
January 16, 2023**

Executive and position:

Warren Johnson - President
Ray Boulay - Vice President/Production Manager
Deb Tom – Treasurer
Bev Pride – Secretary
George Edwards – Director/Front House Manager
Craig Premack – Director/Tech Manager
Ted Draybk – Director/Production Manager
Denise Brookson – Director/Props Coordinator
Al Zylstra – Director/Residence Stage Manager
Val Lawlor - past president

Regrets: Val Lawlor, Ted Draybk

Zoom: Denise

6PM

Presentation by Neil Tracy

This would be for either his September 2023 semester or January 2024 semester.

Recap: This is a marketing class using real business to create marketing strategies.

- Initial interview with the instructor – date and time TBD at your convenience – typically between 1 – 2 hours prior to the start of the term
- Initial meeting with student teams – 1 to 2 hours
- Team Presentations – 1 to 2 hours

ground Information:

- We would request that you provide background information on your organization and industry during the initial meeting with student teams. Much of this will be discussed during the initial interview with the instructor. Background information to include:
 - Company history
 - Company Mission, Vision, Objectives
 - Overview of company performance over the past 3 – 5 years
 - Current and previous marketing activities and results
 - Overview of your industry and competitive environment

At the end of the term, your organization would receive between 3 to 6 (depending on class size) marketing plans for your organization covering:

- Situation Analysis providing an overview of the industry and organization's Strengths, Weaknesses, Opportunities and Threats,
- Segmentation, Targeting and Positioning analysis with recommendations on Target Market and Positioning strategies for Vagabond Players,
- Marketing Objectives, Strategies and Tactics to achieve the overall organizational objecti

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Action: Executive will invite other members to take this project on.

Meeting called to order 6: 15

Waive reading of the last minutes

Motion AI

Seconded George

Carried

1. President's Report – no report

2. Boxoffice Manager Report -
Big bookings for Sunday matinees

3. Treasurer's Report –
Reports attached

Prospera Credit Unit balance as of December 31, 2022 were:

Chequing = \$23,904.19, Gaming \$2548.00, Savings 28,759.96 and Terms #206,217.33

Note confirmation from CRA that GST 2021 reimbursed cheques were issued in Dec.

Attached are the third quarter financials Balance Sheet and P & L period ending Sep 30/22

Note Purchase of Lighting/Tech approx \$8000 was added to the Balance sheet as an asset not an expense.

Also Attached is the Audience view report for 2022 It is very comprehensive.

Box Office Totals which is very detailed and includes Donations totaling \$531.80.I

I will look at Donations to see who we need to send receipts to.

This month, I kept the total revenue for Rumors in Paypal and I transferred the difference of \$24,020.48 from Pay Pal into Propsera which is in the account as of Jan 16, 2023 I will need to make note of that for our year end accounting. The main chequing balance before bill payments today is \$46,706.20

Confessions of a Grocery Clerk was reconciled and sent off to the producer and president for authorization to proceed with cheque for \$7925.00.

Laughter on the 23rd Floor is pending approval from Concord as of Jan 13, 2023.

Note it mandates 10 scripts be purchased. I sent email and left phone message with Miles, but have not heard back from him yet.

I still need to file Gaming report for December and apply for the licence for February, as well as do the liquor licence.

Deb

Square reports not able to download as VP's laptop doesn't have Word or Excel.

Motion to buy Microsoft Office for the theatre laptop - AI

Seconded: George

Action: Deb to purchase Microsoft Office

4. Correspondence: from inquiries@vagabondplayers.ca

- Theatre rental requests report – Ray will look into details
- Disney + filming to take place Jan 26, 27, 28. RUMORS production was asked to move one of their rehearsal nights; cast and crew agreed. VP to provide food as compensation.
Disney will pay the usual \$1500 a day
plus \$60/hr to VP members who supervise the site; Disney crew will paint the stage floor for the Rumors set.

- Jazz night – considering doing a co-pro night
- Filming request VFS – Ray responded with regrets – timing of their needs interferes with a VP production.
- PO box listed as the address on the tickets site –

Action: Warren changed info to reflect Bernie Legge address

- Request from - The Uptown Business Association has reached out the Arts Council of New Westminster with a proposal to create a public plaza on Belmont Street, asking for our support of this project.

Action: Bev will respond – although it doesn't effect VP as such, VP is in support of their effort.,

- Gabby Foundation: asking for 2 tickets for charity event.**Action:** Bev will respond with 2 show tickets.

5. Co-Pro Report – Confessions of a Grocery Clerk

All financial information in; cheque for co production will be \$7, 925.

6. Producer for Rumors – Craig

Set Design – Sandra Walton
 Set Construction – George, Warren, Karl, Rob, Terry, Wayne
 Set Decoration – set pieces – Ray
 Set Painting – Bev, George, Warren, Cindy, Pam, Anne, Kirsten
 Costumes – Bev, Marty
 Publicity - team Val, Bev, Marty, Ted, Doug
 Posters – Ray
 Props – Warren, Cindy
 Sound design – Adam, Kayt
 Lighting design – Craig
 Headshots – Craig
 Rehearsal photos – Marty
 Program design – Marty
 Gala night first Saturday of the run – the Mendenhalls
 **Need booth operators - 15 shows.
Action: Ray; Al; volunteered.

7. **Front of House report** – George will send out request for spots filled

8. **Tech report** – LED installed and will be used for Rumors.
 Speaker replacements will likely be a summer project

9. **Publicity** - press releases sent out, event listings

10. **Shop report** – running efficiently

11. **Play selection committee** – Warren

Play selection committee were asked to provide 2 possible plays to replace the June show.

- Our Town
- The Graduate
- Three Viewings

Directors: 4 directors submitted possible plays.

Motion: Al – VP offer Darcy Knopp the 3 plays and ask if he is interested in directing any of the plays

Second – Bev

Carried.

Action: Warren will send the three plays out to Darcy and the executive.

Next Production report Laughter on the 23rd Floor -

Deb Tom - Producer's report

Look at the dates – status quo for starting and ending dates

Audition dates: Feb 6, 7 8

12. Old Business

- Redesign and renovation of the lobby area
- Motion to hire a designer to look at lobby flow; Bev; Second – Deb Carried

Action: Bev will contact Wendy Beaupre and ask her if she's interested in doing a redesign of the lobby.

- S^yowah proposal - next meeting early Feb
- Request from Karl Moser to attend their strata group meeting to promote VP. Warren and Ray attended, went well.
- From Ray: Filming of a pitch for a reality TV series Ha Ha Haunted cancelled and January 7, 2023 Paranormal -interesting late...Investigations were successful.
- Lease – no new information; VP paying monthly rent on bldg. until Arts Strategy by City is developed further.
- Hand rail on outside walkway

Action: Warren will contact City again to request a better pathway made for disability challenges.

13. New Business:

Granting filming requests: Bev requests that procedures are followed and that all executive are aware of the needs of the requests so that productions are not interfered with.

Next Executive Meeting: March 13, 2023

General Meeting: March 20 2023

Meeting adjourned at 7PM.

Motion to adjourn Al – Deb seconded - Carried.