

**Vagabond Players
General Meeting Minutes
Bernie Legge Theatre
7:00 PM February 17, 2020**

Executive Present: Valerie Lawlor, Cheryl Agoston, Warren Johnson, Rob Larsen, Craig Premack

Regrets: Isabel Mendenhall, Liz Mendenhall, Richard Wiens

Members present: 21 with no guests

Recorded by: Colleen Byberg

Meeting called to order at 7:00 pm

Valerie welcomed everyone to the meeting. She addressed the cement looking area on the lawn in the front of the theatre - we do not know what that is for and we are hoping it might be a new theatre sign.

1) Reading and Approval of Minutes:

MOTION: To waive the reading of and to approve the January 20, 2020 General Meeting Minutes. **CARRIED**

2) Correspondence (Colleen):

The Gaby Davis Foundation offers support and assistance to children with cancer and to their families in times of financial need. They have requested a donation for their Annual Comedy Night to be held on April

MOTION: That Vagabond Players donate two tickets for the April or June show of their choice within this season. **CARRIED**

3) Treasurer's Report (Val for Liz):

a) Bank Acct balances as at Date: Chequing: \$62,475.14, Savings Plan 24: \$73,895.01, Gaming Account: \$0 because at the end of the year we move it all to the chequing account to pay all bills from that account. Term Deposits: \$152,965.74.

b) We don't have financial statements yet; Val will meet with the accountant to get the books updated on Wednesday. It's been hard moving to the new system based on how the books were last year. They had to be recreated for the whole year and how the box office works it's hard to do the revenue allocations for the shows compared to when we just worked on a cash basis. Hopefully this will be the final meeting.

4) Production Reports (Various):

- a) **Drinking Habits 2 (Rob)** The show is going great so far – cast and audiences are loving it. Houses are full and the stage manager is in control.
- b) **Next Fall (Wayne)** They have been rehearsing for a couple of weeks now. It's going well, we have a Stage Manager, and a nice mixture of new and returning cast members. Valerie made a point of welcoming our new and returning members.
- c) **Laughter on the 23rd Floor** Auditions will be held mid to late March. We are looking for a producer, costumer and props person. We have a stage manager and lighting designer.

It was noted that one of the kids who attended our tech workshop last fall will be assisting in Next Fall and Laughter on the 23rd Floor.

It was noted that for next season all the rights have been secured. We just need to put a deposit on Marvellous Wonderettes by the end of this month. Directors will be announced soon.

5) Technical Report (Craig)

We've had a problem with dimmer packs that are old and failing. Some are dead and we need to transition to LED or repair dimmer packs but repairs may be impossible. After this show we should buy 6. This is a capital expense up to \$1,600.00 apiece.

Action: Craig will talk to a few people to see what they recommend and will circle back to the next meeting with an ask for 6 new lights.

6) Publicity Report (Val)

Everything is on track for all upcoming shows. As usual everything will be posted as soon as it is ready. The team is comprised of several people who each handle a piece of our publicity plan.

7) Box Office Report (Cheryl)

We are looking at setting up the next season's season ticket package in Vendini. So far this season we have outsold all totals for last year – our total ticket sales for this season is \$4,745.00. Our total sold for all last season was \$4,456.00. Half season package sales are at 91 and people are still buying, compared to last year we sold 40-50. Drinking Habits 2 is the top-rated show since Haunting of Hill House. The ratings are from ticket sales which are still coming in.

8) Stage Management Report (Rob):

Nothing new to report. We are still on track for the April purge. We may do a once over before April. Details will be shared with members and other clubs. Information will be posted to CTC.

Action: Rob to email Mary with details for the Players Guild.

9) House Management Report (Warren):

Nothing new to report. Thanks to Craig for helping with swapping out light bulbs. Again, we don't know what the construction on the front lawn is all about.

10) Coffee Bar (Sandy):

Coffee bar is fine. We have volunteer spots to be filled, all were encouraged to sign up.

11) Membership (Colleen):

We have 107 current members, so we are consistently growing our base back. We had 93 members last month. Question: Do we know where people are coming from? Yes, we track from membership applications, volunteers join to work on specific shows and we also get unsolicited volunteer requests via email.

12) Play Reading (Val for Alice)

The committee met last Saturday and read their second play. The next four plays to be read are scheduled.

13) Theatre BC – North Shore Zone Festival

Wayne has talked to his cast and crew and they are all onboard. We need someone to lead team, coordinating the logistics of getting us to festival and back. This is mostly paperwork. This project coordinator would have to submit and coordinate the truck to move the set, organize cast and crew for the day of show. Traditionally, the cast all participate in unloading and reloading the truck. Anyone who volunteers must be listed as part of the show and members of Theatre BC.

If the show wins and gets to go to Mainstage there would be more involved: show registration, movers etc. in place and booking of hotel rooms. There is a lot of coordination and deadlines.

Isabel has offered to coordinate if others help. James has volunteered to take on paperwork/general help and Doug could answer any festival questions. Help will be given with moving. The club will join as a member club, and cover cast memberships and if they win they cover ferries and give per diems for daily meals.

There is a pass available and those who want to stay extra days will pay for that on their own.

MOTION: That Vagabond Players proceed to enter the North Shore Zone festival with appropriate costs covered. **Carried.**

14) Arts Commission (Ted)

The meeting had a lot of new members and they reviewed what they can and can't do. They are working to ensure that First Nations are represented in everything to do with arts. Their goals are to recycle any old materials.

15) Old Business (Val)

- a) **Jan. 25, 2019 Volunteer Job Fair at Royal Centre** – We sold some tickets and networked with the Arts Council and Hyack. It was good exposure. Thanks to Cheryl, Val, Isabel and Sandy who manned the booth.

16) New Business

- a) **Junior Membership dues** - This topic came up recently. In our bylaw's junior is defined as under 16 years of age. We need to go back to the minutes to determine the correct procedure in the operating policy. What, if any amount would be appropriate for a junior membership. Chilliwack Guild is under 18 years and offers it for \$5 and they have never had a problem with the youth coming up. It was suggested that anyone under 19 needs a parental consent form. Voting privileges remain for adults only.

Action: add a line to the current membership application form with a signature line for parental consent.

MOTION: That Vagabond Players reinstate the junior membership option with dues at \$5 for anyone under 19 years accompanied by a parental consent form. **Carried.**

MOTION: To change offering members one free ticket per season for "gala night" to be one free ticket to "any" performance in that season. **Carried.**

- b) **Arts Council initiative to partner with Vagabond Players** - The Arts Council would like to pair with anyone who wants to work with seniors in our community. They are brainstorming ideas. Anyone interested please see Val. In Chilliwack they offered a seniors group to do a behind the scenes seminar. A director went through all the jobs backstage and at the end they were able to come see the show. Val might go to one of their meetings but if anyone has ideas please send them to Val.
- c) **Code of Conduct Committee (Julie)** - At the last AGM we talked about our Bullying and Harassment Policy. Last fall Julie, Mary, Isabel and Val went through resources collected from WorkSafe BC, various local artists groups, as well as the Canadian code of conduct for professional groups.

They suggest that we add a Membership Agreement to the back of our current membership form: to include the bullying and harassment policy and procedures, basic codes of conduct, tips and training and keeping open lines of communication.

The plan is to have members sign this form annually. It should be ready for our next AGM.

- d) **New Westminster Heritage Preservation Society AGM on Feb. 25, 2020** - Val met to review their setup and needs. They would like a tour and Val will seek out a volunteer.
- e) **Todd Ayotte, Manager, Community Arts and Theatre** - Craig and Val met with Todd on February 3rd. He really understands theatre for example, when we are dark, we are not actually dark. Our lease should have been renewed in February 2018. He wants to start meeting to review it and he wants us to come up with a wish list of Capital Improvements. Accessible parking came up. Warren already has some plans for the back steps, the stairs, expanding the lobby, lighting for the stairs and other exterior stairs. Our elderly patrons must navigate carefully.

The city has several buildings and they do a rotating appraisal of them – they will meet with Warren to appraise our building.

For insurance purposes, we have we have liability and content as well as director's liability.

Action: Warren to get a team together to do a shop/tools/lighting inventory due by the AGM.

- f) **Ticket prices for next season** - We need someone to survey what prices are for other community theatres. Musicals and panto's will be higher but we need someone to do a survey of what other shows are costing. **Action:** Allen and Julie will provide this info by the next meeting.
- g) **Possibly expanding our show programs** - Our programs typically only include bios and photos for the cast – but it could include all cast and crew. If we increase pages, we could also feature a special volunteer who does a lot but gets no acknowledgement. For crew we could do a production crew photo. We could also free up space by removing production photos.

Action: Val will send a note to the printer to find out costs.

Finally, the board and volunteers were complimented for the work they have done this year, which reflects in the increased number of members and ticket sales.

There being no other business, the meeting was adjourned at 8:08 pm.

Next meeting: March 16, 2020 @ 7:00pm

Minutes of all meetings can be found at:

<https://www.vagabondplayers.ca/members>

The password is: bernielegge