

**Vagabond Players**  
**Executive Meeting**  
**7:00 PM May 25, 2020**  
**The Bernie Legge Theatre/Virtually**

**Meeting called to order @ 7 pm**

**Members Present:** Valerie Lawlor, Isabel Mendenhall, Liz Mendenhall, Cheryl Agoston, Warren Johnson, Rob Larsen, Craig Premack, Richard Wiens

**Regrets:** None

**Recorded by:** Colleen Byberg

**1) Next Season**

Due to the challenges of COVID, the provincial dictates, and difficulties with our lobby and theatre being small and the requirement to social distance in order to keep volunteers and patrons safe we need to create a message about our temporary closure.

**ACTION:** Cheryl has drafted a message that will be sent to members and patrons that states we are following provincial rules, and will we be on an intermission until we have guidelines as to how we can safely open our doors. This communication will also be posted on our Facebook page and website.

**2) AGM**

The June 15th AGM will be via Zoom as well as in the theatre for those who feel safe providing they sit social distancing and preferably wear a mask. Due to this new format we will put a note in the Newsletter if anyone wants to join the board to let us know in advance. There will be no nominations from the floor. We can still have motions and voting buttons. **Action:** We should consider purchasing a Zoom membership for AGM and future meetings. Colleen will work with Val.

**3) Membership Renewals**

The board agreed to put a one-year freeze on membership renewals. **MOTION:** That Vagabond Players extend membership for 1 year. **CARRIED.**

**4) Vacant Building/Cost Savings Measures**

- **Garbage Collection:** Garbage is being picked up on an "as needed" basis.
- **Temperature Control:** **ACTION:** Warren will chat with Hugh to see if the thermostat is set efficiently as it may be on a timer.
- **Photocopier:** We have an excellent new copier for free. Thank you to Isabel. **ACTION:** Isabel will cancel the lease (if it is possible) and arrange for pickup. Val or Isabel can be at the theatre on day of pickup.
- **Insurance:** Val is checking with our insurance company re: several items:
  - Show cancellation for loss of revenue. It may have been something we had in the past
  - Our building is vacant – how often do we need to check on it?
  - Can we do a reduction in our liability as we are down in numbers?

**5) Theatre Maintenance/Updating**

- It was agreed that it should be mandatory that volunteers wear masks for any work done on site during the pandemic. Painting etc.
- **Green room revamp:** Warren will do a workshop inventory at some point
- **Dungeon Purge:** This will be put off to next year or completed before any reopening. Rob will make a list to look at what can be thrown out.
- **Lobby furniture:** **We will look at** options for new lobby furniture before reopening. Craig said Wayfair has lots of good options.

**6) Other Business**

**Lighting:** **MOTION:** Craig is authorized to spend up to \$700.00 for new DMX cables. **Carried.**

**Grants: ACTION:** Val to enquire about any possible grants or government subsidies for loss of revenue at a provincial/federal level. We are subsidized by the City of New Westminster.

**Signage:** We will update the big sign on the theatre to say Thank you to our patrons, we are on intermission but look forward to welcoming you back when it is safe. Also, this sign will include thanks to our first responders. Val will recommend wording and run by the board. Also look at putting signage in the outside display cabinet. **ACTION:** Craig and Rob will put up the signage.

**Meeting adjourned at 7:54 p.m.**