

Vagabond Players Executive Board Meeting June 12, 2023

Meeting: Called to order 6:58

Attendance included 2 guest members.

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

Denise Brookson – Director/Props Coordinator

Al Zylstra – Director/Residence Stage Manager

Val Lawlor - past president

Regrets: Val Lawlor,

Motion to waive minutes of last meeting: George; seconded - Craig; carried.

Minutes recorded by Bev Pride

1. President's report

- Parking problems; City is aware of problems of parking, both sides of the one way road in front of Bernie Legge restricts access to the theatre by emergency vehicles; reminder to cast to use the parking on the side of the theatre will help give access to road parking to patrons.
- Season is completed in 2 weeks; we've presented great shows;
- Warren will not be running for the executive board at the AGM.
- Ted Drabyk resigned from the board for personal reasons; keys returned

2. Box office manager report

- Tickets sales are soft for this show, however, people that see the show love it.

3. Treasurer's report See attached reports

4. Correspondence: from inquiries@vagabondplayers.ca

- Patron wanting 2023/4 season tickets. I responded that once the season is established, VP will know whether or not season tickets will be offered.
- Inquiries – Massey and Anvil Centre music concerts coordinator contacted VP asking if VP would be interested in music concerts. Forwarded to the Vice P of VP to answer. Music proposal – see attached proposal - Week Night at Bernie's, this will be a proposal to consider for the new season.

5. Producer's report

- **Our Town –**
Scott looking into ways to incorporate the sound and light cues to one program;
Cindy D and Denise B have done an outstanding job with many, many costumes and NOTE: this was supposed to be a learning experience for Cindy and became a full on job; thanks to Denise for stepping in to help mentor.

From one cast member – “this has been the best rehearsals I’ve every gone through and the most welcoming club”

From patrons – “how did you manage to get 12 outstanding actors; they all are so good.” Many good comments on the lobby display.

- **Laughter on the 23rd Floor** – Deb
See financial report attached
- **Night of Jazz** – Warren
See financial report – done as a 70/30% co-production. 60 patrons attended

6. Front of House report

- Good staffing
- Duties of Show FOH manager – suggests better communication between FOH manager and show producer.

7. Tech report –

- Denise read a letter read Our Town show Lighting designer – recommending upgrade of lighting dimmers and lights plus a system upgrade by an electrician and lighting technician.

Motion: Denise - VP puts as out a RFP for a consultation on necessary lighting upgrade. Second - Bev; Carried.

Action: Bev will develop the RFP

8. Publicity report

Poster distribution team have done an excellent job; posters have been seen everywhere. Ads have been bought for paper copy of The New West Record and Burnaby Now; Press release sent to NW Record; free ad in the Heritage Tour Pamphlet; Local Events Calendar have been entered; Social Media have been posted non stop and Instagram ad purchased; OT promoted at the Hyack Festival Parade; signs placed outside every rehearsal. Patrons’ and members’ emails sent out. Frustrating because houses are lower than other shows.

9. Old Business

A) Plays for 2023/24 Season: set calendar;

1. Motion: Denise – move our shows to a 3 week run, Sunday being last show; seconded – Al; Discussion – followed; Carried – 1 abstained

2.Motion: Al - move to 4 show season with the following shows:

- Vimy – October 19 to November 5, (rights for 2:22 – A Ghost Story do not appear to be available)
 - Marvelous Wonderettes - November 30 to December 17;
 - Last Romance - Feb 8 to Feb 25;
 - Men Express Their Feelings – April 25 to May 12.
- Seconded - Bev; Carried; 1 against

3. **Motion:** Deb: Move to raise tickets prices slightly to \$15 preview nights; Seniors/Youth prices \$17; \$20 for General; Seconded - AI; Carried

B) Producer for all 4 shows and obtaining rights

Action: Bev will produce Marvellous Wonderettes, obtain rights, rehearsing at the Gallery; Deb will apply for all other rights

C) Celebrations and other events: rental or free – criteria needed for decisions

Action: Bev and AI will work on criteria for use of the venue.

D) Kwantleen Marketing project – member can't work on this due to continuing health issues – do we continue with this opportunity?

Action: Bev will contact Kwantleen.

E) Jobs for production:

Motion: Warren - add the Resident Set Decoration as an added position and be responsible for the dungeon and the paint room; Seconded: AI; carried.

F) Elections – notice has gone out to members regarding AGM

no names have been put forward to run as executive board.

Nominations for the Executive Board will be taken from the floor at the AGM.

Karl Moser will run the election process at the AGM.

G) Members' Appreciation July 9 Sunday 4 to 7 –

Motion: Warren - VP give a \$20 Starbucks GC to the volunteers on appreciation.

Seconded: Bev; 1 opposed; Carried;

Action: Deb will create and invitation to all members with a RSVP.

H) Tax receipts – Minuteman have created a receipt for donations that meet all CRA criteria.

10. New Business: none.

Next General Meeting: June 19, 2023; AGM June 19, 2023

Next Executive Meeting: set by new board.

Meeting motion to adjourn Craig – seconded – AI; carried

Meeting adjourned at: 9PM.

Minutes can be viewed at - vagabondplayers.ca; link is members: password: bernielegge