

**Vagabond Players  
General Meeting Minutes  
Bernie Legge Theatre  
7:00 PM January 20, 2020**

**Executive Present:** Valerie Lawler, Isabel Mendenhall, Cheryl Agoston, Warren Johnson, Rob Larsen, Craig Premack, Richard Wiens

**Regrets:** Liz Mendenhall

**Members present:** 20 with 0 guests

**Recorded by:** Colleen Byberg

**Meeting called to order at 7:02 pm**

Valerie welcomed the membership and guests to the meeting.

**1) Reading and Approval of Minutes:**

**MOTION:** To waive the reading of and to approve the November 18, 2019 General Meeting Minutes. **CARRIED**

**2) Correspondence (Colleen):**

Nothing to report.

**3) Treasurer's Report (Isabel for Liz):**

- a) **Bank Acct balances as at Date:** Chequing: \$51,335.79, Savings Plan 24: \$73,888.73, Gaming Account: \$20,093.90, Term Deposits: \$152,965.74.  
Total: \$292,617.21.

No bookkeeping update at this time but should be ready for the next meeting.

**4) Production Reports (Various):**

a) **Once Upon A Fairytale**

Ticket sales: 1,227 and brought in over 200 new people to the Bernie Legge theatre. Revenue and box office revenue split after fees was \$14,800 so will be \$7,400 each for Vagabond Players and Capricorn Theatre. After advertising and some set expenses, net revenue likely around \$5,200.00. Vagabond Players will have netted about \$5,000.00, comparable to some of our regular shows last year and brought in a lot of new talent.

b) **Drinking Habits 2**

This show is coming along well we have most of our props together and the stage is looking good. The poster/program is coming together, and publicity shots and bios

are done. Press release and advertising is done. Lighting will be this week. Not much has been spent on costumes or set as we had most things already. We don't have a stage manager yet or to anyone to run the booth. Rob will be a backup.

c) **Next Fall**

This show has been cast, scripts are in and the first read-through is scheduled. The director is meeting with a possible Stage Manager and lights have been arranged. We need a producer and possibly a costumer.

d) **Laughter on the 23<sup>rd</sup> Floor**

The show has a stage manager and lighting designer. We are looking for producer, costumes and props. Auditions will be mid to late March.

All scripts are in for all the shows at this point.

5) **Technical Report (Craig)**

The lighting board was reformatted for this show and the sound seems to have some odd things with speakers not working so we may need to look into that. We are using QLab for the sound.

There is a possibility of replacing some lights to be LEDs. Costs have gone down. An inventory would be a thing good to have for insurance/the city etc.

**ACTION:** Craig will create an inventory by the AGM.

6) **Publicity Report (Isabel, Val)**

Everything is going smoothly for this show.

7) **Box Office Report (Cheryl)**

- The blast for purchasing ½ season packages = 57 purchases.
- Thanks to advertising and emails we have sold 686 seats for Drinking Habits.
- Next Fall has sold 445 seats.
- Laughter on the 23rd Floor has sold 439 (likely season ticket holders).

8) **Stage Management Report (Rob):**

- Rob decided to put together a pool of people to draw from to personally approach as a stage manager (we did advertise but no interest online) and this could help other groups if we have names in our database. This seems to be epidemic on Facebook and a lot of companies are offering to pay honorariums.
- We will be purging the dungeon in April. We can advertise and offer members first dibs. Also, we have the puppet to sell. CTC was created in order to share resources.

**Action:** Warren to provide Val the details and information to post sale items on social media (such as Production Resources). We will include photos of bigger items. Due April.

9) **House Management Report (Warren):**

We will be doing a deep clean in the theatre (possibly two Saturdays after the opening of Drinking Habits 2.) Our cleaners do a great job, but they miss things such as lampshades, ledges etc. All agreed that a 3-hour session would be in order, followed by a social or pizza party.

**Action:** Warren will send Val a confirmed date for the end of March (after Spring Break).

**10) Coffee Bar (Sandy):**

- Nothing new to report.
- We have Front of House openings available.
- Liquor license has been applied for, pending approval (approx. \$1,233.00). We don't break even. In the past we talked about getting a different payment (debit) machine and since people don't carry cash – this could be part of what impacts our coffee bar sales as people don't carry cash. The problem is that Vendini doesn't differentiate coffee vs box office, so a bit of a bookkeeping problem. Vendini has some options but nothing for coffee bar. Our new Moneris account may have something. **ACTION:** Val will talk to Liz about looking into and Moneris and to Cheryl regarding Vendini. All options to be explored.
- In order to serve alcohol, our volunteers need a "Special Event Server" certificate (this used to be "Serving it Right") but is now smaller for events under 500 people. It's only 25 questions and \$20 to take the test. This is available online and Vagabond Players will reimburse any FOH volunteers who take the course.
- We passed the most recent fire inspection from our security company. They did replace some extinguishers.
- We are asking members if anyone would like to form a Capital Expenditure Improvement Committee in particular, to look at replacing out stage floor and a couple of other things. If interested, please reach out to Valerie.

• **Membership (Colleen):**

We have 96 current members. We are slowly increasing.

We recently rented out our space to Stage 43 for Lion in Winter and a couple of the people working on set are interested in coming back. We may have a couple of stagehands from this. We charged \$20-\$25/day for the shop and stage and they did 4 days. We provided materials which we charged back.

• **Play Reading (Deb for Alice)**

Play reading starts this Sunday at 1pm. We have 3 plays (one with a director attached) and we are following up on email offers. Alice has enough committee members.

• **Old Business**

Nothing new to add.

• **New Business**

- a) Board members have reviewed the applications for new directors for the following 2020-21 shows: Rumors, Waiting for the Parade and The Butler Did It. After some

discussion a motion was put to the members:

**Motion** to accept the board recommendation of Kayt Roth to direct Rumors, Nancy von Euw to direct Waiting for the Parade and Richard Wiens to direct The Butler Did It. *Carried.*

- b) There is an upcoming Volunteer Job Fair in New West on January 25<sup>th</sup>. Volunteers are needed, please drop by if you can help out.
- c) The New Westminster Heritage Preservation Society will have their AGM at the Bernie Legge Theatre on Tuesday February 25<sup>th</sup>.
- e) On February 27<sup>th</sup> the Girl Guides are buying out most of the theatre and will do a 50/50 and silent auction. This will bring in some new people.
- f) St. Aidans asked for a similar arrangement and are looking for a June show – so we are offering them the first preview night. The board approved giving them a deal at \$10 per seat. They will also do a fundraiser and we may release some seats depending on how it goes.
- g) Isabel and Val met with Todd Ayotte, the new Manager of Community Arts & Theatre. They met on November 22<sup>nd</sup> and gave him a tour. He's very established and knowledgeable about theatres. He had a lot of questions about our season, attendance, monies and succession planning. It was more than was expected. He knows what items are owned by the club and which are not. It was a good pleasant meeting and he will come out in April to see Next Fall and he wants to have a follow up meeting to see how they can support us in terms of executing the "city strategy" The meeting will be January 29<sup>th</sup>.
- h) Doug Perri gave an update on Theatre BC. They've had issues with the Greater Vancouver Zone and may be looking at redrawing the boundaries in the future but for now, the North Shore Zone is inviting Vagabond Players to participate in the festival this year. The purpose is to ensure no one is left out if they want to participate, have their work seen or to have it adjudicated. We are their closest club member and we could fill an empty spot. Dean Paul Gibson will be the adjudicator. Key dates are May 3-9 for the NS Zone Festival and Mainstage would be July 11<sup>th</sup>. The board agreed that this was a good idea but wanted to give the director a chance to ask the cast first. If not, we could open it up to other club members.

It was also noted that any cast or crew who is involved in a winning show that goes to Mainstage they will only pay a \$72 registration fee for an entire week of shows and all the coffee critiques.

**ACTION:** Wayne to reach out to his cast to see if they wish to participate in the North Shore Zone Festival. Val can assist with talking points if needed. To be confirmed in the next couple of weeks.

There being no other business, the meeting was adjourned at 7:49 pm.

**Next meeting:** February 17, 2020 @ 7:00pm