

Vagabond Players Executive Meeting

Bernie Legge Theatre

7:00pm January 14th, 2019

Meeting called to order at 7:07pm

Members present: Jeremy Heynen, Alex Ross, Ashley Chodat, Roger Monk, Adam Beggs, Elizabeth Drummond, Warren Johnson and Alison Main.

Regrets: None

1. Welcome.

2. Correspondences: Nothing to report.

3. Treasurer: Alison Main has found stamps and the address stamper. Alison is following up with Roger's bookkeeper Paula, for Vagabond Players. Alison is going to sort through files and create an excel spreadsheet for all our vendors; working through organizing past expenses. The Board is hoping to get paperless bills and online banking set up soon. Alison wants her own email so that invoices will go to her instead of the inquiries account.

4. Production Update

a. Rabbit Hole: Faith Hurd and Abby Beggs are onboard for gathering props. Bev Pride has already started working on costumes. Rehearsals are going well.

b. Detroit: Both auditions are done. Callbacks will be on Sunday, January 20th.

5. Box Office Report:

- a. Elizabeth Drummond is going to call PayPal regarding depositing money into our accounts.
- b. **Little Red Riding Hood:** The total cost of the show was \$7,716.26. The club costs were 6,080 dollars. Usually \$5,000 for club expenses and \$2,500 for production expenses. The Board is considering going back to fifteen shows instead of sixteen, because it gives us the ability to close on a Saturday. Since Dramatists bought Samuel French, royalties have gone up.

6. House Management: Nothing to report.

7. Technical Report: Nothing to Report.

8. Play Reading Committee: The Committee will be meeting next on Saturday, January 26th, 2019.

9. Publicity Committee: Alison Main will do more Facebook posts on the group page for Detroit auditions and the third week of Little Red Riding Hood starting.

10. Old Business

- a. **Anti Harassment and Bullying Policy:** Alison Main spoke with her sister in law and it was discovered that The Board does not need a lawyer to make the policy. Alison brought in a template that we can follow to make our own.
- b. **Executive Laptop:** The Board is looking into getting an executive laptop that would be beneficial and shared amongst the Board members.

- c. **North Shore Festival:** The decision on whether or not Detroit should be part of the festival will be decided by the members during our next general meeting. Deep Cove Stage Society has dropped out of the festival.
- d. **Washer and Dryer:** Reimbursement is needed for the washer and dryer that has been purchased. Washer cost was \$1,300 and dryer was \$1,200. Hookups for the appliances have been done.

11. New Business:

- a. **Fog Machines:** The Board would like to put money towards getting a professional fog machine that works better. Jeremy will look into prices and options. Jeremy would also like to get a projector mount that is \$250.
- b. **Supplies Needed:** Warren wants to do a wood order, as he does not think there will be enough supplies to last the whole season. Him and George will work together and determine what supplies are needed. Warren would also like to purchase new paint brushes. Both motions were approved.
- c. **Booth operator:** Janessa Thivierge will be available to take a few shifts as booth operator for Rabbit Hole. The Board is searching for a consistent operator, since Janessa is only available for a few shows.
- d. **Stage Manager Contract:** Jeremy and Adam will review our stage manager contract and make any adjustments if needed.

Meeting Adjourned at 9:09pm

Respectfully Submitted by Ashley Chodat

