

Vagabond Players

Executive Meeting

Bernie Legge Theatre

5:30 PM – Monday April 16, 2018

Meeting Called to Order at 6:30 pm

Executive present – Five: Liam Coughlan, Rob Larsen, Valerie Lawlor, Isabel Mendenhall, Craig Premack

Regrets - Three: Denise Brookson, Jeremy Heynen, Alexandra Wilson

- 1) TREASURER'S REPORT – Given the resignation of the Treasurer on March 31, 2018, Vagabond Players Members Deborah Tom and Mathew Davenport appeared as requested, and spoke to their ability to put the Vagabond Players books and records in order, given their personal knowledge and experience with the systems and documentation. It was noted that the priority is ensuring all of the entries for 2017 are verified as complete and accurate in time for the May 14, 2018 General Meeting. At that point, an Accountant will need to review the books and prepare the 2017 Financial Statements and 2017 Charity Return prior to the June 30, 2018 filing deadline. Once that priority is taken care of, the Board of Directors will need to ensure that the 2018 records are updated and ongoing bookkeeping is maintained. IT WAS AGREED, that Vagabond Players accept the volunteer services of Deborah Tom and Matthew Davenport to work together to assess the existing financial records, and update 2017 financial records, to the extent that they are able, and if they need the assistance of a Bookkeeper, they are empowered to engage one up to the cost of \$1,500 to ensure that all of the 2017 financial records are complete and accurate in time for the May 14, 2018 General Meeting. Additionally, Deborah Tom will summarize the relevant financial information so that Valerie Lawlor can submit the overdue Gaming Event Revenue Report and the Gaming Account Summary Report.
- 2) SELECTION OF PANTOMIME TO COMPLETE 2018-2019 SEASON – There was a discussion regarding the importance of having the script for an approved Pantomime available for potential Directors to review prior to agreeing to Direct, and for all scripts under consideration, including Pantomimes, to go through the Play Reading Committee process in the future, following the Musical in 2019/2020. IT WAS AGREED that “Cinderella” will be the Pantomime for December 2018. IT WAS AGREED that the author/version/source of the “Cinderella” Pantomime will be determined at the next Executive Meeting.
- 3) PRODUCTION BUDGET – Isabel Mendenhall advised that, as the interim holder of the Vagabond Players chequebook, she has learned that a second cheque for an additional \$500 Honorarium for “Sleeping Beauty” was issued outside of the original budget. IT WAS AGREED that the approved budget of “Sleeping Beauty” be modified after-the-fact, to reflect the additional \$500 Honorarium.

- 4) ADMINISTRATIVE SYSTEMS – There was a follow-up discussion regarding prior in-person and email Board of Directors discussions regarding the possibility of switching email hosting and/or the credit card and contact person for the ticket payment system and/or the ticket payment system itself and/or the ticket system contact person and/or the ticket system itself. It was pointed out that changing any of our administrative system arrangements while we are trying to get our books in order following the resignation of the Treasurer and while we are trying to set up our new season in the system would further complicate the challenges. It was also pointed out that if a current Board Member was now willing to put their credit card on the payment system, that another change may take place in nine weeks when there is a new Board of Directors, and the whole process could potential be duplicated at that time. IT WAS AGREED to not make any changes to Vendini or Paypal or the email service for the balance of the term of the current Board of Directors.

Meeting Adjourned at 6:59 pm

Respectfully submitted by Liam Coughlan

Minutes of all meetings can be found at <https://www.vagabondplayers.ca/members>

The password is: bernielegge