

# Vagabond Players Executive Meeting

Bernie Legge Theatre

7:00pm December 17, 2018

Meeting called to order at 6:58pm

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

Regrets: Adam Beggs

## **1. Welcome.**

**2. Correspondences:** Doug and Norman sent dates for North Shore Zone and Theatre BC Mainstage, if we would like to bring Detroit to Festival.

**3. Treasurer:** Alison Main has been voted onto the Board as Treasurer. She will be a signatory for the Vagabond Players bank account. Alex Ross motioned. Elizabeth Drummond seconded to Alison being Treasurer.

## **4. Production Update**

**a. Little Red Riding Hood:** The production is in its second week of shows.

**b. Detroit:** Scheduled auditions will be on Sunday, January 13<sup>th</sup> and walk in auditions will be on January 14<sup>th</sup>.

- 5. Box Office Report:** Elizabeth Drummond wants to buy ticket stock. Motion passed.
- 6. House Management:** Nothing to report.
- 7. Technical Report:** Alex Ross is interested in purchasing some DMX cables in the new year.
- 8. Playreading Committee:** The Committee will be meeting next on Saturday, January 5<sup>th</sup>, 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. THEATRE BC:** We were asked to participate in the North Shore Festival with Detroit. North Shore only has two submissions but need three for the festival to move forward. The board voted that if there is a travelling adjudicator, then Vagabond Players will participate. Jeremy will follow up with North Shore regarding that possibility.
  - b. Summer Proposals:** Run for Your Wife, Alfie and the Youth Theatre Group Program were proposed as options for the summer of 2019. The Board voted to go with the Youth Theatre Group.
- 11. Washer and Dryer:** Hookups have been installed. We just need to find a washer and dryer to purchase. Warren Johnson is looking at separable units that can be stacked, at Home Depot and Trail Appliances.

**12. Bullying and Harassment Policy:** It has been suggested that we should hire a lawyer for consultation or to write it. We need to have a defined policy. Alison Main is going to talk to her sister-in-law, who is a lawyer for further information on how we can proceed accordingly.

**13. House Managers:** It was discussed that house managers should not be allowed to go past the office during a show. FOH duties will be updated by Jeremy and Warren.

**14. Green Room:** The green room will be painted on New Year's Eve.

**15. St. Aidan's:** The group wants to buyout *Melville Boys* completely for an additional performance or they have the option of purchasing up to 100 seats for the Saturday matinee. Regular price for them to buyout is \$1,000.

**16. Little Red Riding Hood:** Based on turnouts, it seems not a lot of kids are coming out to see the show. It has been suggested to contact the school board to put up posters around elementary schools with two for one tickets offered for New West Elementary School Students.

**17. Cleaning the Theatre:** \$1,500 for desensitizing and cleaning seats after Little Red Riding Hood's run. Warren Johnson is still looking out for deals. Carpets will also be cleaned once Little Red closes.

**18. Office Floor:** Warren Johnson is waiting to find time to get a group in to take items off shelves. The cost is approximately \$700 to get the floor recarpeted. They will move the furniture but we need to take everything off the

shelves in preparation. The Board will look at this once Little Red closes.

**19. New Business:**

- a. Keys:** There is only one key for the post office. We need to find out how much it costs to get another key cut. The Board can also choose to move post offices, so that it is more accessible for those not having a vehicle. The name on the post office card needs to be updated, with whoever is picking up the mail. This will be done in January.
- b. Concession:** Warren Johnson is going to purchase regular and decaf coffee in time for opening of Rabbit Hole.
- c. Vacuum Purchase:** Warren Johnson wants to buy a powerhead for a vacuum that is \$110. Motion passed.
- d. Glacier Media:** We can sign up with Glacier Media and get paperless bills and pay it online. An email will be going to inquiries. Alison will look into it as Treasurer.

Meeting Adjourned at 8:16pm

Respectfully Submitted by Ashley Chodat