

Vagabond Players Society
Board of Directors Meeting
August 26, 2024
(Residence of Isabel Mendenhall)
New Westminster, BC

In Attendance

Ray Boulay, Dwayne Campbell, Cynthia Dean, Scott MacDonald, Lindsay MacIntosh, Deb Tom, Al Zylstra and Isabel Mendenhall (guest)

Regrets

Warren Johnson, Peter Ker, and Valerie Lawlor

REPORTS of OFFICERS

Deb Tom – Treasurer Report

- Financials attached.
- Action items listed in red.
- Deb to run point with the city on issues related to parking, disability access, and safety concerns.

Prospera Credit Union - Balances as of JULY 31, 2024

Chequing	\$57,600.27
Savings	\$29,934.08
Gaming	\$3,913.00
Equity	5.00
<u>Term Deposits (revised)</u>	<u>155,786.33</u>
Total Monies	\$247,238.68

- **Prospera C.U.:** I completed documentation remove previous signatories, Warren and I remain. Dwayne is added.
- **Revenue:** I have completed the accounting and show profits for Jazz Night @ \$538 and The Dimes @ \$2,800.
Cash Deposit for Jazz Night and Dimes were made on Aug 22nd. Paypal transfer of \$5,761.68 was made Aug 21st.
- **Accounting:** June and July data has been entered into Simply Accounting. The Balance Sheet and Income Statement are attached. For the Income Statement. Net Income of \$11,216.07 reduces by \$850/month depreciation x 7 = \$5950 and 2024 Rental income \$400/month x 7 = \$2800 bring Net Income to approx \$2,466.
- **Property Tax Exemption:** Trish from the City of New West Contacted me as it was overdue, the email was sent to our inquiry address. She re-sent it to me, and I completed it August 15th, backdated it and it has been received.
"Who is monitoring the Inquiry email address?"
- **Entandem:** (Music Licensing) I spoke in length with them. There are two licenses: The first is Lobby music based on the days we are operational, I informed them 60 days and they are revising the invoice. The Second license is for Music we use on Stage during the show, this is based on a form they sent me and is calculated on number of performances and attendees. Musicals we already

purchase the musical rights. Discussed with Warren - Jazz Night Original Music. Discussed with Craig The Dimes purchase Karaoke.

- **Audienceview:** – As mentioned at the last meeting there are two parts, one for the system fee and one for the ticket fee. We negotiated \$100 / month but we still need to pay the \$275 for May and June. The problem I am having is the amounts they took from Prospera in June (24th \$451 + 27th \$888.47) do not match anything so I have requested a breakdown. After much back and forth emails, I am now set-up as a MasterUser and can access Statements. I have revised the Audienceview deductions from Propsera to be more accurate. I have made Audienceview adjustments. Play On Profit = \$13,391 and The Last Romance = \$11,815. We do not have to pay for musicals like Tick Tick Boom where we purchased the music rights,.
- **Paypal Account:** I am currently trying to figure things out, the problem I am realizing I might have to pull information monthly as it only retains data for 3 months, so for instance, Mauritius already has ticket sales in June but does not open until October? I will do balance draw before end of month.

Finances - Ongoing

- **Bernie Legge Theater Lease renewal** – We met with the City of New West (Todd) Thursday August 22nd. The next step is to get Council Approval and then Public Approval. Vagabond still needs to come up with Rental Rate Addendum. We agreed to the Annual Report to coincide with our Season for August 1st 2023 to July 31, 2024. The Revenue portion should reflect that period but does not need to be detailed. It would be good to have the Report ready to go with the Lease. **Cindy** if you can run the demographics for that period and make charts that would be awesome, **Val** if you could put together a listing on organizations that used or rented our space for that period to that would be great. I will work on the Financials. **Scott** if you could put together a brief paragraph on our upgrades. **Warren**- what did we do for shop upgrades.
- **Primary Liquor License:** I spoke with Edna at Rising Tide, as not all the Directors completed the documentation, we will get an incomplete. Now that we have a new Board of Directors (Dwayne/Al/Ray/Peter), she advised that the new Board of Directors members should complete the Statutory Declaration, BC Personal History and Criminal record check and do the application with the new Board of Directors.
- **Treasurer's Duties** The current one is so out of date it says Westminster Credit Union not Prospera. The systems are so complicated I will do an outline and then a workbook, but in reality the person who becomes Treasurer must have an accounting background or we need to hire one.

Finances – To Do

Licenses: Mauritius Gaming and SEP.

Dwayne Campbell – Production Report

- **Mauritius** – Cindy reported progress well underway and any issues coming up are being dealt with. Al gave a more detailed report under Stage Manager reporting.
- **Tick Tick Boom** – Bev provided the following report:
 - TTB has a cast – after 41 auditions; 11 callbacks; 7 offers; 3 acceptances right away; 5 re-offers, and finally a cast.
 - Once rehearsals start we will announce our cast (Amanda is a little gun shy after our lead actress declined our offer because she got a paying gig).
 - Bev has secured off-site rehearsal space at the Centennial Lodge Gallery; the Aquatic and Community Centre and a condo community room.
 - There are 20 on the TTB crew supporting the production.
- **ACTION: Scott** mentioned that he needs to get an updated list of equipment that will be required for TTB. Original quote was for microphones for 6 cast members and there are now

7 cast members. Also, during the last musical, Alan borrowed some equipment which may not be the case for TTB.

Cindy Dean – House Manager Report

- Volunteer sign-up will go out this week. Several long-time volunteers have already made commitments.
- Coffee machine is out of order and Cindy will contact our supplier to get it repaired or replaced.
- Dwayne asked about requirements for ensuring that the gala event was not a 'dry event'.
 - Discussion regarding why we used to give out two tickets to each cast member to use at the bar and why we can no longer do this (issues related to liquor licence.
 - To clarify, liquor was sold at the last gala event prior to the play and during intermission, but was not available during the after play get-together.
 - It was decided that red and white wine would be available for the cast and crew in the green room after the play. Liquor sales would continue during the gala for patrons who wished to enjoy a glass of wine or beer.

Valerie Lawlor – Publicity Report

- While I am starting to heavily promote Mauritius, I would like to promote our entire season more. We used to have a season announcement to patrons and have a trifold season brochure in the lobby ready for our first show. Also if there is any advertising we are considering purchasing like on What's On!, we can promote the season and justify the cost which would be considered club advertising and not allocated only to one show (right Deb?).
- With that in mind, I would also like patrons to be able to buy tickets for any show of the season, which of course would require Box Office set up all the shows... we have already had some patrons ask about Tick Tick Boom!
- Other community theatres have their tickets on sale once their season is announced.
- I know we have done it differently in the last couple of years since post Covid and that was how folks wanted to handle... it was certainly not a reflection of ability or competence.
- Cindy or Warren- I know you are super busy right now with Mauritius and all the other stuff you have taken on. Is there any possibility that you can set the other shows up by the time Mauritius opens?
 - ***Discussion on this point included Deb clarifying why posting all shows online makes it difficult for her to reconcile sales due to the way Audienceview only holds purchase information for 3 months.***
 - ***It was decided that not all shows would be posted in Audienceview at this time. TTB will be set up once Mauritius starts.***
 - ***Ray also brought up the issue of trying to do poster artwork for an entire season. Currently he gets input from the Directors and if we did posters for the whole season this would not be possible. This could lead to some uninspiring posters.***
- We can still proceed with creating a trifold brochure anyways, cost is fairly minimal as we print on regular paper, not the glossy used for posters. As we haven't done in a while, I don't have a quote yet. We'll also be printing a significant quantity which will lower the cost per

piece. These brochures can also be placed outside the theatre at places like Century House, Arts Council, and library just to name a few.

- Other than that proposal, here is a Publicity Update on Mauritius:
- The distribution of Mauritius posters has started already in uptown, downtown and Sapperton
- Over the next couple of days, we'll send out an email to our 4,500 patron database this coming week with a reminder closer to opening. Sending a notice about a month in advance is appropriate and we'll send a second one to patrons about 2 weeks before open.
- Notices sent to Arts Council, Tourism New West
- For Georgia Straight, I need a thumbnail image of our poster, the one I have is automatically cropped by Georgia Straight if I try to upload it. Will send to some of our graphic design folks to see what they can do and then will post.
- We are listed in a number of other sites, Tourism New West, City of New West, Create a Stir, Vancouver is Awesome
- Have posted the show in about 15 FB groups
 - **ACTION: Ray** to send a thumbnail of the poster to Val.

Lindsay MacIntosh – Box Office Report

- Lindsay has been trained on Audienceview and is finding her way around the system
- Lindsay wants to volunteer to do Box Office during some performances.
- **ACTION: Cindy** will work with Lindsay to teach her how to set up new shows.
- **ACTION: Cindy** will send instructions on picking up messages from our phone system.
- **ACTION: Cindy** once Audienceview new user issue is resolved Cindy will set up Lindsay in the system so she can have her own login.

Al Zystra – Stage Manager Report

Current Production - Mauritius

- 1) Production is proceeding well. Rehearsals have been progressing nicely. Have a great cast in place.
- 2) Director - Chris Schuessler - has been on top of the rehearsals - working with the cast on blocking / character development
 - a) He has had a few concerns with the production (very minor) - ie - using a cigarette lighter on stage, character smoking - Cindy has done a great job in advising Chris of policies and procedures for the theatre when it comes to fire / smoking, etc
- 3) We have a great AD - Sean Mawhiney. He has been working quite closely with Chris to bring the vision of this production to life
- 4) We have secured back stage crew - thanks again to Cindy
- 5) Set construction is coming along nicely. We did have to pause set construction to accommodate the two Dimes Concerts - Construction for the additional set pieces will start now that the concerts are over
- 6) Props - Denise is on top of it and has been sourcing / creating the necessary props for the show

- 7) Set Dec - Ray will advise as to the progress.
- 8) Chris has retained the services of Alexandra Wilson for additional character development
- 9) Chris has also brought on a dialect coach to work with cast to make sure that they have the correct accents for the locale of the show.

Upcoming Production - Tick Tick Boom

- 1) I have nothing to report on this other than I have provided Bev Pride information on additional rehearsal space.

Spring Production - A Nice Indian Boy

- 1) I have spoken with Dwayne about being the SM for this production. No additional updates at this time

Scott MacDonald – Technical Report

- Scott will be testing out some new speakers.
 - Dwayne mentioned that it would be good if we could have the new speakers for TTB
- One of the older LED lights is out. It would have to be sent to Minnesota for repair. A new light would be about \$2,000.
- **ACTION: Scott** to check out whether we can rent a light in the meantime.

Construction Report

- Construction is mostly finished. There is some concern that over the run of the play the closing walls on the set may have problems. Would more wheels on the door alleviate this issue?

Ray Boulay – Set Decoration Report

- Ray plans to set aside some time to reorganize the ‘dungeon’ as there are a number of items that could be disposed of.
- The prop room also needs to be reorganized and purged. Ray would also like to have some proper shelving built to better arrange the props we have.

REPORTS of COMMITTEES

Alexandra Wilson – Play Reading Report

- Alexandra has 10 members on the committee including herself. They will meet twice per month starting Sept. 7th.
- The first two plays they will review are:
 - Making a Killing – by John Nassivera
 - Life X 3 – by Yasmina Reza

OLD/UNFINISHED BUSINESS

- Dwayne suggested that we should have a back-up play in case either of the last two plays cannot be cast. He suggested *The Girl on the Train* as it was approved by the previous board.
 - **Discussion:** *Scott mentioned that **Girl on the Train** would be difficult to stage and might not work as a back-up play.*
 - **It was agreed to table this until the next meeting.**
- Toastmaster Rental Agreement – Ray said that Toastmasters just had their exec meeting and that payment to Vagabond is in the works and a cheque will be issued soon.
- Status of Renegade Arts Society Rental Request.
 - It was agreed to table this until Val can next attend a meeting.

NEW BUSINESS

- **Build or buy a display for the side door.**
 - Discussion: Ray mentioned that the display needs to hold a poster 27” x 47” and would likely need to be custom built. Ray thinks Craig may already have built a display and we should probably have a look at it to see if it would work.
 - **ACTION:** Ray to ask Craig for a picture of the display. Also, check Eddie’s Hang Up Display to see if they have something that would work.
- **Co-Pro Productions**
 - Dwayne would like to see a standard format which shares profits and expenses 50/50. Everything is negotiable, but this is a starting point. We would supply an information package to the interested parties outlining our technical capabilities.
 - **ACTION:** Val to send a copy of our current Co-Pro agreement to Dwayne.

MOTION: To develop and adopt a 50/50 approach to co-pro productions.

Moved by Al

Seconded by Lindsay

CARRIED

- Deb will follow up with Telus to see if they can give us a better deal on phones and internet.

MOTION: To allocate the \$2,500 donation from Raymond Burr Society to purchase media display for the lobby, and to allocate the \$5,000 donation from Tony Antonius to exterior signage.

Moved by Deb

Seconded by Ray

DISCUSSION: *It was determined that further research is required for these projects. The motion was not voted on and will be tabled to a future meeting.*

Next General Meeting will be Tuesday September 23rd at 7:00pm

Meeting adjourned at 9:30pm