

Vagabond Players

Executive Meeting

Home of Isabel Mendenhall

7:00 PM – Monday August 28, 2017

Meeting Called to Order at 7:02 pm

Members present: Jeremy Heynen, Isabel Mendenhall, Liam Coughlan, Alison Main-Tourneur, Rob Larsen, Craig Premack, Denise Brookson, Valerie Lawlor, Joanna Brailsford

Regrets: Alexandra Wilson

1) MINUTES - Reading was Waived, and Minutes of July 24, 2017 Executive Meeting were approved.

2) CORRESPONDENCE - Verbal Report given by Corresponding Secretary – Alison Main Tourneur:

- a) Notable items included a Poster received related to an upcoming production at Douglas College.
- b) Theatre BC Fraser Valley Zone ad purchased.
- c) Quarter Page \$50 ad in Community Theatre Coalition (CTC) Program being purchased.
- d) No decision required regarding door prizing by CTC as it is not being done this year.
- e) Request for expression of interest regarding membership in the Playreading Committee. Interested parties are to submit their interest by September 2, 2017. It was noted that all members of the Playreading Committee must be Members of Vagabond Players, so if they were not at the time of application, they need to become members in time for the first meeting.
- f) Alison Main Tourneur will respond to request to rent theatre April 28, 2018, and advise that it is not possible due to a conflicting use by a Vagabond production.
- g) Mrs. Bueckert wants to buy \$200 seat name plaque.

3) TREASURER'S REPORT - Verbal Report given by Joanna Brailsford – Software issues have not allowed for the provision of updated financial reports. Our basic online version of Quick Books has proven problematic with issues with Trial Balance, ghosting of a USA Account that no longer exists, etc. Plan to convert data to different software version, to try and resolve issues with bugs.

4) BY-LAW COMMITTEE - Verbal Report given by chair Isabel Mendenhall - In Additional to the chair, Board Members Valerie Lawlor and Liam Coughlan have now agreed to sit on the committee along with Past President Elizabeth Elwood and Mary Spani.

5) PUBLICITY COMMITTEE - Written Report submitted by chair Valeria Lawlor as below:

- a) Large outside season sign on building will be ready for pick up on Tuesday. I will pick up and leave in lobby for someone to mount.
- b) Ordered more season brochures as we are running low and we should expect many new faces coming to Little Shop and Sleeping Beauty

Little Shop of Horrors:

- c) Posters – Later than usual, but sent to printer and should be ready for pick up this week. Will organize their distribution for after Labour Day which is preferred timing.
- d) Large Outside Poster - Large outside display sign printed and is in window display
- e) FB & Twitter cover images - Should have this week. Temporarily replaced Love's Labour's Lost with photo of theatre. Will announce Little Shop on FB once I have the show cover images.
- f) Website - Updated
- g) Newspaper Ads - Poster image for newspaper ads sent to Isabel
- h) Press Releases - Elizabeth Elwood has written the general press release as well as location specific ones. Will send out after Labour Day.
- i) Social Media Advertising - Production posted on number websites/event listings.
- j) ACNW Arts Beat Newsletter - Image sent to Arts Council for their September edition which is emailed to their patrons.
- k) Ovation – reminder sent to Scott Swan asking him to send show information to their jurors so they can book tickets.
- o) CTC – will ask CTC for confirmation of their reps for this system and ask for reminder be sent to reps to book for Little Shop to assure they get seats at the performance of their choice.

6) PLAY READING COMMITTEE - Chair was absent, but the following was passed on:

- a) The intent is to have 12 people on the committee. There have been 10 submission of interest by people so far. As above, interested parties are to submit their interest by September 2, 2017.
- b) It was noted that the previous play reading committee picked the 2017/2018 season which was subsequent approved by the Board. In addition, that committee selected and submitted a provisional list of plays for the 2018/2019 season but did not ask them to be approved by the Board as it was felt that the Board should first determine if they could obtain all of the performance rights and also have the benefit of the results of the prior seasons' Musical and Pantomime prior to confirming the selections for the 2018/2019 season. As such, the provisional list has been passed on to the current chair of the Playreading Committee for the Committee's consideration.
- c) Playreading meetings are planned for Saturdays 1-3 pm on September 9, 23, and October 7

7) OLD BUSINESS

- a) Building Access – Keys & Codes Options

Building Access \$20 to rekey a lock if we bring to shop, or \$62 service call and \$35 per lock plus \$9 key

Access Control \$1500 to install + \$1,000 for wiring

Decision was made to repair lock and get 5 more keys and assign codes; one common code for all Executive, and everybody else that gets a key gets a unique code.

- b) Little Shop of Horrors budget – Budget of \$21,000 approved.

- c) Lobby Wall and Wheelchair Access – The City of New Westminster will remove all of the wallpaper in the lobby and paint all of the lobby. Work to take place between September 18, 2017 and October 4, 2017. Access to the ramp should be restored after September 1st.

8) NEW BUSINESS

- a) Sleeping Beauty – Second round of auditions to take place on September 12, 2017.

Rehearsals of September 19, 21 and 27, 2017 will take place at Centennial Lodge, and subsequent rehearsals will take place Monday and Tuesday evenings and Saturday daytime at Bernie Legge Theatre.

The Directors of Sleeping Beauty, Bev Pride and Elizabeth Drummond, are planning to host a Workshop on November 4-5, 2017 at cost of \$540 which will be absorbed within the production budget as there are reduced royalty fees. Members of Vagabond Players would be invited to attend at a cost of \$25 per person. The Director did not require the approval of the Board for this undertaking, but was looking for the Board's endorsement. The Board voted in support the Workshop with the understanding that it could be managed financially within the existing production budget.

- b) Drinking Habits – no update

- c) Script Borrowing – It was suggested that there are benefits of having potential cast and crew members being able to read the scripts for plays that they are interested in prior to the auditions. It was further suggested that there are currently barriers for cast and crew to access scripts prior to auditions. It was proposed that Vagabond Players implement a "lending library" in which interested parties are physically handed scripts and then being physically returned. The Board accepted Liam Coughlan's offer to manage the lending library subject to any similar plans by the absent Chair of the Playreading Committee.

- d) Website Update and Portal – The Board voted to implement a system of website access for important Vagabond Players documents. Valerie Lawlor volunteered to pursue this goal using the current website.

- e) Issuance of Canada Revenue Agency T4A Slips for Honorariums – The Board discussed the dynamics of issuing T4A Slips and reporting Honourariums to the Canada Revenue Agency and a threshold of \$500. Treasurer Joanna Brailsford committed to confirming with the Canada Revenue Agency what our obligations are.

- f) SOCAN – The Board voted to commence registering and submitting to Society of Composers, Authors and Music Publishers of Canada (SOCAN) for royalties related to Pre-Show, Intermission and Post-Show music. It was indicated that the current annual obligation is currently approximately \$94.51 plus GST.

- g) Updated Job Assignment: Committee Chairs, Management & Department Heads

By-Law Committee Chair – Isabel Mendenhall

Play Reading Committee Chair – Alexandra Wilson

Publicity Committee Chair – Valerie Lawlor

Resident House Manger – Craig Premack

Box Office Coordinator – VACANT

Social Events Coordinator – Isabel Mendenhall

Membership Secretary – Denise Brookson

Resident Production Manager – Jeremy Heynen

Resident Stage Manager – Rob Larsen/Adam Beggs

Technical Director – Alex Ross/Faith Hurd

Properties Department Head – Denise Brookson

Costume Department Head – VACANT

Set Decoration Department Head – VACANT

Shop Supervisor – Hugh Elwood

Meeting Adjourned at 9:15 pm