

Vagabond Players General Meeting

Bernie Legge Theatre

7:00pm January 21st, 2019

Meeting called to order at 7:16pm.

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

Regrets: None

1. Welcome.

2. Approval of Minutes: Wayne Nolan motioned to wave the minutes. Elizabeth Drummond seconded.

3. Correspondences:

a. Tracy- Metro Theatre: Warren Johnson will follow up regarding Tracy's request to borrow our love seat for their upcoming production.

b. Piano Prop Inquiry: Warren Johnson will follow up. If FVGSS is able to borrow it, they should hire Peter to put it together.

4. Production Reports

a. Rabbit Hole: Production is going well.

b. Detroit: Production had their callbacks on Sunday January 20th.

- 5. Box Office Report:** There is only one Vagabond PayPal account able to be attached to the bank. The previous account holder, is still attached to the bank, and we need to get in touch with him to release the account. Bev Pride and Elizabeth Drummond are willing to work as mediators. The previous holder must close their account, so we can open a new account and transfer the money. Vagabond Players will give them 2 weeks before legal action happens.
- 6. Treasurer Report:** Alison Main is cleaning up the files before giving them to the new bookkeeper we have found. The Board should have access to a book keeping software. As of December 31st, 2018, our chequing account has \$24,568.23 and savings has \$73,180.86. The club has to do a GST Report. Alison Main is looking into redoing the reimbursement forms.
- 7. House Management Report:**
- a. Thank You:** Thanks to everyone that volunteered for Front of House for Little Red Riding Hood. It was much appreciated.
 - b. Volunteers for Rabbit Hole:** Response for volunteers have been great.
 - c. New Guidelines:** It has been decided that no member of the Front of House team is allowed to be in the auditorium half an hour before show opens to allow actors time to warm up. This also applies to the green room.
 - d. Lighting Arrangements:** The stairs going down to the dressing rooms are too dark, lowering the light on stage right will help, since it's shining on the stairs. The cost will be \$320. The fridge, receptacle and circuit \$395, install a three way switch for lighting that is

\$600. Putting in better lighting for the coffee bar and box office will also be looked into. The total cost will be \$1,315.

8. Stage Management: Nothing to report

9. Technical Report:

- a. **Lighting Upgrade:** A proposal is being worked on to update some of our lighting set up, switching our lighting over to LEDs.
- b. **Sound Upgrade:** Windows 10 has been giving us issues. It was proposed to upgrade the sound computer so that the club will not have to worry about it anymore. Hugh Elwood made a motion to approve the \$3,500 expenses. Warren Johnson seconded. Motion passed.
- c. **Suggestion:** Miles suggested looking into QLab Professional, and purchasing a Mac Airbook. Signing up has a one time fee of \$800.

10. Publicity Committee:

- a. **Social Media:** Alison Main made the banner for Facebook, and will do a *Meet the Cast* for Rabbit Hole on our page.
- b. **Handbills and Posters:** Bev wants us to reconsider how many handbills we order because we seem to have lots of extras. Elizabeth will cut the order she sent to Gayle in half so we will get less. Elizabeth is following up regarding posters. Surrey Little Theatre has requested posters and handbills for Detroit as soon as possible.
- c. **Playreading Committee:** The Committee will meet this Saturday, January 26, to read *The Birthday Party* by Harold Pinter.

11. Old Business:

- a. Theatre BC:** Vagabond will have to renew our membership for Theatre BC, as it expires on March 31st. Detroit is in need of members willing to be a part of crew and tech for the show. Ken Fynn will send an email to members asking for help, and info for festival expectations. Denise has requested a cost estimate before the members vote regarding festival. The North Shore entry deadline is March 5th. The Board and members will get an update from Ken next meeting on how the crew recruitment is going.
- b. City Notice:** A call will be given to City Hall regarding the now rotting post in front of the theatre. The Board is also trying to get in contact with the City of New Westminster in regards to the ramp in front of the theatre.

12. New Business:

- a. Washer and Dryer:** Hank put in electrical plugs. Total for the LG Frontloader Washer and a LG Condenser Dryer is \$2,400. Warren Johnson is having the washer and dryer delivered this week (of Jan. 20).
- b. Floor Replacement:** Linoleum floor will be replaced in the coffee bar. New carpet tiles will be put in the office, hallway and stage door area. Cost is \$1,300. Furniture will be moved before work is done on floor. Motion passed.
- c. Theatre Seats:** Proposal to get theatre seats clean and sanitized. Cost is \$995. Vagabond will try to get it done in time for Rabbit Hole. Motion passed.

- d. Executive Laptop:** The Board is looking for a laptop to be shared amongst the Board members. The total cost of the laptop is maximum \$2,500. Motioned made by Hugh and seconded by Elizabeth Drummond. The Board will be moving forward in purchasing the laptop.
- e. July Proposals:** The Youth Theatre Group will meet every Saturday beginning in April. Bev Pride is willing to work alongside the Page Theatre to bring their show to the theatre. This will be a co-production. Bev is to prepare a cost estimate and breakdown that is to be discussed at the next meeting. Motion made by Elizabeth Elwood to move forward with the co-production, and seconded by Alex Ross. The Board will contact our insurance company regarding liability for the Youth Theatre Group.

Meeting Adjourned at 9:26pm.

Respectfully Submitted by Ashley Chodat