

Vagabond Players

General Meeting

Bernie Legge Theatre

7:00 PM – Monday October 16, 2017

Meeting Called to Order at 7:07 pm

Executive present – All Nine Present: Alexandra Wilson, Valerie Lawlor, Isabel Mendenhall, Liam Coughlan, Denise Brookson, Craig Premack, Jeremy Heynen, Joanna Brailsford, Rob Larsen

Regrets: N/A

- 1) MINUTES – Reading was Waived, and Minutes of September 18, 2017 Executive Meeting and Minutes of September 18, 2017 General Meeting were approved.
- 2) CORRESPONDENCE –
 - a) Vancouver Paranormal Society – Received letter inquiring as to Vagabond Player's interest in renting Bernie Legge Theatre for rehearsal space and/or shooting space for two short films as well as inquiring as to the availability of actors.
 - b) Irvine House – Letter from Heritage Programmer, Lindsay, as to the availability of actors to participate in the Improvised Theatrical Lantern Tour of November 30, 2017 set at the time of the Great Fire.
- 3) TREASURER'S REPORT –
 - a) Joanna Brailsford indicated that Vagabond Players is in good financial shape with \$72,000 in the chequing account, and \$28,000 in the savings account plus term deposits. Joanna Brailsford recommended that \$50,000 be moved from non-interest bearing accounts to interest bearing accounts. IT WAS RATIFIED BY THE MEMBERSHIP.
 - b) Joanna Brailsford indicated that her printer was not working so she could not supply a printed financial update, but will email it.
 - c) Joanna Brailsford requested that all receipts/invoices be emailed to apvagabonds@gmail.com
 - d) Joanna Brailsford also followed up on the issue that had been previously raised regarding the tax implications of Honorariums. Joanna Brailsford indicated that following her discussions with the Canada Revenue Agency, that it was her recommendation to switch the onus from Vagabond Players to the person(s) receiving the Honorariums by treating them as Self-Employed Contractors and having them invoice Vagabond Players including GST where applicable. It was requested that this change be well communicated with the Membership and all those that would receive Honorariums. It was pointed out that this change should be reflected in the contract documents and the Producers of the Productions should ensure that it is well communicated.
- 4) BY-LAW COMMITTEE - Isabel Mendenhall reported that the committee is continuing to review and update the By-Laws and will present the proposed updated version for consideration by the

Membership in November/December 2017. There was discussion regarding the form in which changes would be highlighted.

5) PUBLICITY COMMITTEE –

Valerie Lawlor reported that the publicity for Little Shop of Horrors included an advertisement in Arts and Culture as well as facebook posts. Publicity plans are in place for Sleeping Beauty including posters. There is also an advertisement planned for the City of New Westminster's Winter edition of the Active Living Guide. Plans for Handbills are also in place. Getting posters up around the City are a collaborative effort. Also plans in place for Drinking Habits. A question was raised as to whether the graphics made their way to Playboard.

6) PLAY READING COMMITTEE - Alexandra Wilson reported that the play reading committee has met three times to date, generally every other Saturday at varying locations. One Director has submitted and another is considering submitting. There was a question as to how plays to be read were selected.

7) OLD BUSINESS

- a) Lobby Wall – Given the City of New Westminster's legal requirement of seeking three bids, and the process involved in dealing with insurance as well as securing building permits, the repair of the lobby has been delayed from prior to Little Shop of Horrors to after Little Shop of Horrors.
- b) Corresponding Secretary – The Membership were advised that due to health reasons, the Corresponding Secretary resigned, and that the duties of the Corresponding Secretary are being absorbed by other Board Members, and that the position of Corresponding Secretary will officially be left vacant for the balance of the term. There was a question regarding the combining of the Recording Secretary position and the Corresponding Secretary position. It was noted that said combining is being proposed in the forthcoming revision of the Bylaws.
- c) Sleeping Beauty Budget and Update – Jeremy Heynen indicated that everybody is having a lot of fun, but the Production requires a Program Designer. Allison Main-Tourneur offered to assume the duties of Program designer for Sleeping Beauty.
- d) Playwright recognition on the Billboard – Valerie Lawson indicated that a new sign is in the works.
- e) Safety of Minors in Vagabond Players productions– A Member asked for an update on the status of the Board's deliberations on this subject. There was another extended discussion on this subject, and the Board advised the Membership that the Board has yet to meet on this subject since this issue was referred to the Board.

8) NEW BUSINESS

- a) Drinking Habits – Jeremy Heynen advised that auditions would be taking place on November 5, 2017, and November 8, 2017.
- b) Front of House – Craig Premack advised that all shifts are full for Little Shop of Horrors and that shortly the requests for volunteers will be coming out for Sleeping Beauty.
- c) There was question raised as to the qualifications required of a Stage Manager in order to receive the \$500 Honorarium. It was decided to move the conversation to a re-constituted Executive Meeting.

- d) City of New Westminster Arts Commission – Isabel Mendenhall indicated that her term on the City of New Westminster Arts Commission is coming to an end, and invited interested parties to apply to be on the Commission as a Community Member representing Vagabond Players for a two year term. Candidates must live in New Westminster and not work for the City of New Westminster.
- e) Question raised as to the vacant department head positions. Jeremy Heynen indicated that he was taking on the Box Office Head position until Elizabeth Drummond is eligible to take on the position in November 2017, and Bev Pride volunteered to take on both the Costume Department Head position and the Set Decoration Head position leaving no vacant positions remaining.
- f) It was reported that the Community Theatre Coalition forms have been submitted for the first show of the season, Little Shop of Horrors. It was indicated that it is critical that forms be submitted on a consistent and timely basis.
- g) Social Committee - Isabel Mendenhall reported that the thematic food and decorations for the Little Shop of Horrors Gala was very well received.
- h) House Manager – It was reported that the First Aid kit required some replenishment.
- i) Gillies Mainarich invited everybody to enjoy Little Shop of Horrors. It was reported that teachers from Walnut Grove Secondary would be attending the October 22, 2017 performance and were considering also doing the show and were interested in the Vagabond properties for the show. Also, it was reported that there would be a talk-back session for musical theatre students of North Delta Secondary on October 19, 2017. There was discussion regarding the challenge of storing the properties of Little Shop of Horrors and the possibilities of the rental and/or sale of the properties. There was a request to build a structure to store the properties. The Stage Manager and Shop Manager supported such storage. THERE WAS CONSENSUS to store the properties from Little Shop of Horrors until Gillies Mainarich has an opportunity to make a formal long term proposal to the Board of Directors in November 2017, or December 2017 at the latest.

Meeting Adjourned at 8:07 pm