

Executive Meeting

July 20, 2025

Meeting called to order at 7:07 pm.

Regrets from Scott MacDonald

Welcome new executive. Dwayne Campbell, Valerie Lawlor, Deb Tom, Isabel Mendenhall, Al Zylstra, Scott MacDonald, Cindy Dean, and Samantha Hussey. **Motion** by Al Zylstra and seconded by Val Lawlor to waive the reading of the minutes from the last executive meeting. **Passed**

Letter from Ray Boulay resigning from the Board due to a busy work schedule, but he will contribute as much as possible. We now need to replace Ray. Discussion ensued. We will ask a few of our members, and the topic will be brought up at our Sept. 22nd general meeting. Susan Rae will help to clean up the props room along with Cindy Dean, just in case Ray is unavailable to carry on.

Correspondence: Reported by Val Lawlor- Doug Whicker purchased masks in Italy, and would like to donate them to the theatre, but wants to see them in a place where they can be suitably seen. We will decline his offer, as we don't really have a suitable place to put them. Quayside Voices want to rent the theatre, but will have to discuss dates with them as the dates they want are not available. Marathi Society would like to rent the theatre, but need a lot of tech, so we will forward this request on to Scott MacDonald to get his thoughts before we dismiss them.

Treasurer Report: Deb Tom- Written report submitted. Total 288,636.14. We need to change signatories. We have to update BC Societies Act. We need to get zoning. We need to do a letter of authorization. Sage has been updated. Laptop has been upgraded but we will wait until the fall to see if we need to buy a new model.

Pam, Cindy, & Deb have met to work together to discuss roles, as the new financial team. Nice to have the extra help. 2025-26 season rights have been purchased, but we need to know if we are doing matinees for the Christmas show. **Motion** by Deb Tom, & seconded by Al Zylstra to remove Warren Johnson as signatory for Prospera and authorize Cynthia Dean as a signatory. **Passed.**

Motion by Deb Tom and seconded by Isabel Mendenhall, to authorize Valerie Lawlor (Vice President) and Deb Tom, (Treasurer), to represent Vagabond Players and work with the government agency for the purpose of rezoning the Bernie Legge Theatre, for the City of New Westminster, an application for primary liquor license BCLCRB. **Passed**

Production Report: Dwayne Campbell- *The Ladies Foursome* is doing very well. We have a stage manager and a booth operator for *Making A Killing*. Callbacks are Monday evening. John Cousins will be holding auditions for *The Maltese Reindeer* on August 17th and 18th. Isabel and Val will help out front.

Membership: Val Lawlor- Hasn't changed as our season doesn't end until the end of July. 115 members and about 20 renewed at the AGM. People can renew at the Sept. meeting, barbecue or during FOH shifts.

Publicity: Val Lawlor/Samantha Hussey - Samantha is doing an awesome job on Instagram. Val will be doing a few FB posts to promote the last week of Foursome. *Making A Killing* - 4x6 hand bills, bookmarks, and the posters have been taken care of. Poster will go up after *The Ladies Foursome* closes. Any suggestions of where else we can promote our shows, please get hold of Val. Elsie Decina from the ISS of BC, would like information for newcomers who might want to volunteer.

Box Office: Cindy Dean - So far, our ticket sales for *Ladies* is \$20,960.00. Ticket sales are a bit slower than normal during the week, but we are sold out for Sunday. 86 tickets sold for *Making a Killing*. Cheryl Agoston has agreed to pick up phone and email messages on an ongoing basis which is a big help for us. If she is away, Cindy or Val will share the task.

House Manager: Cindy Dean- Ask George where the booster is located for our internet. A bit more difficult getting volunteers for *Ladies*, as this was a late production. *Problems with the air conditioning. Too cold in the back and too warm in the front. Suggestion that we buy some light blankets to have on hand for people who get cold in the theatre. Discussion ensued. Suggestion to put a video together and post it on our website, on how to adjust the air conditioning.

Stage Manager: Al Zylstra – The show is doing well. Easy show to run. The cast and crew are amazing. Strike will be on Sunday. Zoo will take down the screens and projector. We will keep the grass that will be stored in the tubes they came in. George and crew will be taking care of that. Grass needs to be cleaned before stored. Keys will be collected from Miles and Zoo.

Old Business:

- Craig Premack has agreed to take on our rentals and co-pros. The Dimes would like to book our theatre for Sat. August 30, at 8:00pm, Sun. August 31 at 2:00pm (two performances). We can put the information on our website and at box office as soon as we know their ticket prices.
- Dwayne will take on the task of sorting out the keys with Warren.
- Cash collected for recycling of our cans has been put back into concession to cover any losses at concession.

- Post Show Survey: We have made some progress, but it's slow. Getting the right questions put together so people will take the time to fill it out is what's taking time. Cheryl will collate the data. Would like to have it ready for *Making A Killing*. Discussion ensued.

Welcome Back Barbecue: Saturday, Sept.6, 1:00-5:00 pm, food service between 1:00 and 3:00pm, with mandatory RSVP. Isabel will send out the invites.

New Business:

- *Cleo Awards*- We are now members. A different group, but similar to CTC. Our upcoming season is included.
- *Theatre BC* – Are we interested in entering *The Ladies Foursome* for next years TBC Fraser Valley Zone Festival? The cast is interested. This will need to go to the Sept. membership meeting to be decided upon.
- Office cleanup will be taken on by Deb and Val. Non working vacuum cleaners will be thrown out.
- *Lobby Renovation:* It is a capital project for upgrading the stairs or moving the coffee bar and upgrading the plumbing and electrical, but without City approval, we can paint the walls, replace the coffee bar counter and box office counter, get new benches, and replace the light fixtures. We have discussed a capital project committee, and Dwayne will organize that and bring it to the membership for discussion, but before we start any capital projects, we need to get the liquor license taken care of.
 *Dwayne, Al, and Deb will make up the capital projects committee. Dwayne and Al will work on lobby renovations. We should check in with Metro's Rob Moser to see if he'd be interested in replacing our stage floor, as he is going to do Metro's.
 *Al will take on the seat sale project, creating an information card and adding a line or two in our programs.
 *It has been suggested that monies donated from Toni Antonias and Raymond Burr Society be put toward signage and benches outside of our building.
- *Xmas Show:* We would like to do a Saturday matinee and an evening production. Will bring up the topic with our membership in Sept.
 Playreading Committee: We need someone to chair playreading. Will ask Ken Boyd, and bring it up at our General Meeting.

Next General Meeting is Monday, September 22, 2025

Meeting Adjourned at 8:51

Note:

Minutes of all meetings can be found at: <https://www.vagabondplayers.ca/members>

The password is: bernielegge