

**Vagabond Players
General Meeting Minutes
Bernie Legge Theatre
7:00 PM September 16, 2019**

Executive Present: Valerie Lawler, Isabel Mendenhall, Richard Weins, Cheryl Agoston

Regrets: Warren Johnson

Recorded by: Liz Mendenhall

Meeting called to order at 7:05 pm.

1) Welcome: Valerie welcomed the membership to the meeting, expressing positive thoughts for the upcoming season.

2) Reading and Approval of Minutes:

MOTION: To waive reading of the minutes by Nancy. Seconded by Susan. **CARRIED**

3) Correspondence (Val):

- a) We had a request to rent the theatre, but it was declined as it conflicted with our October performance dates.
- b) We received a letter from Page Theatre thanking Vagabond Payers for co-producing the summer show.

4) Treasurer's Report (Liz):

- a) Bank Acct balances:
 - i) Chequing - \$22,859.01, Savings - \$73,864.05, Gaming - \$17,838.40
 - ii) 3 Term Deposits: \$50,000, \$52,965.74, \$50,000
- b) Gaming monies from last year should be cleared and transferred to checking acct.
- c) No financial statements yet. Laptop should have had Sage installed but it wasn't so has been re-installed and all data since January needs to be entered.
- d) A question was raised asking if we should have our books audited. There was discussion around various types of audit, and it was confirmed that our books are in fact in compliance with the government rules.

MOTION: Mike Parker moved that the books be audited. Seconded by Elizabeth Elwood. Discussion about merits of it and the need to have a bookkeeper do the books. **MOTION FAILED**

MOTION: Mike Parker moved to employ a bookkeeper/accountant to maintain Vagabonds books. Seconded by Nancy. More discussion on merits. Benefits: Consistency and no impact by Treasurer changes. **MOTION CARRIED**

5) Production Reports (Various):

- a) **Terror by Gaslight** - Costumes are done, the set is built, with new and familiar faces in cast.

- b) **Drinking Habits 2** - Isabel is producing. Auditions are Oct 27, 28 with callbacks on Oct.30. We need a lighting person and Stage Manager (SM).
- c) **Once Upon A Fairytale**, is replacing Rapunzel as our Christmas show. It is a family friendly, musical comedy. Read thru is Sept. 22, first rehearsal Sept 23. Cast of 21! We have a pianist and SM but need someone to train SM on our booth equipment. The dates of the run were changed to Nov. 29 – Dec. 15. Box Office has updated the ticketing system and has handled communication and reseating of patrons and has not encountered any issues. Website and all marketing material updated.

6) Publicity Report (Isabel)

- a) The outside sign is up, and we should have tri-folds ready for opening.
- b) **Terror by Gaslight** - press releases sent, poster created & distributed, ads placed in The Record, TV Week, reader board, city event calendar and FB & online sites.

7) Box Office Report (Cheryl):

- a) Cheryl Agoston was appointed to the Board on Aug. 26 as a Director at Large taking on the role of Box Office Manager.
- b) Cheryl sent emails to patrons advertising **Terror by Gaslight** and advising of the Christmas show change. Performance reminders are set up. She is cleaning up the patron database.
- c) Valerie Lawlor is looking for an alternate c/c processor to Paypal.

8) Stage Management Report (): No report given.

9) Technical Director Report ():

- a) We need a lighting designer for the December show & to train the SM on sound/lighting operations.

10) House Management Report (): No report, Warren away.

11) Coffee Bar (Sandy): See attached report

- a) Based on sales and cost agreed that we apply for a license for **Terror by Gaslight** for Friday and Saturday nights only, rather than stopping alcohol sales completely for our opening show. There was discussion about not being able to take drinks into auditorium and it may be a barrier to sales.

MOTION: To allow people to consume drinks in the theatre if it does not affect the cost of license. Seconded. **MOTION CARRIED.**

- b) The locking of coffee bar cabinets and quality of rehearsal coffee was brought up. Cabinets are locked to keep coffee bar inventory separate and for patron use. A show's hospitality budget, which is the producer's responsibility, should be used for cast and crew, which includes builders and painters.
- c) This led to discussion of availability of chocolate bar for a diabetic. It was agreed that we would look at First Aid kits and possibly stock with them with glucose tablets. After the meeting, Jacquie Little said she would work with Warren and look at our First Aid kits to ensure they are fully stocked with appropriate items.

12) Front of House Scheduling (FOH) (Sandy):

- a) A volunteer sign-up sheet was promoted at meeting, with a few openings to fill.

13) Membership (Valerie):

- a) Colleen Byberg has taken this position.

14) Arts Commission ():

- a) New member Ted Drabyk has applied to be our representative. His new term won't start until early in Jan/Feb 2020.

15) Social/Events Coordinator (Isabel):

- a) Will be doing food as usual for Gala. Anyone wanting to help, it's Saturday, October 5th at her house starting about 9:30 a.m.

16) Community Theatre Coalition (CTC)

- a) The shows nominated are **Terror by Gaslight**, **Once Upon A Fairytale** (musical category), **Drinking Habits 2** and **Next Fall**. The deadline for the CTC reps to vote in June was moved up to so our June show is too late for the reps to see.
- b) CTC reps for the upcoming season are: Paddy Tennant (Nominating Committee Chair), Stan Engstrom, Jacq Ainsworth, Maureen Dorotich, Cyndy Dwyer, Rita Price, Peter Walton & Brad Williams
- c) Vagabond Players took out a 1/4-page ad in the CTC Awards Night program
- d) Congratulations to Jeremy Heynen (Best Sound Design) and Gayle Brawn (Best Poster) for **The Haunting of Hill House**.

17) Theatre BC (TBC):

- a) Congrats to Vagabond Players member Doug Perri, the new President of TBC.
- b) Congratulations to Colleen Byberg who received a Certificate of Merit for "Outstanding First Time Direction" for **Hidden in This Picture** by Well Planned Theatre Company, at Mainstage, sponsored in part by Vagabond Players.

18) Old Business

- a) Summer show - **Run for Your Wife** (Co-Production with Page Theatre)
 - i) Vagabond Players received 5% of Box Office which was \$443. Page Theatre paid Vagabond Players \$250 for the House Manager (split \$150 to Warren & \$100 to Bev) Vagabond Players did Coffee Bar. Page Theatre did the 50/50 raffle.
- b) Vagabond Players Youth Theatre Program - See Bev Pride's report attached.

19) New Business

- a) New Westminster Civic Theatre Strategy - Consultant's report & Open House info. Some members expressed concerns about the report and the use of our theatre, rental rates. Members should go to this open house and/or council meetings with concerns. Val suggested the we consider doing one or two small events like a book reading to show the City that we are open to the community. Stephen O'Shea has an opportunity for us in March.
- b) Asset list - discussion about use of theatre led to issue of updating asset list.
- c) Upcoming Event: Culture Forward New West to be held Saturday, September 28th from 10-2 at Anvil Centre. Val and Suzanne will man a display table.
- d) Our photocopier lease is up; Val is reviewing their proposed contract.
- e) We had another inquiry for puppets from Prince of Wales school, in Vancouver - Craig to handle.

- f) Appointment/election of new Board members. We need a Secretary and 2 more Directors at Large.
 - i) A member questioned if we can appoint/elect at a general meeting. There was much discussion about process. This led to question of why several board members resigned and the recent mediation process. Julie Atchison, who was a member of the mediation panel spoke to the process and the panels objective of creating steps that would help a divided board work together by fostering better communication. The recommendations are included in the attached Mediation Report. Although the recommendations were specific to this situation, and the group rejected them, they will be taken into consideration for implementation by the new board. The creation and implementation of an Anti-Bullying and Harassment Policy will be a priority this year.

20) Appointment of Directors and Department/Committee Heads

- a) Secretary - Colleen Byberg by acclamation.
- b) Director At Large - Rob Larsen by acclamation. Rob will take on Resident SM role.
- c) Director At Large - we still have one vacant position.
- d) Appointment of Committee and Department Heads:
 - i) Bullying and Harassment Policy Development – We still need a chair; but Mary Spani & Deb Tom will participate on the Committee. This is a priority. Val has already contacted other theatre groups and WorkSafe BC for information and Theatre BC may be a good resource as well.
 - ii) Playreading Chair – Alice Woodbury. They will select for the 2021-2022 season.
 - iii) Costume Dept - Angie Koropatnisky willing to take this on.
 - iv) Props Dept - Denise Brookson is willing to continue to head it.
 - v) Bylaw committee - some members of previous committee willing to stay on
 - vi) Historian: Cheryl Agoston will begin to update the archives

Next meeting: October 21, 2019 @ 7:00pm

MOTION: to adjourn @ 9:16 pm **CARRIED**