

**Vagabond Players
General Meeting Minutes
Bernie Legge Theatre
7:00 PM October 21, 2019**

Executive Present: Valerie Lawlor, Isabel Mendenhall, Liz Mendenhall, Cheryl Agoston, Warren Johnson.

Regrets: Richard Wiens

Members present: 6 plus 1 guest

Recorded by: Colleen Byberg

1) Meeting called to order at 7:01 pm

Valerie welcomed the membership and guests to the meeting.

2) Reading and Approval of Minutes:

MOTION: To waive the reading of and to approve the September 16, 2019 General Meeting Minutes. **CARRIED**

3) Correspondence (Colleen):

We had a request from Mona Butler of West Coast College of Massage Therapy for donated items for a charity fundraiser for the Vancouver Food Bank. They have three baskets to fill.

Action: Val to send a template of 3 pairs of tickets valid for any of our shows this season with a code. They will be good for any show in the next season.

There was discussion about an earlier request from the family of Tom Worledge. She was looking for historical photos and had been responded to. There is a need to go back to organizing the photo archives. Warren had previously organized the old photos in chronological order. Perhaps we can take photos of the photos and send on a thumb drive.

Action: Isabel and Val will look at taking photos after the holiday and one option might be to send a thumb drive.

4) Treasurer's Report (Liz):

- a) **Bank Acct balances: As of September 30th:** Chequing: \$20,130.38, Savings Plan 24: \$73,870.12, Gaming Account: \$17,836.90, Term Deposits: \$152,965.74.
Total: \$264,803.14.

This does not include sales and expenses for Terror by Gaslight.

- b) We hired a bookkeeper, Brenden Noonan with Accounting Intel Plus. He will have our books up to date within the next two weeks.
- c) There is money in PayPal – the exact amount was not confirmed but we are closing it out and moving it to the chequing account next week. This is to do with ticket sales.

5) Production Reports:

a) Once Upon A Fairytale (Val)

- The director advises they are in good shape artistically and looking forward to starting to rehearse at the theatre.
- Costumes, Props, Set and Publicity are all beginning their processes.
- Many family and friends of cast have already purchased tickets.

b) Drinking Habits 2 (Isabel)

- Auditions are scheduled and we have volunteers for October 27 & 28 at 7:00pm.
- Callbacks will be October 30th.
- We have volunteers for the following: producer, stage manager, costumes, props and set décor as well as set design, poster and program design.
- We need painters – please let Mary Larsen or Isabel Mendenhall know if you are interested.
- Press releases, website and advertising are all being confirmed.
- We are looking for a lighting and sound designer and have some leads but if anyone is interested in being part of the show please contact Isabel Mendenhall.

c) Next Fall (Val)

- We are looking for a producer for this show – please reach out to Wayne Nolan or Valerie Lawlor if you wish to manage a project.

Comments: Is the director of Once Upon A Fairytale aware of the strike? Yes, and they will work around it.

6) Publicity Report (Isabel)

Nothing new to report – we are starting publicity for the next show. We will put the poster for Drinking Habits to go on the back of Once Upon a Fairy Tale. This has been very effective in the past.

7) Box Office Report (Cheryl):

- Terror by Gaslight has sold almost 1,100 tickets.
- Season's Ticket packages sold this year was 360. This is less than last year so revenue is down.
- We are working on a 1/2 season package aimed to go out in November/early December.

- Our total patron numbers, and revenue are lower than it was in 2017.

We hope that with the 1/2 season package rate, some of our members who did not renew, will do so. This should go out in early December – we just need to get the rights on the box office sorted out first.

8) Stage Management Report (Rob):

Nothing to report.

9) House Management Report (Warren):

We have been working on city contacts and will update our book. For the city we will probably have just 2-3 people as our main contact. He has been in touch with the main person who works out of the arena. We are also asking them to fix the lights and to work on some of our building maintenance. They did an excellent job on the columns. It appears we have some back lights to be repaired **Action:** Warren will look at them on Wednesday.

We would like to organize a deep clean of the theatre, probably after the Christmas show, which ends on the 15th. **Action:** We can put it in the newsletter and offer some snacks for volunteers. Liability was mentioned and it was pointed out that members can't sue themselves volunteering.

We will be updating the First Aid kit in about two weeks. Glucose pills might be an issue as they are ingestible, so in order to avoid any issues we need to ensure volunteers come prepared. Production Manager should manage this, and possibly have apple juice in fridge etc.

10) Coffee Bar (Sandy):

Thanks to everyone who volunteered for the current show, Front of House (FOH) has been running smoothly and sales are good despite not selling alcohol on Thursday nights. We did have a lot of requests for it, so Sandy has prepared the liquor license for the Christmas show to include Thursday.

The FOH schedule for the December show was passed around and will go out soon. Patrons have been very pleased that they may take their drinks into the theatre.

Action: Val will redraft House Manager Announcement to include a reminder to “please pick up your mess.”

On another note we had a young patron complain about our use of plastic straws. We do have a lot of straws to use up but once we do, we will purchase eco straws.

11) Membership (Colleen):

We have 71 members (this is a normal amount as per our history.) Our membership list needs a bit of cleaning up. There was a question as to whether or not we have a cutoff

date. If so, it doesn't appear to have been enforced and the actors tend to be the ones who usually become inactive after a show.

12) Old Business (Val)

We are excited to be offering a Sound & Lighting workshop on Nov 2nd 1-4pm. Miles Lavkulich will be teaching the workshop and all members are encouraged to sign up.

The lease on our old copier was up in August 2016. The price has increased \$8/month, but we will get a newer machine with more features including USB and network connection. It may be switched out on October 25th.

Credit Card Processor for Ticketing System - Vagabond Players has been approved by Moneris and it is in the process of getting set up. Advantages:

- They give a good price for non-profits.
- Account is clearly in Vagabond Players name and no one's personal credit card is attached to it so we will not have an issue when there is a change of Box Office Coordinator. We will also retain history.
- Money is deposited directly in WSCU daily. Benefits are:
 - Monies not held outside our bank and dependent on someone manually transferring it. This is better as funds will now be reflected in our financial statements; currently the monies held in PayPal are not shown anywhere.
 - We have a 2-person signatory in place and our current PayPal system is not compliant with this, again, as it is dependent on one person with sole access.
 - May be able to take Debit. Included with Moneris but have to see from Vendini what other hardware needed as we only have a swipe card reader which is all you need for credit. Val will report more at the next meeting.

It was mentioned that this would better protect our members personal information.

The **Culture Forward** event at the Anvil center - Suzanne and Valerie manned the table for 4 hours. Lots of people came by so it was good exposure but also a good opportunity to network with other arts groups. Interest by the New Westminster Heritage Preservation Society to have their AGM at the theatre in Feb/March.

13) New Business

- a) **October 11th Power outage:** the performance of Terror by Gaslight that night had to be cancelled due to a large power outage in New Westminster. It happened about 7:40pm and by 8:00pm with no estimate of it being restored, the HM called the show cancelled. Box Office immediately worked on rebooking patrons and we had no issues with them. The plus side of this was that we saw where we needed to improve things in the theatre:

- Create an In Case of Emergency sheet
- Replenish flashlights; several small ones for Box Office, Coffee Bar, behind stage and other locations as well as larger more powerful ones to ensure our patrons get out safely.

- It emphasized the need for better lighting. The one lamp standard across the street is out and we also lost lighting that was attached to the Arenex. We had a patron comment that it was dangerous using the stairs. Suggestion by a member to have lighting at bottom of ramp would help. Could we rig up something temporary by hooking into the overhead light on ramp and run extension cord to end where we could mount a fixture?

Action: Create or update the ***In Case of Emergency*** list for the binder and booth and include things like Accurate Alarm or relevant community emergency services – including if there are building issues such as the Arenex collapse.

Action: Warren will get some large flashlights.

Should we be walking people to the car? No, the park would be liable but we should do our due diligence – and assist someone if they felt safe, or to cover the stairs or encourage guests to avoid the stairs and continue to pressure to the city on the basis that it is unsafe.

b) **June 25 performance of Laughter on the 23rd Floor**

The NWSS grad is a big conflict. The director was contacted, and the board is recommending that we cancel that performance. All agreed.

c) **2020-2021 Season**

A 2020-2021 Season Review with Board recommendations was distributed and reasons for the changes and recommendations were explained.

We now need to seek out new directors for **Rumours, Waiting for The Parade** and **The Butler Did It** and get the message out to members via Facebook and CTC and members. We can also send to directors who are not on Facebook.

Action: Colleen to draft a note seeking directors for the 2020-2021 season where we need them.

All agreed to the recommended changes.

The recommendations included some proposed dates which were discussed and agreed on. One date to be confirmed was Halloween. In the past we offered a special performance of the Halloween show which went over well. **Action:** Val will discuss it with the director, and he can make the decision.

14) Other Business:

There being no other business, the meeting was adjourned at 9:16 pm.

Next meeting: November 18, 2019 @ 7:00pm