

Vagabond Players

Executive Meeting

Home of Isabel Mendenhall

7:00 PM – Monday July 24, 2017

Meeting Called to Order at 7:19 pm

Members present: Jeremy Heynen, Isabel Mendenhall, Liam Coughlan, Alison Main-Tourneur, Rob Larsen, Craig Premack, Denise Brookson, Alexandra Wilson, Valerie Lawlor

Regrets: Joanna Brailsford

- 1) Reading and approval of minutes of June 19, 2017 Executive Meeting
- 2) Correspondence - Alison has one of the two keys for the box office – All mail has so far been routine bills and administrative mail with the following exceptions:

- a) The Arts Council of New Westminster – Thank you for donation,
- b) The Arts Council of New Westminster – Invitation to submit for Arts Beat Newsletter,
- c) Beacon Unitarian Church – Inquiry regarding potential ticket reselling fundraising plans for refugees,
- d) CultureDays.ca – Culture Days invitation
- e) BC's Guide to Arts & Culture - Invitation for listing

Discussion regarding the Annual submission of the Society report – Consensus was that it is best handled by the Treasurer, not the Corresponding Secretary

- 3) Treasurer's Report – No report due to illness
- 4) Discussion regarding issues related to the physical plant of Bernie Legge Theatre –

a) The City of New Westminster accidentally damaged the north wall of Bernie Legge Theatre. In addition to the physical repairs that are necessary, Asbestos was exposed and lead paint was identified. The City of New Westminster is getting permits and paying for restoration. Consensus was that there is no need to delay the upcoming August 10<sup>th</sup> opening of Love's Labor Lost for aesthetic reasons.

b) Valerie Lawlor will distribute a copy of the current lease.

c) Keys – Issues with accountability and unauthorized use. Decision to get quotes for Access Control systems.

- 5) Discussion regarding the roles of the Executive – Job Description Book Update – Producers & Stage Managers duties and contract – updating taking place
- 6) Job Assignment: Committee Chairs, Management & Department Heads

By-Law Committee Chair – Isabel Mendenhall

Play Reading Committee Chair – Alexandra Wilson

Publicity Committee Chair – Valerie Lawlor

Resident House Manger – Craig Premack

Box Office Coordinator – VACANT

Social Events Coordinator – Isabel Mendenhall

Membership Secretary – Denise Brookson

Resident Production Manager – Jeremy Heynen

Resident Stage Manager – Rob Larsen/Adam Beggs

Technical Director – Alex Ross/Faith Hurd

Properties Department Head – Denise Brookson

Costume Department Head – VACANT

Set Decoration Department Head – VACANT

Shop Supervisor - VACANT

7) Next Season:

Little Shop of Horrors

a) Could potentially be a record budget. Discussion regarding the need to review budgets for musicals.

b) Issue raised regarding challenges created by Directors producing their own shows – Decision made that for the future, Directors will not be allowed to produce their own shows.

c) Discussing regarding whether Vagabond Players is liable for SOCAN fees – more research to be done.

Sleeping Beauty – Director, Musical Director, and Choreographer needed

Drinking Habits

4000 Miles

You Can't Take It With You

8) Community Theatre Coalition (CTC) Submissions

a) The four shows that will be submitted for consideration to the CTC will be Little Shop of Horrors, Drinking Habits, 4000 Miles, and You Can't Take it With You

b) There are 15 tickets available at the reduced price of \$20 for the Gala Awards Night event on September 9, 2017

c) The CTC has made a request to Vagabond Players to consider sponsoring an Award. Vagabond Players will not be able to select which award their sponsorship would be attached to.

9) Dates of upcoming meetings:

Executive Meeting – Tuesday August 22, 2017 @ 7 pm Bernie Legge Theatre

General Meetings:

Monday September 18, 2017 @ 7 pm @ Bernie Legge Theatre

Monday November 20, 2017 @ 7 pm @ Bernie Legge Theatre

Monday January 15, 2018 @ 7 pm @ Bernie Legge Theatre

Monday March 19, 2017 @ 7 pm @ Bernie Legge Theatre

Tuesday May 22, 2018 @ 7 pm @ Bernie Legge Theatre

Monday June 18, 2018 @ 7 pm @ Bernie Legge Theatre

Motion to Adjourn at 10:03 pm by Alexandra Wilson, seconded by Alison Main-Tourneur: Carried