

**Vagabond Players
Executive Meeting
7:00 PM Oct. 7, 2019
76 Mott Cres. New Westminster**

Meeting called to order at 7:00 p.m.

Members Present: Valerie Lawler, Isabel Mendenhall, Liz Mendenhall, Cheryl Agoston, Warren Johnson, Rob Larsen

Regrets: Richard Wiens

Recorded by: Colleen Byberg

Approval of the Minutes (Motion)

The minutes of the August 26, 2019 Executive Meeting were circulated and approved by all.

1. Welcome

New members were welcomed, and it was recommended that the executive have hybrid executive meetings that can be merged with general meetings going forward. If something comes up, we can meet as needed. All agreed.

2. New Business

Action: Warren will incorporate some signage for people walking on the side or behind the theatre. Two hooks on the railing should suffice as they are not part of the building and can be removable.

Valerie thanked Warren for cleaning the theatre and for building the set for *Terror by Gaslight*.

Action: Warren will talk to Stephen O'Shea regarding the lack of lighting around the theatre. This is a topic the Parks Board happens to be focusing on right now.

It was recommended that we update our minute taking to adhere to the *Freedom of Information and Protection of Privacy Act* while still following Roberts Rules of Order. We need to protect the privacy of individuals and avoid identifying attendees by name. Minutes should not include names unless they are for action items, as they are the work of a collective group. Also, assigning names to motions can be misleading and political. The executive agreed and we can respond to any questions at the next General Meeting.

Action: Isabel will purchase *Robert's Rules of Order Newly Revised*, 11th edition.

3. Job Guide

A Job Guide was distributed for all roles. Everyone was encouraged to review their duties and new ideas are welcome.

The contact information for the City of New Westminster needs to be updated.

4. 2020-2021 Season

The last Play Reading Committee had selected a series of plays which were approved by members for the 2020-2021 season. The former board made changes to the lineup without approval and now following their collective resignation and one of our members moving away, some adjustments need to be made. We are looking at changes to:

- Nov/Dec 2020: **Marvellous Wonderettes** directed by Wayne Nolan. This is an alternate to *Cinderella Capers*.
- Feb 2021: **Rumors** director needed.
- April 2021: **Waiting for the Parade** director needed. This is an alternate to *Arcadia*.
- June 2021: **Vanya, Sonia, Marsha and Spike** director needed / possibly use alternate show *The Butler Did It*.

Action: As a courtesy Val will reach out to Bev to see if she still wishes to direct *Vanya, Sonia, Marsha and Spike* before reaching out to new directors or recommending we use an alternate play.

5. June 25 Performance

The New Westminster Senior Secondary School grad falls on this night and based on prior years we know there will be no parking available for patrons at all. The executive considered encouraging members to be eco-friendly and use public transit but considering our elderly patrons and park lighting all agreed it was better to cancel that performance.

Action: Val will advise the director of the June show before any members are contacted to rebook tickets.

6. **Box Office**

Incentives for membership renewals were discussed. The number of seasons ticket holders has dropped in recent years. The Executive reviewed names to see if they knew anyone personally in order to encourage them to rejoin.

Action: Cheryl will draft a "We've missed you" letter for board input before sending to the members.

7. **Other Business:**

Front of House volunteer openings were reviewed, and all were encouraged to sign up. It was decided that it would be helpful to have a cheat sheet in the 50/50 bowl for Front of House announcements including a brief snippet about the upcoming shows, noting if they were age appropriate and thanking patrons for supporting community theatre.

Action: Val will write out a house manager cheat sheet for announcements.

Monty Peters with the City of New Westminster has repaired and sanded the pillars. They look better than ever. A few items are still to be completed such as the stairs and lighting. Also, it was noted that we have lost more parking (5-6 spots) right in front of the theatre.

Action: Warren will talk to Monty about the lack of lighting (we used to have the Arenex lighting but since the collapse it is much darker). When the work at Bernie Legge is completed Warren will send a thank you note to him that includes complimentary tickets.

Meeting adjourned at 8:30 p.m.