

Vagabond Players

General Meeting

Bernie Legge Theatre

7:00 PM – Monday June 18, 2018

Meeting Called to Order at 7:14 pm

Executive present – Eight: Denise Brookson, Liam Coughlan, Jeremy Heynen, Rob Larsen, Valerie Lawlor, Isabel Mendenhall, Craig Premack, Alexandra Wilson

Regrets - None

- 1) MINUTES – The Minutes of the General Meeting of April 16, 2018, the Executive Meeting of April 23, 2018, and the Executive Meeting of May 7, 2018 were all read and approved.
- 2) PRESIDENT’S REPORT – Jeremy Heynen reflected on the challenges of the past year such as the damage to the lobby in the course of the demolition of the Annex building, as well as the successes of the past year including the coming together of the membership to affect the re-siting of the skateboard park on the abandoned tennis courts where there will be little or no auditory impact on the Bernie Legge Theatre. Appreciation was extended to the Board of Directors, Department Heads, the Chairs and Members of the various committees, the actors, directors, stage managers, producers, designers and set builders.
- 3) CORRESPONDENCE - Valerie Lawlor shared the following correspondence: a) a request by a patron to have plays by Vagabond players formally rated, as to their content, so as to avoid undesired patron exposure to objectionable content, b) an enquiry as to what will be presented at Bernie Legge Theatre in the summer, c) several inquiries regarding seasons tickets, d) an enquiry as to whether “You Can’t Take It With You” takes God’s name in vain, e) an enquiry from the Vancouver Paranormal Society in regards to conducting an investigation at the Bernie Legge Theatre f) an enquiry from a daycare regarding the possibility of the pre-schoolers having a guided tour of Bernie Legge Theatre.
- 4) TREASURER’S REPORT – Deborah Tom shared that with the departure of the elected Treasurer, she and Matthew Davenport did their best to piece together the financial records from July 1, 2017 until December 31, 2017 in order to complete the 2017 Financial Statements. External bookkeeping support came as a cost of \$2,350. There were many administrative challenges including the box office revenues not matching the monthly reporting periods, and the club fiscal year not matching the club production year as well as having to do accruals for seasons ticket pre-purchases. Despite all of those challenges, Gross Revenues were up from \$116,682 in 2016 to in \$130,441 in 2017 and Net Profit increased from \$19,883 in 2016 to in \$32,155 in 2017. In addition to the net amortized value of Assets growing by \$10,000 in 2017, the Vagabond Players financial reserves continued to grow from \$318,000.47 at December 31, 2016

to \$335,750.00 as of December 31, 2017. The membership voted to accept the Financial Statements of December 31, 2017.

There was discussion and consensus regarding the merit of having the fiscal year matching the production year. There was an extended discussion regarding the logistics to do so including amending the Constitution and Bylaws of Vagabond Players to change the Fiscal Year, current being January 1 – December 31 to July 1 – June 30. The membership voted to task the new Board with beginning the process of formally switching the Fiscal Year to July 1-June 30. Deborah Tom indicated she would assist with the transition to the new Treasurer, and also to assist in the transition of the Fiscal year.

Deborah Tom made the case for increasing the production budgets for shows as they have been stagnant for many years.

- 5) PRODUCTION REPORT – Jeremy Heynen advised that “An Evening of One Acts” as well as “The Haunting of Hill House” are almost fully cast.
- 6) RESIDENT STAGE MANAGER’S REPORT – Rob Larsen highlighted some of the accomplishments of the year including a) Adam Beggs organizing the securing of a new stage manager monitor, and training Faith Hurd as a stage manager, b) Warren Johnson for all manner of help, c) Hugh Elwood and George Edwards for fixing and sound deadening the green room/stage stairs, and d) Bev Pride in maintaining the costume room and the costumes.

Adam Beggs recognized crew members such as Alanna ?, Vanessa Thivierge, Jeremy Heynen and Faith Hurd.

- 7) BOX OFFICE COORDINATOR’S REPORT – Elizabeth Drummond advised that “You Can’t Take It With You” is selling very well. Elizabeth indicated that the Box Office could use more volunteers for the summer as well as next season. Volunteer requirements would include phone and computer access and skill.
- 8) COSTUME DEPARTMENT – Bev Pride advised that fourteen bags of unwanted shoes and costumes were disposed of. Bev also indicated that she feels that one or more persons are gaining un-authorized access to the costume room, and new locks may be in order.
- 9) PUBLICITY COMMITTEE – Valerie Lawlor indicated that the website has been updated and the bookmarks highlighting the coming season have been produced. Valerie shared appreciation for the Publicity team working as a well-oiled machine, including a) Elizabeth Elwood crafting the media releases, b) Isabel Mendenhall managing the newspaper ads, tv week ads, and Queen’s Park reader board, c) the Poster Team including Susan Linklater, and Ann Everett, d) Suzanne Biehl who takes care of the lobby display board, e) Craig Premack and Beth Lindsay for managing the photos, f) Gillies Malnarich for managing the VanCity display, and g) Gayle Brawn for designing the posters and programs.

- 10) EDUCATION COMMITTEE – Gillies Malnarich advised that “Audrey 2”, the life-sized puppets from “Little Shop of Horrors” continue to be rented to other theatres, most recently, to the Portal Players Dramatic Society in Port Alberni. The rental revenues constitute the initial funding for the newly created Education Program at Vagabond Players. Gillies advised, that after five formative meetings, the newly created Education Committee including Suzanne Biehl, Matthew Davenport, Valerie Lawlor, Craig Premack, Bev Pride, Dorothy Smith and Nancy Von Euw have crafted a Report including a set of recommendations and various support and functional documents to facilitate Workshops and various forms of Education to be implemented at the will of the new Board.
- 11) Jeremy Heynen highlighted the upcoming Barbeque for Vagabond Members with invitations to the City of New Westminster and the future neighbours of the Bernie Legge Theatre, the local skateboard community, on Saturday July 7, 2018, from Noon until 6 pm. Jeremy indicated that there is a volunteer sign-up sheet.
- 12) New Business – Allison Main-Tourneur passed on information indicating that the Community Theatre Coalition is looking for new representatives to attend performances to evaluate productions for their awards program, and the nomination meeting will be taking place at the Langley Playhouse at 7:30 pm on Wednesday June 20th. Alice Woodbury indicated that after several years as a CTC representative, including attending 32 plays in the past year, that she continues to support the mandate of CTC to promote community theatre, but she will not be extending her commitment for the coming year, and encouraged others to put their names forward.
- 13) Old Business – Isabel Mendenhall enquired about the status of the lease renewal for the Bernie Legge Theatre. Jeremy Heynen indicated that due to a recent retirement, he has been having difficulty connecting with a new point person, with the City of New Westminster, regarding the renewal of the current \$3,800 annual lease.
- 14) Old Business – Bev Pride suggested that the Box Office financial systems including Vendini and Paypal should be directly linked to and administered by a member of the Board of Directors to strengthen the connection. It was pointed out by other Members, that Matthew Davenport has been trying to give up those responsibilities for some time, but no Board member has come forth willing to link their personal Paypal account to the Box Office system nor to attach their own personal credit card to the account. Given those facts, and with the Society operating without a Treasurer for most of the year, in order for the Box Office financial systems to continue to operate, Matthew has maintained the connection until somebody comes forward. Deborah Tom shared that \$20,814 sat in the Paypal account for months until it was transferred to the Vagabond bank account, but it was clarified that the bank account is also not interest bearing, so the Society suffered no financial harm due to the delay in transfer between accounts. After a lengthy discussion, the subject was highlighted for the next Board’s attention and, the following motion was passed “The Board move ahead to do an all access administration Vendini account (sic)” It was subsequently pointed by a Member that a previous motion directing the Board to evaluate various Box Office software options conflicts with the latest

motion limited to Vendini. Deborah Tom pointed out that the original decision to adopt an on-line Box Office system was driven by patron demand, and a survey was conducted and overall the patrons are satisfied with the current system.

Final Meeting of the Outgoing Board Adjourned at 8:29 pm

15) Election of new Board of Directors

The result of the Election for the Board of Directors was as follows:

President: Jeremy Heynen

Vice-President: Alex Ross (by acclamation)

Treasurer: Colleen Byberg (by acclamation)

Recording/Correspondence Secretary: Ashley Chodat (by acclamation)

Directors as Large (5): Adam Beggs, John Cousins, Elizabeth Drummond, Roger Monk, Warren Johnson

Elections were concluded and the Meeting Adjourned at 9:14 pm

Respectfully submitted by Liam Coughlan

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

The password is: bernielegge