

Vagabond Players

Executive Meeting

Bernie Legge Theatre

6:00 PM – Monday October 16, 2017

Meeting Called to Order at 6:12 pm

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

Regrets: N/A

- 1) MINUTES – Reading was Waived, and Minutes of September 18, 2017 Executive Meeting were approved.

- 2) CORRESPONDENCE –
 - a) Vancouver Paranormal Society – Received letter inquiring as to Vagabond Player’s interest in renting Bernie Legge Theatre for rehearsal space and/or shooting space for two short films as well as inquiring as to the availability of actors.
 - b) Irvine House – Letter from Heritage Programmer, Lindsay, as to the availability of actors to participate in the Improvised Theatrical Lantern Tour of November 30, 2017 set at the time of the Great Fire.
 - c) Letter to Board of Directors from Member regarding a concern about stress related to having five shows per season with a suggestion to reduce the season to four shows. There was a discussion related to the increased rehearsal time required for musicals and rehearsals and how having both a musical and a pantomime this season, and also having them back to back, has created additional challenges and overlap. There was also discussion around how the large amount of snow that we had last season as well as the collapse of the adjacent Annex also had an impact that was problematic but not ongoing. It was also mentioned that some cast and crew members would prefer to finish their run on a Saturday night rather than on the Sunday matinee so that they can have their wind up party in the evening and before the tear-down of the set. It was also suggested that we might want to consider, in planning our season going forward, that the Community Theatre Coalition is contemplating not including productions that do not start before June.

- 3) TREASURER’S REPORT –
 - a) Joanna Brailsford followed up on previous discussions and stated that the \$10.08 per month online version of QuickBooks that we have been using is not robust enough for our needs. The data has been copied to another version, but there are ghosting glitches, for example, there is a spurious \$847 variation. There was a recommendation to switch to a \$20 per month version of QuickBooks that includes downloadable upgrades. The suggestion of the purchase of a laptop was again raised. IT WAS DECIDED that Joanna Brailsford would purchase the \$20 per month

version of QuickBooks that includes the downloadable upgrades, and Jeremy Heynen would shop for a basic laptop in the \$500 range.

b) Joanna Brailsford indicated that Vagabond Players is in good financial shape with \$72,000 in the chequing account, and \$28,000 in the savings account plus term deposits. Joanna Brailsford recommended that \$50,000 be moved from non-interest bearing accounts to interest bearing accounts. THE BOARD AGREED BY CONSENSUS.

c) Joanna Brailsford also followed up on the issue that had been previously raised regarding the tax implications of Honorariums. Joanna Brailsford indicated that following her discussions with the Canada Revenue Agency, that it was her recommendation to switch the onus from Vagabond Players to the person(s) receiving the Honorariums by treating them as Self-Employed Contractors and having them invoice Vagabond Players including GST where applicable. THE BOARD AGREED BY CONSENSUS.

- 4) BY-LAW COMMITTEE - Isabel Mendenhall reported that the committee has held two meetings so far, and most notable of the potential proposals revolves around staggered two-year terms for some Board members.
- 5) PUBLICITY COMMITTEE –
 - a) Valerie Lawlor reported that the publicity for Little Shop of Horrors included an advertisement in Arts and Culture as well as facebook posts. Publicity plans are in place for Sleeping Beauty and Drinking Habits. There is also an advertisement planned for the City of New Westminster's Winter edition of the Active Living Guide. Plans for Handbills are also in place.
 - b) Valerie Lawlor also reported that she has, for all intents and purposes absorbed the responsibilities of the vacant Corresponding Secretary position.
- 6) PLAY READING COMMITTEE - Alexandra Wilson reported that the play reading committee process is running smoothly.
- 7) OLD BUSINESS
 - a) Lobby Wall – Given the City of New Westminster's legal requirement of seeking three bids, and the process involved in dealing with insurance as well as securing building permits, the repair of the lobby has been delayed from prior to Little Shop of Horrors to after Little Shop of Horrors.
 - b) Corresponding Secretary – Given that Valerie Lawlor indicated that she was able to absorb the duties of the Corresponding Secretary IT WAS DECIDED to leave the position of Corresponding Secretary vacant for the balance of the term.
 - c) Sleeping Beauty Budget and Update – Jeremy Heynen reported that it had been recommended to him that the appropriate compensation for the authors of the original Sleeping Beauty pantomime might be \$50 per performance, which based on the 16 performances would be \$800. IT WAS AGREED that the authors of the original Sleeping Beauty pantomime would receive a total of \$800 based on the 16 planned performances. The issue was raised as to what the Director and the Assistant Director of the original Sleeping Beauty production would receive relative to the normal \$500 Honorarium for the Director. IT WAS DECIDED that the Director and the Assistant Director of the original

Sleeping Beauty pantomime would split the \$500 Honorarium. The budget of the original Sleeping Beauty pantomime WAS ACCEPTED.

8) NEW BUSINESS

- a) There was a discussion based on an issue raised during the General Meeting as to the qualifications required of a Stage Manager in order to receive the \$500 Honorarium. There was disagreement as to what requirements, and what obligation to train, if any, came with the original decision by the Board to grant \$500 Honorariums to Stage Managers. It was suggested that the intent might not have been fully captured by the Minutes. It was also suggested that the exact recorded decision be researched and communicated to achieve clarification. It was also generally agreed that the Board has to operate based on what is recorded in the approved minutes. IT WAS DECIDED that whatever decision might be made in the future that if a Stage Manager has been promised an Honorarium in good faith that it will be honoured.

Meeting Adjourned at 6:55 pm