

**Vagabond Players  
Executive Board Meeting  
March 13, 2023**

**Executive and position:**

Warren Johnson - President  
Ray Boulay - Vice President/Production Manager  
Deb Tom – Treasurer  
Bev Pride – Secretary  
George Edwards – Director/Front House Manager  
Craig Premack – Director/Tech Manager  
Ted Draybk – Director/Production Manager  
Denise Brookson – Director/Props Coordinator  
Al Zylstra – Director/Residence Stage Manager  
Val Lawlor - past president

Regrets: Ted and Craig

**6:30 - Special Presentation:** Designer Wendy Beaupre will be giving a presentation of her design for the potential renovation of the lobby. 30 minutes.

Re: concept of how the lobby can be cleaned up and with a better patron flow and concessions storage.

**ACTION:** Exe will table this for further discussion.

**Meeting called to order 6:55**

Waive reading of the last minutes

Motion: George

Seconded: Al

Carried

**1. President's Report**

Still waiting for the lease from the City of New Westminster, VP hasn't had one for 7 years; at this time another extension is all we can hope for then once VP gets that, then can negotiate for a permanent one.

VP can go ahead with any improvements with proper processes.

**2. Boxoffice Manager Report –**

Waiting for rights before tickets set up for the last show.

Cheryl A. has been handling the phones and emails for Laughter tickets.

Tickets are selling well.

Laughter contains strong language is addressed on the box office announcement.

We will be putting a sign up in the lobby as well.

**3. Treasurer's Report – Deb Tom**

Deb did a 2022 financial reconciliation. Document will be presented at the GM for membership approval.

2022 has to be reconciled – filed with the Government in June 2023.

**ACTION:** need to put forward a motion at the GM to hire an accountant.

Motion: AI - no longer offer 50/50 on the Square because of the reporting errors

Seconded- Deb

Carried

#### **4. Correspondence:**

New member very impressed with VP speaker at the Heritage evening.

#### **5. Producers:**

- Rumors – Producer Craig – no report
- Laughter on the 23<sup>rd</sup> Floor – Producer Deb

Rehearsals well under way; set is up, painting will commence shortly, all other departments are all working well.

Actors need to be reminded that it is VP policy that all cast and crew are required to attend the strike.

- Our Town – Producer - Adam – still waiting for the rights; scripts (revision of play 2013)

Dates and audition notice ready to go

**ACTION:** Check when NWSS grad is taking place – are they using the arena.

#### **6. Front of House report – George**

Successful FOH volunteers for Rumors; slow sign ups, need more volunteers

#### **7. Tech report – Craig - no report**

#### **8. Publicity -**

Poster out and distribution out, FB and Event postings have started.

TV Week features the poster on a full page.

Member's email advertising the show will be sent out. Events Calendar postings will begin.

Bev will create a press release with photo for The Record and Burnaby Now.

#### **9. Facility report (shop, dungeon, greenroom, auditorium, outside)**

Railing have been "lost" but the city.

Theatre venue is in good shape.

Reminder to keep the costume room and the props room locked.

Fire inspection carried out and all is good.

Security – Accrue will be contacted to make upgrade to their system are.

Spotlight left on - is a safety issue,

**ACTION:** switch to LED suggested.  
Theatre is cold in the rehearsals.

**ACTION:** first person in needs to turn it up and last person out needs to it off.

## 10. Play selection committee – Warren

Warren reported on the process the committee uses to read and recommend plays. Discussion followed on how submitted plays/directors can be better advised on the outcome of their plays.

Invitation for any board member to attend Saturday's meeting.

Determined that the selection committee's list is presented to May 2023.

Preliminary selections list sent to directors who expressed interest in directing.

**ACTION:** executive to decide on play season as soon as possible in order to obtain rights to plays without delay.

**ACTION:** executive to bring further discussion on: length of play season, number of plays, pros and cons of doing 4 or 5 plays in a season.

## 11. Old Business

- Redesign and renovation of the lobby area – discussion for the future
- S^yowah proposal – ongoing development
- Saturday May 27<sup>th</sup> Jazz night co-production with Will Chernoff Quintet.  
Invitation to around 20 students to come for free.  
Motion, Val – to proceed with the co-pro  
Seconded Al  
Carried.

**ACTION:** Warren and Ray to proceed with event as VP producers.

## 12. New Business: none

- **Next Executive Meeting: April 10, 2023**
- **General Meeting March 20, 2023**
- **General Meeting: April 17, 2023**

Motion to adjourn Al  
Second Ray  
Carried.

Minutes can be found online under "members" link  
Password is: bernielegge