

## VICTORIA THEATRE GUILD

### BOARD MEETING MINUTES

Monday, June 12, 2017

**Call to Order:** The meeting was called to order by the President, Kevin Stinson, at 6:15 pm. The minutes were taken by the Secretary, Andrea Pite.

**Present:** Andrew Lee, Andrea Pite, Wendy Merk, Kevin Stinson, Sylvia Hosie, Lorene Cammiade (by phone, arriving at 6:18 pm), and Michelle Mitchell

**Regrets:** Bill Huzar

**Approval of the Agenda**--moved by Wendy, seconded by Sylvia. Carried.

Moved by Wendy, seconded by Sylvia to approve **the minutes of the May 8, 2017** Carried.

#### **Business arising from May 8, 2017 minutes**

**ACTION 1:** Dick will have a keypad lock installed on the door to the workshop. Michelle will investigate. *No information on this so it is believed to still be pending.*

**ACTION 2:** Concerning the lack of marquee illumination during inclement weather, Kevin offered to look into wind or other power sources. Kevin will contact BC Hydro about the cost and possibility of having a meter on the nearby power pole. *Pending*

**ACTION 3:** The question of Langham Court's continued involvement with mentoring Central Middle School is to be considered at a subsequent board meeting. *Pending*

**ACTION 4:** There is a meeting on Monday, May, 15 at 6:30 pm to draft criteria for the Production Chair(s). *Moved by Wendy and seconded by Andrea to approve the **Guidelines for the Production Chair(s)**. Carried*

**ACTION 5:** Kevin will report the board highlights to the Newsletter editor on a regular basis. *Reported on May meeting but mainly about the upcoming Summer General Meeting.*

**ACTION 6:** After approval, the Board minutes will be available on the web-site. *Andrea said that the March and April approved board minutes had been submitted to Michelle B and Michelle M for posting on the web-site. Michelle M said that the web-site was in the process of being set-up to post the minutes.*

**ACTION 7:** Board members were asked to comment on the draft job description for the combined position of Facilities Manager and Custodian. *It was assumed that this had been done.*

**ACTION 8:** Andrew and Michelle B will draft a contract for the Dragon Monkey Production of "**Shirley Valentine**." *Andrew said that Michelle had drawn up the contract. Wendy & Lorene said that although there was an agreement in principle in place neither of them had seen a written contract yet. The performances will be July 20 and July 21 in the evening and July 22 in the afternoon.*

**ACTION 9:** Andrea will contact the Guilds to find out which are active, who is the contact for each and if they have a manual. If there is a manual, does it need to be updated? *Pending—some have been contacted and others are about to be. There have been no replies so far.*

**ACTION 10:** We will upgrade the HVAC in the booth at a cost not to exceed \$2000. *An air conditioner has been acquired and is functioning but needs to be properly vented outside and to find a permanent location—currently taking up room in the booth.*

**ACTION 11:** Kevin will issue the call for the summer general meeting. *Done*

**ACTION 12:** Andrea will call for Nominations for the Production Chair(s). *Done*

**Treasurer's Report**—Andrew reported that as of June 10, 2017, there was \$138k in cash at

Coast Capital. Cash is comprised of the following: \$72k in operating funds, \$30k in the Droy funds, and \$36k in the land and building improvements fund. The application for the Provincial Gaming Grant has been submitted and a reply is expected by the end of August, 2017. Michelle B and Andrew are working on guidelines for producers regarding budgeting and managing production expenses. The Treasurer's report was adopted on motion by Michelle M and seconded by Wendy.

**General Manager's Report**—Michelle B's report was circulated prior to the meeting and items reviewed at the meeting, although no action was required or taken. The only suggestion was not to hold a "Musings with Michelle" on a long weekend.

### **Other Reports**

Bill (**HR**) submitted the HR report prior to the meeting. Moved by Michelle M and seconded by Sylvia that the Board approve **Michelle Buck's general performance** in her job. Carried unanimously.

**Readers' Theatre** Wendy reported that the Readers' Theatre Festival went extremely well, a total of four plays were presented, which involved at least fifty on-stage and backstage participants ranging in age from 11 years old to 70 something. Appreciation to Michelle Buck for the floral presentation and for bartending. Michael Gosselin and Perry Burton provided technical assistance. Kevin Stinson and Gloria Snider were in two of the productions. RT hopes to encourage greater audience participation next year with promotions in the upcoming regular season play programs. Wendy said that she had already received requests for performance opportunities for original scripts. Wendy is considering implementing an application, whereby those who wish to produce and /or direct a play will sign an agreement to keep the production values extremely simple and within the physical confines of a Readers' Theatre production.

**New Business:** Kevin reported that from now on Michelle Buck would prepare the board agenda with input from the President and others.

The **SGM** is Sunday, June 25, 2017 at 4 pm. Michelle M, Andrew, and Lorene volunteered to serve as scrutineers. Andrea said that there were two nominations so far for Production Chair(s) and that there was still a little time left until the close of nominations.

**Adjournment:** The meeting adjourned at 7:22 pm by general consent.

**Next meeting: Monday, August 14, 2017 at 6:15 pm, unless for some emergency a meeting was required in July, then there would be one on July, 10.**

### **ACTION ITEMS:**

**ACTION:** Dick will have a keypad lock installed on the door to the workshop. Michelle will investigate.

**ACTION:** Concerning the lack of marquee illumination during inclement weather, Kevin offered to look into wind or other power sources. Kevin will contact BC Hydro about the cost and possibility of having a meter on the nearby power pole.

**ACTION:** The question of Langham Court's continued involvement with mentoring Central Middle School is to be considered at a subsequent board meeting.

**ACTION:** After approval, the Board minutes will be available on the web-site.

**ACTION:** Andrew and Michelle B will draft a contract for the Dragon Monkey Production of "Shirley Valentine."

**ACTION:** Andrea will contact the Guilds to find out which are active, who is the contact for each and if they have a manual. If there is a manual, does it need to be updated?

**ACTION:** Need to have a permanent home for the booth air conditioner.

***Adopted as amended August 14, 2017 amp***