

VICTORIA THEATRE GUILD

BOARD MEETING MINUTES

Monday, March 13, 2017 and adjourned meeting of March 20, 2017

Call to Order: The meeting was called to order by the President, Kevin Stinson, at 6:33 pm on Monday, March 13, 2017. The minutes were taken by the Secretary, Andrea Pite.

Present: Andrea Pite, Wendy Merk (via SKYPE), Kevin Stinson, Lorene Cammiade, Michelle Mitchell, Sylvia Hosie, and Bill Huzar.

Regrets: Andrew Lee

Also Present: Michelle Buck and Keith Digby

Approval of the Agenda—because of the very short meeting—the staff board dinner was at 8 pm so the board meeting needed to adjourn by 7:30pm—the Secretary suggested that the board restrict the agenda to: Treasurer’s report, proposed contract for LOST/LCT project (since the LOST board meeting was scheduled for March 15, 2017), upper limit for the Target fundraiser, the VOS/LCT co pro, the schedule shift, and ticket prices. There was no dissent.

Andrea reported that there seemed to be a discrepancy with the dates in the **Treasurer’s report** for the March meeting and said that she had e-mailed the treasurer about this. Because a reply had not yet been received and the treasurer was not at the meeting, consideration of the March treasurer’s report was deferred to the April board meeting.

Since the proposed contract for the **LOST/LCT project** had not yet been circulated to and approved by the board, Andrea suggested that Lorene e-mail a LOST rep that this would not be available for the LOST board meeting later that week. Michelle B said she had already let the LOST people know so no further action was taken on this matter.

Regarding the **fundraiser for Non Profits**, Michelle B thought there should be a maximum amount and suggested that we say: “shared 50% for the not-for-profit society or group to a maximum of \$1000. This amendment was moved by Michelle M and seconded by Lorene and Carried. The wording for this issue now is: **“that it be the policy Victoria Theatre Guild and Dramatic School that tickets sold for a specific night of a run (as determined by the General Manager in consultation with the Box Office Manager) as a fundraiser for a not-for-profit society or group shall be at single ticket price and the proceeds of the sales be shared 50% for the not-for-profit society or group, to a maximum of \$1000, and 50% for Langham Court Theatre. To take advantage of this, ticket-buyers must identify themselves at the time of purchase specifically as supporters of the non-profit.”**

The discussion of the **VOS/LCT co pro, the production schedule shift, and ticket prices** took the remainder of the allotted meeting time but the board was unable to reach a decision on these issues, some citing the short time to consider these issues (they were circulated less than 48 hours before the meeting) and others needed more information. The board decided to hold an **adjourned meeting on Monday, March 20, 2017**, following the M & G for “Dr. Jekyll and Mr. Hyde, in the rehearsal room and that the only items to be considered would be the VOS/LCT co pro, the production schedule shift, and ticket prices.

Adjournment: The meeting adjourned at 7:42 pm to March 20, 2017 following the M & G for “Dr. Jekyll and Mr. Hyde,” in the rehearsal room.

VICTORIA THEATRE GUILD

BOARD MEETING MINUTES –in the rehearsal room

Monday, March 20, 2017 (continuation of meeting of March 13, 2017)

Call to Order: The adjourned meeting was called to order by the President, Kevin Stinson, at 7:20 pm. The minutes were taken by the Secretary, Andrea Pite.

Present: Andrea Pite, Wendy Merk, Kevin Stinson, Lorene Cammiade, Michelle Mitchell, Sylvia Hosie, and Andrew Lee.

Regrets: Bill Huzar

Also Present: Michelle Buck

The only items to be considered at this adjourned meeting were the VOS/LCT co pro, the production schedule shift, and ticket prices.

Andrew circulated information he had been requested to prepare regarding the cost and profit of previous musicals. Information was provided for: “Next To Normal,” “Drood,” “Cabaret,” “Drowsy,” “You’ll Get Used to It,” and “Gigi”, musicals that spanned 2000-2001 to the current season. There was considerable discussion on the merits of having a co pro or doing the show on our own. Sylvia moved that Langham Court Theatre do a **co pro with VOS** for “Urinetown” in the 2017-2018 season. There was no second so no motion existed to be considered by the board. When Kevin demurred, Michelle B offered to convey this information to the VOS with the offer of a possible co pro the summer of 2019. **[ACTION]** The Board agreed to have money available for “Urinetown” for a musical director, rehearsal pianist and, as needed, a more appropriate rehearsal space particularly for dance numbers

Regarding the Production Schedule: Moved by Wendy, seconded by Michelle M that there be **three Saturday matinees** during the run and that there be only two Saturday evening performances: the latter two Saturdays of the run. CARRIED. Moved by Michelle M and seconded by Andrew Lee, “that the production opens on Thursday, with one preview the previous Wednesday.” DEFEATED. The production schedule for 2017-2018 therefore, will be for the first week: Wednesday and Thursday previews, Friday opening, Saturday matinee. The second and third weeks would be evening performances Tuesday to Saturday and also matinees on Saturdays.

Regarding the Ticket Prices: Andrew reported that the Planning Committee had recently met and there was significant work that was required on the building—everything from the foundation to the roof—with a gross estimate of \$100,000 needed for maintenance for the building. With this in mind, it was moved by Michelle M and seconded by Lorene that the board adopt the increase in ticket prices as circulated. CARRIED. The suggestion to change the prices for Tuesdays and Previews from “2 for” to individual ticket prices was well received. The 2017-2018 season prices will be: Adult \$23 (Musical \$33); Senior 65+ \$21 (Musical \$31); Student \$17 (Musical \$27); Student Rush \$10 (Musical \$17); Group 10 + \$18 each (Musical \$25 each); Previews \$12 (Musicals \$19); Tuesdays \$17 (Musicals \$22); Preferred Seating & Flex Pass \$126 (regular); and Preferred Seating & Flex Pass \$114 (senior).

The meeting **adjourned** at 9:03 pm

Next meeting: Monday, April 10, 2017 at 6:15 pm in the lounge.

ACTION ITEMS (many items are held over from the Feb board meeting and may already have been done but that action has not yet been reported to the board.):

- ACTION:** Dick will have a keypad lock installed on the door to the workshop.
- 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:** Michelle and Andrea will work on the schedule for changing the alarm code and method of implementing the change(s).
- ACTION:** Michelle met with Christina, Vinnie, & Rosemary about volunteer orientation. We need a volunteer to co-ordinate this preferably from the board. It was suggested that advertising for someone from the membership, provided the task was concrete and specific, might be fruitful.
- ACTION:** The question of Langham Court's continued involvement with mentoring Central Middle School is to be considered at a subsequent board meeting.
- ACTION:** Michelle B will have "GM Plus One" for a draw of members who are interested in attending events, to which Langham is invited, as the guest of the GM. Members need to be asked (through an e-mail survey) if they are interested in being considered for such a draw.
- ACTION:** Michelle B will circulate the proposed contract to the board, prior to presenting it to LOST reps.
- ACTION:** Michelle B will talk to Chris about getting information about the disposition of 1201 Fort St, if and when he has information available.
- ACTION:** Board members were asked to think about how directors are chosen for a season at LCT and to come back with ideas at the next meeting.
- ACTION:** Kevin will invite the staff to the staff/board dinner.
- ACTION:** Kevin will make the reservation at Moxie's.
- ACTION:** Michelle B will provide Kevin and the rest of the board with names and contact information for the staff
- ACTION:** Michelle B will look into prices for having an authorized archival DVD made and look into possible compensation for David Cornock for lost revenue from DVD sales.
- ACTION:** Need to consider a replacement for the "Let's Make a Play" day camp, to begin in 2018.
- ACTION:** Bill and Andrea will revise bylaws (need to present proposed revision to the board by its May 8 meeting)
- ACTION:** Kevin will talk to Dick, advising him that the membership fees pay for the year as prescribed by the bylaws and he cannot issue memberships based on a bylaw amendment that has not yet be adopted by the membership.
- ACTION:** Michelle B will share the link for this [Criminal Record Check] and add this information [when a CCR is required] to the Producers' Manual.
- ACTION:** Kevin will contact Sylvia Lindstrom to talk to her about the Production Schedule for the 2017-2018 year.
- ACTION:** Insurance Policy will be added to the next board meeting's agenda
- ACTION:** Michelle will get an ingredients list from Thrifty's for the opening night reception spread and advise Andrea of any goat cheese.
- ACTION:** Michelle B will advise VOS that LCT would not be doing a co pro with it for "Urinetown" in the 2017-2018 season and suggesting that a co pro the summer of 2019 might be likely.
- From a previous meeting:**
- ACTION:** Michelle B will have these [silver-coloured name tags for Board members] made after the election at the AGM.
- adopted as amended April 10, 2017 amp***