

VICTORIA THEATRE GUILD

BOARD MEETING MINUTES

Monday, January 15, 2017 Rehearsal Room

Call to Order: The meeting was called to order by the President, Kevin Stinson, at 6:30 pm. The minutes were taken by the Secretary, Andrea Pite.

Present: Michelle Mitchell, Andrea Pite, Wendy Merk, Kevin Stinson, Sylvia Hosie, Bill Huzar, and Lorene Cammiade (arrived at 6:38pm).

Regrets: Andrew Lee

Also Present: Michelle Buck (by phone), Anton Brakhage, (left during the *in camera* session and left the theatre at 7:59 pm and Ned Lemley, who left at 7:09 pm. Karrie Ayotte attended between 7:09 pm 7:24 pm and Alan Penty attended between 6:45pm and 6:57 pm.

Approval of the Agenda—moved by Michelle M, seconded by Wendy. After amendment to move “4.2 Policy for extra performances and honoraria for extra performances” from Business arising to “6.3” under “New Business,” the motion was **Carried**.

Moved by Wendy, seconded by Michelle M to **approve the minutes of December 11, 2017** after suggesting a few tweaks to the wording, the motion was carried.

Business arising from December 11, 2017 minutes

ACTION 1: (Agenda item 4.1) Long-Term /Facilities Planning Committee Meeting *Kevin reported that he, Jason King, Dick Newson, Chris Clarke, Michael Gosselin, Toshik Bukowiecki, Perry Burton, and Michelle Buck met. Kevin said that he would send the board a written report of the meeting but the highlights were: Roof—front of stage house cladding ~\$2000; Deck at stage left (railing); Rear deck ; Stairs (costume loft); Sawdust extraction—few tweaks, piping, labour ~\$5000; Bike Parking ~\$1000; Turnabout—repaving ~\$2000 (to be done in the summer); Lighting—exterior (overall plan—Power to the People (company); Loft fan—overall loft ventilation HVAC to booth—dual split—low voltage, LED work light; HVAC motor needs replacement; IT—full rewire with CAT 6 all terminates in electrical room ~\$10,000; internal painting –downstairs (sponsored); replace Front Doors-signature look.*

Planning Production Report Alan Penty reported the information Michelle B had in her report: “Blithe Spirit” would be directed by Toshik Bukowiecki, “Goodnight Mister Tom” would be directed by Shauna Baird, “the 25th Annual Putnam Spelling Bee” would be directed by Pat Rundell, “That Elusive Spark” would be directed by Mercedes Batiz-Benet, “Quartet” by Jon Scheer, and “Noises Off” by Don Keith.

The meeting went into an *in camera* session at 7:09 pm and rose at 7:24 pm

Treasurer’s Report—Jon Scheer and Michelle Buck prepared the Treasurer’s report, which was circulated. It reported that as of January 8, 2018, there was \$234k in cash at Coast Capital. Cash is comprised of the following: \$113k in operating funds, \$30k in the Droy funds, and \$86k in the land and building improvements fund. The Treasurer’s report was adopted on motion by Bill and seconded by Lorene. Moved by Bill and seconded by Michelle M that the **Financial Statements** for the Year ended August 31, 2017 be accepted. Carried.

General Manager's Report was circulated and no items requiring board approval arose from it.

90th Anniversary Committee—There was a meeting held in January and the next one will be in February. Toshik is organizing a Droy night, which will likely be in February.

Readers' Theatre From Michelle B: Feb 10 at 7 pm is our next Readers' Theatre and will be an original play by J.R. Vikse called "Beyond Belief" and directed by Keeley Teuber. "Beyond Belief" tells the story of two childhood pals, reunited at the funeral of another old friend. During a weekend camping trip they fall into discussions about faith, memories, growing up, and what really happened in the woods all those years ago. There will be an audience advisory because of extremely coarse language and descriptions of sexual violence. Wendy Merk asked if anyone was willing to help at the RT to let her know. She also said that anyone interested in participating in the Readers' Theatre Festival in May should let her know ASAP.

AGM—Andrea said that she would be unable to attend the AGM so a Secretary Pro Tem would need to be elected at the beginning of the meeting. She distributed the agenda from the 2017 AGM with suggested changes for this year's meeting, to which the board agreed. Kevin will contact all those who are expected to report, within the next few days so written reports can be compiled and available electronically prior to the meeting.

Bill Huzar asked to be reimbursed for two courses he was taking through Volunteer Victoria. They are: "Building Blocks of Budgets for Non-Profits" and "Foundations of Financial Management for Non-profit Organizations." Moved by Andrea and seconded by Michelle M that these fees be paid. Carried.

Correspondence: Holiday greetings from several sources were circulated as was the follow-up to Michael Chadwick's e-mail but none required further action.

The board went into an *in camera* session at 7:59 pm and rose at 8:03 pm.

Adjournment: The meeting adjourned at 8:04 pm by general consent.

Next meeting: **Monday**, February 5, 2018 at 6:30 pm in the Rehearsal Room.