

Victoria Theatre Guild Board Meeting Minutes

Monday, May 14, 2018

Present: Keith Digby, Sylvia Hosie, Bill Huzar, Quinn MacTavish, Kevin Stinson, Michelle Mitchell (minutes)

Regrets: Don Keith, Wendy Merk

Guests: Michelle Buck (General Manager)

The meeting was called to order by the President, Kevin Stinson, at 7:00pm

Approval of the amended **Agenda** – **MOVED** by Keith, **SECONDED** by Bill. **CARRIED**.

Approval of the **April 9, 2018 Board Minutes** as amended - **MOVED** by Keith, **SECONDED** by Sylvia. **CARRIED**.

Action items brought forward from the April 9, 2018 board meeting:

Action	Person Responsible	Status
Building Plan Proposal	Michelle B	Will attend June 11 board meeting
Update fire prevention equipment	Michelle B	In progress
Covered bike parking – next steps	Michelle B	In progress
Schedule AGM for November 2018	Michelle B and Dick N	Scheduled for November 25, 2018
Present updated donor categories to the fundraising committee	Michelle B	In Progress
Develop safety guidelines for anyone involved with lighting and building	Michelle B and Don Keith	Don Keith has joined Michelle B on this task
Prepare updated bylaws and name change for distribution to membership by May 23, 2018	Bill and Michelle B	In Progress
Submit gaming grant by May 31, 2018	Michelle B and Bill	Submitted April 30, 2018
Send out invitation for July 7 wrap up party	Michelle B and Dick N	In Progress
Investigate relationship between community theatre and Equity	Michelle B	Complete

Contact Oak Bay Flower Shop re: selling season tickets at the Oak Bay Night Market	Keith	In Progress, Keith will contact organizer of the market
Work with workshop committee and GM re: Children's Programming	Michelle M	In Progress
Submit an item to the newsletter for Volunteer and Membership Committee	Quinn	Put on hold, discussing best way to move forward
Devise adjusted language describing the role of the Volunteer and Membership Committee for the bylaws	Quinn	In Progress
Adjust the contract for the Costume Loft Manager	Bill and Michelle B	Complete
Implement proposed salary for the General Manager	Bill	Complete

Reports

Treasurer – Bill Huzar

The sales report for the season to date was presented. Season ticket sales are going well for next year. The theatre is projected to achieve an average of at least 82% in ticket sales per show over the course of the season.

The proposed budget for 2018/19 was presented to the board. The issue was raised that there is no contingency built into the budget. The theatre should expand grant income, fundraising, planned giving, and promotion of shows to generate more money coming into the theatre to cover expenses, as there is a reliance on a 76% per show average of paid seats.

ACTION: Investigate opportunities and resources for raising funds for the theatre

ACTION: Investigate reduction in bank fees as a non-profit

The budget includes the addition of a production manager, which would incorporate the responsibilities of the current technical coordinator, to provide technical and production coordination for every show.

MOTION: Accept the 2018/19 amended budget, as presented.

MOVED by Bill, **SECONDED** by Keith. **CARRIED**.

MOTION: Add two hold-over shows to the run of Putnam County Spelling Bee

MOVED by Keith, **SECONDED** by Bill. **CARRIED**.

ACTION: Add the additional dates for Spelling Bee to the season brochure

General Manager – Michelle Buck

Michelle Buck presented the general manager's report. The Panel at Langham has been successful, including sessions on lighting.

The research into Equity practices revealed that actors can withdraw from Equity, or take a leave if they choose. A request for an exception can also be put forward for professional development purposes.

Readers' Theatre– submitted by Wendy Merk

The Readers' Theatre festival raised \$102.80, with 75 participants.

HR Report – Bill Huzar

The committee is in the process of hiring a student for the Canada Summer Job posting.

90th Anniversary Committee – Quinn MacTavish

The 90th Anniversary Champagne Gala will be held on September 2 from 6:30-9:30. The cost will be \$35 per ticket at Craigdarroch Castle. The committee will also have a float in the Victoria Day parade on May 21.

Workshop and Education Report – Keith Digby

Bill Adams will present a set design workshop focusing solely on taking the concept/design drawings. Jason King will teach a Qlab workshop.

Playwriting Competition – Keith Digby

The terms of the playwright in residence program are being developed. The workshops and mentorship arm of the initiative will be composed of a weekend workshop and ongoing mentorship of an agreed-on number of local new and emerging voices. The International Modern Tragedy competition will launch sometime next month.

New Business

SGM Prep/Constitution and Bylaws – Bill Huzar

Bill presented the proposed changes to the board. The changes will be sent to members by May 23 prior to the SGM.

ACTION: Remove references to SGM in the bylaws and move responsibilities under the AGM

ACTION: Add a board member to the play reading committee to align with our constitution

Lighting Console – Bill Huzar

MOTION: Accept the motion proposed by the Technical Coordinator to purchase a new ETC Ion XE lighting console and necessary touch screen monitors, and that the purchase price be taken from the reserve account.

MOVED by Quinn, **SECONDED** by Keith. **CARRIED**.

ACTION: Purchase the Ion lighting console and touch screen monitors for the booth

The Board moved in camera at 9:30pm

The Board moved out of camera at 9:40pm

Adjournment: The meeting adjourned at 9:41 PM by general consent.

Next meeting: Monday, June 11 at 7 PM.

Action Items

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Prepare updated bylaws and name change for distribution to membership by May 23, 2018	Bill and Michelle B	In Progress
Investigate opportunities and resources for raising funds for the theatre	Bill and Michelle B	Assigned
Investigate reduction in bank fees as a non-profit	Bill	Assigned
Add the additional dates for Spelling Bee to the season brochure	Michelle B	Assigned
Remove references to SGM in the bylaws, move responsibilities to AGM	Bill	Assigned
Add a board member to the play reading committee to align with our constitution	Quinn	Assigned

Purchase the Ion lighting console and touch screen monitors for the booth	Bill and Michelle B	Assigned
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