



Portal Players Dramatic Society

Board of Directors Meeting Minutes

For: **Monday, April 7, 2014, 7:00 pm at the Capitol Theatre**

In attendance: Brent Ronning, Janet Deakin, Sandy Bouleau, John Kenchenten, Chris Arthurs, Cody Taylor, Peter Wienold,
Regrets: Carrera Schroeder, Irene Williams, Derek Burke

1. Call to order 7:03
2. Adoption of agenda: **Cody moved to adopt**, 2nd by Peter.
3. Adoption of March 2014 board meeting minutes. **Moved by Chris**, 2nd by John K, all in favour. Note to strike editorial comment in Gittan's proposal regarding Nordic Roots, ie that it was requested her show becomes an annual event. To be clear; it was not PPDS who made the request.
4. Correspondence:
Boutiques Belles Ami (Linda Bowers) Fashion Show on April 24 at the Starboard Grill. Each year they designate a Non-Profit to receive funds raised and this year's recipient is Portal Players Dramatic Society.
5. Presentation: Janet Schlakl
 - a. Drum set proposal/cost sharing with Glee: Janet and Sandy presented their points in support of the purchase. Compatible with our sound board.

MOTION: Peter moves that we accept the proposal and make the purchase locally through Triangle Music in the amount of approximately \$2300 (taxes in), with \$1000 to be contributed by the GLEE program. 2nd by John K, motion carried.

MOTION: Chris moves that we spend \$300 to build a collapsible storage area to house and lock the drums and keyboard when not in use. 2nd by Sandy, motion carried.
 - b. Proposal to expand the orchestra pit area for band and chorus, involves the removal of the row of 4 seats directly in front of the pit.
MOTION: Peter moves (in principal) that we explore the cost and construction of expanding the pit. 2nd by Sandy, motion carried.
6. Treasurer's Report:
 - a. Financial Report review and Wizard project report as at Mar 31, 2014.
 - b. **Finance committee** – Discussion paper presentation on a starter budget created by Sandy and Irene based 2011-12, 2012-13 and current year. Suggested that we use the budget as an additional tool in revamping the GL. Budget deadline for our Gaming Grant application is the end of May. Brent will call a PPDS Budget meeting in April to review, with voting at the board meeting in May. Moved by Sandy, 2nd by Peter, motion carried.
7. President's report:
Bar in Lobby – Brent's experiment has resulted in the decision to continue selling liquor, beer and wine during shows of all types. Peter will create a sign for concession stating that Drinks

are available by ticket only, to be purchased from the cashier/box office.

8. Old Business

- a. Director vote on accepting the quote for new vacuum cleaner, via email.

MOTION: By Peter to allocate funds to purchase a new vacuum cleaner budget \$700, 2nd by Sandy, motion carried.

9. New Business

- a. Set policy for Box Office and Bar Cash Controls procedures.

MOTION: Peter moved that: Volunteers handling cash for PPDS do a cash count at the beginning (start of shift) and end of intermission. This procedure will be written into procedural documents. 2nd Janet, motion carried.

- b. Allocation of profits from Wizard of Oz

Discussion on setting aside on a "Building Reserve" possibly based on a percentage of show revenue/show budgets.

- c. Doreen Anderson Volunteer of the Year Award

Chair Janice Cameron is already asking Brent for guidance, which shows we need a set of parameters upon which we make our selection. Peter will draft something for the May meeting.

- d. New GLEE logo designed by Nathan Satterlee.

- e. Purchase of amps from Dennis Olsen: 2 amps for \$400 which we've been already been using. **MOTION** by Peter to pay the \$400.00 to Dennis Olsen for the 2 PV900 amps. 2nd by Cody, motion carried.

- f. Purchase of Mac for Tech booth: Peter has found a replacement MAC, gently used, good working order for sale for \$900 iMac 21" Audio IN/OUT, Firewire 800, Thunderbolt, ready to run into the sound board. Peter (Mac aficionado) recommends this purchase as opposed to purchasing off the shelf. This unit is in need of a RAM upgrade, \$300 approx. **MOTION** by Cody to purchase the computer, 2nd by Chris, motion carried.

- g. Jericho Road Church – rent increase for 2nd space

Brent will approach the church with an offer to lease from July 1, 2014 – June 30, 2015 at \$450 per month (up from \$350) which will buy us time to shop around for alternate space.

- h. Chris got a quote for repairing the green room where the water damage occurred. Pre-approved by the board to go ahead. Brook Anderson will do the drywalling.

- i. Front Door Pins need to be refurbished. Chris will get Al from Windsor to look and quote on this job (brought to our attention by the alarm call which Peter responded to.)

- j. ADSS Bursary packages for review by the Sub-Committee (Janet and Chris).

- k. Camping weekend – Rath Trevor group campsite, August 22-24

10. Reports: Peter re: Woman in Black, Dave McGarry director, Peter Wienold Sound, Brent Ronning Producer.

11. Next board meeting: 7 pm, Monday, May 5, 2014 at the Capitol Theatre Lounge

12. Adjournment: Janet moved to adjourn, 2nd by Cody.

PPDS/jd