



Portal Players Dramatic Society
Board of Directors Meeting Minutes
Monday, August 11, 2014, 7:00 pm at the Capitol Theatre

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

1. Call to order: 7:00pm
2. Adoption of agenda: **Motion** by Cody to adopt, 2nd by John, all in favour, motion carried.
3. Adoption of June 2014 board meeting minutes: **Motion** by Sandy 2nd by Carrera all in favour, carried.
4. Correspondence: Fire Inspection Report
 - Weather stripping impedes the proper closing of the doors
 - Emergency lighting tags are delinquent and fire extinguishers will need yearly attention; Chris will arrange for Genesis Fire Protection Ltd. to take over the contract.
5. Treasurer's Report: Year end almost complete, and will be available for the September board meeting. Thanks to Colleen for expediting the process. Bank balance (after clearing fixed monthly costs \$3000) as of Sept can be rounded to \$3500. Revenue upcoming from the Platters on Aug 16th. Comedy rentals in September (revenue approx 700 each show). No financial report until Sept.
6. President's report: tabled
7. Old Business:
 - a. Protocol for Alarm Codes: Executive & Board, Admin Staff, Tech, Producer, IMPROV, Teresa and Janet Schlakl.
 - Code will change for each production
 - Production will be assigned sets of keys
 - Motion to have Janet arrange with Locksmith Monster to have doors re-keyed and 25 keys cut moved by Chris, 2nd by Carrera, all in favour, carried.
 - Motion to re-key 5 doors **RESCINDED by Peter, 2nd by Sandy, all in favour, carried.**
 - Janet will call Price Alarms to inquire about how many codes we can use, whether logs are kept or not.
 - Carrera moves we re-key the Costume Room only at a cost of about \$50.00, 2nd by Peter and carried. Keys to be held by Office, Producer, Marina, Heather, Andrea plus 2 sign out key.
8. New Business
 - a. The Platters – Janet will operate for the show, but is unable to set up the show. Brent is getting a spec sheet from the Platters. Load a default show.
 - b. AGM September 30, 2014 - 3 vacancies to be filled, Derek, Cody will be stepping down and we still need a treasurer.

Brent brought us a proposal suggesting that Andrea could be trained on the

bookkeeping end, and Colleen would put her name forth as Treasurer. Sandy suggests that it is better to have an experienced bookkeeper doing that job or, have Andrea do the entry, but hire someone to do monthly cheque runs, remittances, etc. Melissa Lowe would like to sit on the board (she's also sitting on the NIZ board).

- c. Play selection committee for 2015-16 season & process. Discussion ensued regarding play-reading committees and Artistic Direction Committee in an effort to engage the membership/community in directing/producing.
- d. Facility: See old business. Brook Anderson and Chris are fixing the drywall upstairs.
- e. Space and schedules (calendar) – Carrera and Janet will work out that schedule.
- e. Sponsorships: Cody reports that Colleen suggested that if anyone wants to look at the past sponsorships and followup we could increase revenue. This task will be delegated to Andrea.
- g. Season Closer: Who's Afraid of Virginia Wolf? Scott Lowe is directing. Producer needed. Alternative: Someone to Watch Over Me – Carrera Schroeder. As of tonight, we require a formal proposal to authorize a show. Time is of the essence so we can proceed with our current season tickets, advertising & sponsorships.
- h. Hosting Festival (3rd week May 2015) – Many volunteers will be required and we need to engage the community and membership. Bring it to AGM. Peter moves that we tentatively choose Virginia Wolf as our festival entry, 2nd by Cody, all in favour, carried.
- i. Volunteer of the Year Award: Janice Cameron is Selection Committee Chair. Terms of reference composed by Peter need to be provided to Janice. Motion to go in camera for nomination discussions from Brent, 2nd by Peter, all in favour, carried.

8. Reports:

9. Next board meeting: Wednesday, Sept 3 @ 7pm

10. Adjournment: Motion to adjourn by Derek Burke at 8:52.

PPDS/jd