



## Portal Players Dramatic Society

### Board of Directors Meeting Minutes

For: Saturday, January 17, 2015, 6:00 pm at the Capitol Theatre

In attendance: Brent Ronning, Janet Deakin, Colleen Brooks, Teresa Mulligan, Carrera Schroeder, Melissa Lowe, Peter Wienold, Elliot Drew, Chris Arthurs

Regrets: John Kenchenten, Sandy Bouleau

1. Call to order at 6:12
2. Adoption of agenda: Motion to accept from Carrera, 2<sup>nd</sup> by Melissa, all in favour, carried.
3. Adoption of November 2014 board meeting minutes. Motion to adopt minutes Peter, 2<sup>nd</sup> by Elliot, carried.
4. Correspondence: ADSS Bursary request – Janet will process the paperwork.
5. Treasurer's Report: Current report presented by Colleen. Motion to accept report from Elliot, 2<sup>nd</sup> by Peter, all in favour, carried.
6. President's report: TABLED
7. Old Business
  - a. Quote from Dolan's for furnace replacement. Listed are some fundraising options in progress:
    - We are running a 50/50 draw beginning this next week as soon as our license is approved. There will be 3000 tickets of \$2 each with a potential revenue of \$3000. This will be drawn on closing night of Seussical (March 7).
    - Medicine Shoppe is running a loonie/toonie for us at both locations—they will match up to \$1000 for donations given to the "Fix the Furnace Fund" (another potential \$2000). Press release and ad to go out this week.
    - Janet Schlackl is approaching Rotary for assistance as well
  - b. Motion to accept July, Aug, Sept, Oct and November monthly financials from Elliot, 2<sup>nd</sup> by Peter, all in favour, carried.
8. New Business:
  - a. Alberni Valley Foundation proposal drafted by for funding furnace written by Janet Schlackl.
  - b. PPDS Group camping for 2015, Carrera would like to poll the PPDS Facebook group to see where folks would like to go this year. Carrera will launch the poll. Group camping costs roughly \$600.00 including camping, propane and firewood.
  - c. Stages Student request via email from Andrea on January 5, 2015 :

"Just wanted to run something by you, and the board maybe? ♦ there is a Stages student who is homeschooled, [REDACTED], normally his homeschooling pays for his Stages class, but homeschooling funding has been cut, so now his parents can't afford the

semester tuition for Stages. We have already had two students speak for the available subsidy funding, and so have nothing left to offer [REDACTED]'s parents. We thought one of the subsidy students may not return, but she decided she did want to come back after all. So, the question is, is there any money laying about to offer a subsidy to this family? The tuition amount in total is \$265. Just thought we would give it a shot and ask. :o)"

The board will direct Andrea to respond that PPDS and Stages are in no position to fund this request.

d. Art Rave Proposal/Request:

Motion to further the endeavour outlined in the proposal with Art Rave to ensure a successful event for all parties: from Teresa, 2<sup>nd</sup> by Carrera, all in favour, motion carried.

e. Liability and Property Insurance \$9794 for renewal (400 less) see attached.

Motion to accept proposal attached, increasing crime deductible from \$1000 to \$10,000 and increasing our liability *from* 2,000,000 *to* 5,000,000 for \$30 more per month.

The board has decided to go ahead with this proposal. No motion required for mandatory coverage.

f. Dolans quote on new furnace: Report from Elliot who met with Sean from Dolan's explaining why the broken furnace should not be repaired and should be replaced. Currently both furnaces should come on at the same time to heat the building. With a newer more efficient furnace, once the room is up to temp, one furnace would drop out and only come on when required thus saving the amount of gas through the meter.

The new furnace would not require a chimney – but would be vented in a way that we could close off some of open air returns. Chimney still would be required for the old furnace.

See attached quote.

Motion to approve \$5000 toward a new furnace from Elliot, 2<sup>nd</sup> by Colleen and all in favour, carried. Elliot will talk to Sean about negotiating payment terms and scope of work and report back to the board with details.

g. Carrera: Storage for theatre owned makeup.

Some is currently stored in the props room, with the more expensive product being stored by Teresa Drew at home. Carrera suggests that we dedicate a permanent locking storage area for equipment and makeup products on site.

9. Reports: ADC report from Peter Wienold (attached) Peter requires specifications – and 'house hang' for festival.
10. Discussion has ensued regarding hiring Nick to do a workshop with Nathan, Dave and Diena including the cleaning and rehanging to plot.
11. Next board meeting at the Capitol Theatre Lounge: Monday, February 16<sup>th</sup> @ 7pm.
12. Motion to adjourn Motion by Elliot , 2<sup>nd</sup> by Peter, carried.
13. Adjournment at: 8:10