



Portal Players Dramatic Society

Board of Directors Meeting Minutes

For: Tuesday, March 14, 2015, 7:00 pm at the Capitol Theatre

In attendance: Brent Ronning, Janet Deakin, Carrera Schroeder, Melissa Lowe, Elliot Drew, John Kenchenten, Chris Arthurs

Regrets: Peter Wienold, Teresa Mulligan, Colleen Brooks

1. Call to order at 7:08
2. Adoption of agenda: Motion to accept from Carrera, 2nd by Elliot, all in favour, carried.
3. Adoption of January 2015 board meeting minutes. Motion to adopt minutes Melissa, 2nd by Sandy, all in favour, carried.
4. Correspondence:
 - a. Port Alberni Friendship Center: Thank you note for donating show tickets for their loonie/townie auction. Notification and cheque for \$400 for a training allowance for an individual who worked many nights on concession & bar during the run of Seuss.
 - b. Hub International (Insurance) – premiums are down approximately \$50 per month.
 - c. Fire Inspection Report: Delinquencies on the following:
 - i. Floor Plans/Exit Strategies/Fire Plan – Janet to complete
 - ii. Fire exits & emergency lights
 - iii. Green room drywall needs completion
 - iv. 4th Ave Fire exit door needs repair
 - v. Monthly inspections / log book
5. Treasurer's Report: (see attached)
Chequing Acct: 29,281.91
Gaming Acct: 2880.67
Note: \$1000 from the Medicine Shoppe for Furnace
Dolan's Furnace paid out

Motion to accept report from Carrera, 2nd by Chris, all in favour, carried.
6. President's report: 2nd Space lease ends in June. We currently pay \$475 per month at the old Klitsa school. Pros: Dry, secure, roll up door access.
7. Old Business: none
8. New Business:
 - a) 2015-2016 Season - ADC chose submissions for the season and will submit their report for inclusion in minutes.
 - b) Risers: Sandy presented a proposal from Janet Schlackl for Capitol Sea Notes/Glee and

Wee Glee risers. Cost estimate \$3811.29, Glee Contribution \$2000.00, ASK from PPDS \$1811.29. **Motion to approve the contribution of \$1811.29 for the purchase of choir risers by Chris and 2nd by Carrera. All were in favour.**

c) Fundraising: Motion by Sandy that PPDS would run 2 50/50 draws during STAGES shows to raise funds to support bursaries for potential Stages students. 2nd by Carrera.

50/50 for Virginia Wolff to "Raise the Reds" (purchase new stage curtain. Elliott will call Stagefab to get a quote.

d) Strategic Planning Committee will create a maintenance schedule and 'wish list' for the theatre to save toward. i.e. Stage resurfacing.

e) NIZ Festival: On March 15th PPDS delivered a Tech Orientation to participating clubs.

f) Board meeting dates have been changed to the 2nd Tuesday of each month to ensure financials from previous month is complete for presentation.

9. **Brownies Troup** request permission to have a sleepover at the theatre for a small rental fee. Carrera has agreed to follow up. Melissa made a motion to have Carrera 'move forward' with the proposal.
10. 2nd Space cleanup: board approval required? Major cleanup will take place after festival.
11. Brent is arranging a meeting of the Strategic Planning Committee. PPDS will need to finalize a budget in May for our gaming application. May 3rd, 10am.
12. Next board meeting at the Capitol Theatre Lounge: Tuesday, May 12, 2015 @ 7pm.
13. Adjournment at: 8:59 by Sandy.

PPDS/jd