



## Portal Players Dramatic Society

### Board of Directors Meeting Minutes

For: Tuesday, June 9, 2015, 7:00 pm at the Capitol Theatre

In attendance: Carrera Schroeder, Melissa Lowe, Colleen Brooks, Sandy Bouleau, Brent Ronning, Elliot Drew, Janet Deakin, John Kenchenten, Peter Wienold

Regrets: Chris Arthurs, Teresa Mulligan

Member: Teresa Drew

1. Call to order @ 7:09
2. Adoption of agenda: Peter/ Carrera
3. Adoption of May 2015 board meeting minutes: Carrera / Sandy
4. Correspondence: Liquor license mailed in and posted.
5. Treasurer's Report: as at May 31, 2015
  - Gaming: 311.42
  - Chequing: 26,833.34

Colleen requests we change our July meeting to later in the month for a more up to date year end review of the financials and a final look at the financial report for NIZ Festival.  
Peter moved to accept report, 2<sup>nd</sup> by Elliot.
6. Old Business:
  - Stage Manager Seats report from Melissa. Melissa requested a weight limit while shopping out models. Weight limit is 350.00.
  - Lounge toilet; Elliot will proceed with procuring a toilet and plumber for installation.
  - Gaming Application: Brent submitted the application online on Sunday, June 7, requesting \$20,000 (4k for PPDS and 16K for youth programs). We should probably hear back around September 2015.
7. New Business
  - Strategic Planning meeting scheduled Wednesday, August 26<sup>th</sup> @ 6pm. (Potluck)
  - Action item:** Brent will to review and edit the By-Laws in time for the July board meeting.
  - Rent cheques due for 2<sup>nd</sup> Space (re: June 1<sup>st</sup> email from Jericho Rd.).  
**Action item:** Board recommends that Brent provide 3 handwritten, photocopied cheques at a time.
  - Elliot's request for work lights & purchase request. The current LED lights are blowing because they were being used in conjunction with the stage lights and the heat blew the electricals in the LED lights.  
**REQUEST: LED work lights**, 9 for stage and 6 for house at \$117 each (looking similar to a fluorescent fixture), \$1755 plus tax plus installation. Result will be a reduction in hydro and more usable lit workspace in the house for the choirs.  
**Maintenance:** Peter **moved** that we approve the purchase price, order the lights, &

have them installed. 2<sup>nd</sup> by Carrera, all in favour & carried.

- Teresa Drew requested a banner that can be hung on the building promoting registration for Stages. **ACTION ITEM** Elliot will look into an anchoring system.
- Projector screen was removed from the stage 4 years ago. It is about a 100" screen that is now obsolete but cost \$800 new and has a remote control...somewhere. It does operate without the remote. Colleen moved that we sell it for \$350.00 to Archie Cardinal. 2<sup>nd</sup> by Sandy, all in favour and carried.

#### 8. Reports:

- **Solstice Festival June 2016 17-19** report from Sandy Bouleau (see notes attached). Sandy would like a member of the ADC accompany her to the next meeting to discuss \$\$ and productions they might want to have at the Cap. Do we want to generate our own content or give the theatre over to Gwynne for fringe-type acts – or split? How would we split revenue with the bracelet/admitting system.  
**MOTION:** Peter moves to pencil the dates in for the festival, 2<sup>nd</sup> by Colleen, all in favour and carried.
- **IMPROV:** Brent and Carrera have had a conversation about the current program and its limitations & lack of growth. PPDS has a duty to support and nurture the program. Agreed that James Brook does great facilitating the program. Brent suggested that we add some theatre sports with some members who have dropped away from the IMPROV model as it is. We need to initialize a conversation with Ryan and James.  
**ACTION ITEM:** Peter has volunteered to reach out to them to arrange a discussion and Elliot will also attend and will report back at the July meeting.
- Colleen to report on the Community Investment Grant Workshop & make a presentation on fundraisers: Permissive tax exemption requested. Peter noted that the city is discontinuing their dumpster pickup so we'll need to arrange a contractor, but Colleen has requested our water be paid.

Colleen is organizing a Halloween Fundraiser with profits going to PPDS on Saturday, October 31, 2015. Request that Colleen can sell tickets at the Capitol Theatre box office.

Suggestion to the board for September 2016 is a collaboration with the West Coast Dragonboat Society Regatta with a dinner dance and band at Glenwood Centre (50% in kind from the City & security), have PPDS run the bar and all bar profits would go to the PPDS. Ticket profits would be split PPDS/WCDBS and the event would bring economic activity to the valley.

**MOTION:** Carrera moves that PPDS applies in partnership with the WC Dragon Boat society to arrange a fundraiser function at the Glenwood Centre as well as the utilities for the theatre. 2<sup>nd</sup> Peter, all in favour and carried.

**Sponsorships: Colleen and Peter** will get together to coordinate the 2015-16 sponsorship package.

- ADC Report – see attached notes  
Peter will be attending Mainstage in Kamloops in the beginning of July. Peter is considering running for President for Theatre BC for the 2016-17.

- Sea Notes/Glee report: (see attached notes from Janet Schlackl) Important to note that Janet S. Is planning to arrange a vocal workshop for the fall.
- **Action items:** Elliot will arrange for **new** Labels for Annunciator on Argyle required and Janet is almost finished the escape/fire plans.

9. Next board meeting: 7 pm, Wednesday, July 22, 2015 at 5678 Poplar (Sandy Bouleau's residence).

10. Adjournment at 9:03

PPDS/jd