



Portal Players Dramatic Society
Board of Directors Meeting Minutes
For: Tuesday, Oct 27, 2015, 7:00 pm at

In attendance: Carrera Schroeder, Melissa Lowe, Colleen Brooks, Sandy Bouleau, Brent Ronning, Elliot Drew, Naomi Botwell, Peter Wienold, Chris Arthurs, Teresa Drew

Regrets: Janet Deakin

1. Call to order @ 7:08
2. Adoption of agenda: Carrera, Peter
3. Adoption of August 26th 2015 board meeting minutes: Colleen, Carrera
4. Business arising:
 - a. Revised Mandate, Vision, Mission-Elliot will send revised Vision and Mission statements to us before the next meeting
 - b. Seat recognition plan-
5. Treasurer's Report: As of Sept 30th/15 Elliot/Chris

Gaming:	\$	30.96
Chequing:	\$	19,258.66
6. Committee Reports
 - a. Artistic Development-All programs/directors need to be at the scheduled meeting in order to secure their dates for their shows.
 - b. Play reading-No updates at this time.
 - c. Sponsorships-Colleen was able to secure some new sponsorships. She will send a list of sponsors to the board for our information. \$6700 in cash and \$2600 contra.
 - d. Building report-
 - i. The roof has been repaired.
 - ii. Brent is going to sell a toilet to the theatre and then donate the proceeds back to us.
 - iii. The marque is taken care of.
7. Old Business
 - a. Community Gaming Grant-Our gaming grant has been denied at this time, but Brent is confident that he will be able to get this reinstated with a phone call to straighten out the misinformation.
 - b. Maintenance updates-
 - i. Roof-The roof was repaired by Skytec and should no longer cause us problems. Leaves and debris will still need to be cleared each fall.
 - ii. Ice machine- We are replacing the ice machine with a new one.
 - iii. Drum throne- A new throne has been purchased.

*Brent suggested we have a maintenance item on our agenda to keep up with
8. New Business
 - a. Budget for play reading committee-
 - i. First go should be TheatreBC.com to see what is in their library for us to peruse.
 - ii. Peter/Colleen passed a motion to allow the committee a budget of \$500 per

- year.
- b. Glee request for Kiwanis Vancouver Festival-Colleen/Chris approve the motion to allow Glee to use the advertising dollars for their trip to festival.
 - c. New Board Member portfolios/orientation-This item will be tabled until the strategic meeting to fine tune how the board portfolios will be identified and acted upon.
 - i. A “Critical Board Priorities” will be added as an agenda item for upcoming board meetings.
 - ii. Naomi will head the Community Outreach portfolio
 - iii. We have a recognized need to engage our membership.
- **The board will look at ways to get with our membership more involved in the theatre at the next strategic planning meeting in the new year.
- d. Member Christmas Night-Potluck on Saturday, Jan 2nd. Mel is putting together a crew to organize the event.
 - e. Security issues/Improv-The theatre was left unsecured after a show and it sparked a discussion on the behaviour of the Improv Army. Ryan and James will be invited to our next board meeting to discuss how the program will run moving forward. Chris has agreed to come onboard as producer.
 - f. Tseshaht Market Santa proposal-This project came to us too late to commit to this year.
 - g. Solstice Festival/Art Matters Society request-PPDS will commit to providing a space for the Solstice Festival as well as volunteers (and possibly content) for the event.
Carrera/Elliot
 - h. Art Rave interactive art proposal-The project is approved in principal with the theatre having input on design and final approval of design and placement. Carrera/Chris
 - i. Scheduling concerns-Our ARDC committee will be more cognizant of All resources when scheduling.
 - j. Blocking cubes-Stages is making “blocking cubes” to be used to block shows.

9. Next board meeting: Tuesday, November 17th.

10. Adjournment at 9:08

PPDS/sb