



Portal Players Dramatic Society

Board of Directors Meeting Minutes

Wednesday, December 16, 2015, 7:00 pm at The Capitol Theatre Lounge

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

Regrets:

- 1) Call to order @ 7:05
- 2) Agenda for the Meeting, Carrera, Elliot
- 3) Minutes of the last monthly board Meeting of the Society: Motion Peter/ Carrera
- 4) Business arising from the Minutes
- 5) **Action Items Progress from November meeting:**
 - a) Elliot reported that StageFab will provide a quote for reds and new tracking in late January
 - b) Colleen will coordinate financial regarding the reds
 - c) Marina reported that the front of building/costume room leak is still seeping
 - d) Rotary meeting guest speaker to inform on what PPDS does NEW action: Brent will follow up with Theresa Kingston
 - e) Carrera has yet to post a poll on the facebook page asking what workshops people are looking for
 - f) add Critical Board Priorities item ongoing in every agenda / Janet
 - g) **Vision** and **Mission** statements need brevity and should be edited/shortened (see Nov minutes)
 - h) Teresa Drew will edit the registration to include a clear and concise cancellation policy.
 - i) Electrical concerns in the pit, Elliot will create a pass through for the snake (through the drum closet)
- 6) President's Report - none
- 7) Treasurer's Report as of Nov 30 – Submitted / Colleen Brooks

Reports required for future meetings: comparative income statement (current and past year) with approved budget amount from July 1 to end of previous month. (No percentages and no balance sheet required)

As of right now:

Gaming: \$25.96

General Account \$57,169.54

Visa: 189.01

(Colleen also reports that ALTER Ego will gladly do hair for all shows at no charge)

Raise the Reds Fundraiser netted \$1004.16

Total raised so far: \$2335.76

Patsy Cline Show netted \$31,995.34

Keep fundraising for the "Raise the Reds" project.

Motion Naomi/Chris

8) Board member Reports

a) ADC Report submitted / Peter Wienold

9) Old Business

a) Solstice Report submitted / Sandy Bouleau

Roundtable discussion on what exactly the expectations are. Guidance for Sandy regarding tech rates. Sandy can let Gwynne know that our tech rate is \$60 per hour for all shows she has scheduled in The Capitol Theatre.

b) IMPROV Report / Ryan Gander @ 8pm

PPDS concerns: producer required, FOH, program growth

10) New Business

a) Young Professionals of the Alberni Valley (YPAV) rental, Lounge, Thurs, Dec 17th at 7pm.

Bartender required from 6:30 pm.

b) Teresa would like 7 more wooden boxes for theatre use, under furniture and fixtures as a capitol expense.

c) Teresa would like PPDS to partner with PAFC for a fundraising dance, however PPDS cannot be on an event liquor license (as a primary liquor license holder)

d) PAFriendship C entre would like to do a show and have PPDS donate the rental.

11) Next meeting, Tuesday, January 26th at 7pm.

12) Adjournment 9:32