

Portal Players Dramatic Society

Board of Directors Meeting Minutes For: Monday, July, 25<sup>th</sup>, 2016, 7:05pm.

**In attendance:** Peter Weinold, Sandy Bouleau, Chris Arthurs, Teresa Drew, Elliot Drew, Colleen Brooks, Naomi Boutwell, Melissa Lowe.

**Regrets:** Janet Deakin, Brent Ronning, and Carrera Schroeder.

- 1) Call to order 7:05pm.
- 2) M/Elliot to adopt agenda 2<sup>nd</sup>ed by Colleen.
- 3) Heather and Marina gave us a tour of the newly cleaned and organized costume room. They gave us a list of things to consider, their top three items are; keys and access- this should be controlled, they do not want cardboard downstairs as it encourages silverfish, and communication – they want on-going communication with all costumers at the beginning and end of all productions. Thanks again to Heather and Marina. There was a general consensus.
- 4) Naomi reported on the New Horizons grant she is applying for in order to offer a senior drama program. Elliot motioned that there should be a New Horizons motion to “blah blah blah.” 2<sup>nd</sup> by Colleen, all were in favour.
- 5) Discussion of the Education fund. M/Colleen 5% of the sage balance at year end go towards the education fund and 15% of the sage balance at year end go toward a building contingency fund. 2<sup>nd</sup> by Sandy, all in favor.
- 6) Proposal from Tseshaht Market to be politely declined.
- 7) Group Camping Aug 26-28. **Action:** Naomi will post about this on the portal players page.
- 8) Space allocation. Elliot has come up with a stage expansion idea, it will be two steps up and have removable panels. Two 2x8 pieces of platform weighing 60lbs each will be on top, they cost \$575/each. They will be approximately \$2600 with shipping. Elliot believes the total budget for construction of the extension will be \$3600. Peter mentioned a digital snake with supporting card will also be needed costing approx. \$1500. M/Colleen to approve \$5,100 budget for total construction stage expansion and digital snake. 2<sup>nd</sup> by Chris. Motion carried.
- 9) Theatre expressly for live theatre.
- 10) Colleen reported on financials.
- 11) Stage fab report from Elliot. New drapes \$5000, new drapes plus new hardware and proper installation is \$13,587. Received and filed. **Action:** Colleen will make a fundraising thermometer.
- 12) Carpet cleaning needs to be done. **Action:** Elliot will call and organize.
- 13) Janet’s Glee report, they requested the \$936.01 that they fundraised last year be put towards next year’s festival. M/Colleen, 2<sup>nd</sup> by Melissa. Motion carried.
- 14) Mural update. Done
- 15) LAS Project update, we’ll hear if the grant is approved in August.
- 16) Mainstage report from Peter. He was elected! YAY!
- 17) ADC – All in favor of supporting Nik’s One act.
- 18) June 2016 minutes amendment to show that Colleen was present. Motion to adopt minutes by Melissa, 2<sup>nd</sup> by Chris.
- 19) Next meeting Sept, Sunday 11<sup>th</sup>.
- 20) Meeting adjourned 9:15pm.