

**Portal Players Dramatic Society
Board of Directors Meeting MINUTES
Monday, November 12, 2012 7 pm Capitol Theatre**

In attendance: Brent Ronning, Suzanne Levasseur, Derek Burke, John Kenchenten, Melanie Anderson, Chris Arthurs, Cody Taylor, Ryan Gander, Garry Cameron

Regrets: Janet Deakin (at rehearsal), Chuck Shobe

1. Call to order by Brent at 7pm
2. Adoption of agenda
M/ Cody Carried.
3. Adoption of previous board meeting minutes
Changing Derek's Portfolio to Education
Remove Peter's report
M/ Derek to adopt the September 2012 board meeting minutes.
M/ Derek to adopt the October 2012 board meeting minutes. Carried.
4. Correspondence
5. President's report
Gwynne Hunt doing Vagina monologues and Woman's Acting workshop, propose fringe festival in Port Alberni, end of June dates? We would provide mainstage, and any shows put on at the Capitol would get the admission.
6. Treasurer's report & financial statements
Gaming: \$349.08
General Account: \$35,945.84
Petty Cash: \$750.00
"The Mousetrap" made a profit of \$9,000
Project Detail Report for "The Mousetrap" presented
M/ Chris to adopt the treasurer's report & financial statements. Carried.
7. Director's Reports
 - **Derek**
 - First workshop Nov 17 for women, presented by Gwynne Hunt.
 - **Melanie**
 - Just received past documentation will have more information at next meeting.
Denis has got some donations for Glee. Sponsors for show?

- **Suzanne**
We have just started to add people into database. Colleen has started to add people as they pay membership.
- **Cody**
New production forms to fill out. Has 6 tentatively proposed show. Proposal needed by Dec 31/ 12. Decide season at Jan 14/13 meeting.
- **Chuck**
- **Chris**
Has met with Denis to discuss where the facility is at. Looking at making locks for concession doors all the same. Will fix trap door to roof.
- **Ryan**
Had meeting with both Janet Schlakl and Teresa Drew. One issue was a sharing of the stage with the programs and shows. Storage lockers for each program? Communication with producers and program directors and admin Assistant. Producers for each show need to have full communication with Colleen. Look into policy for students in glee and stages who leave the program and what is the cost/deposit. Glee was not sure if budget for the season was officially accepted, it was at September meeting. Halloween costume rental was a success with almost \$600 in rentals.
- **John**
Big Mess will be doing entertainment. 14 RSVPed so far. John may need help serving food the night of the party. John will talk to Colleen about letting membership know about Christmas get together.
- Garry
- Colleen / Admin Report
M/ Chris Carried.

8. Old Business

- Concession prices for water, coffee and candy
Proposal of \$2 across the board for all concession items

M. Carried

- Website, Peter will still update the site, just needs updates from members and board members. Cody will work with Peter on some new ideas on what is seen when website opened. Will look into maybe a new website for next season.

9. New Business

- Front of House volunteer position, Suzanne has said she will help producers and stock concession for shows.
Ryan proposed that board minutes are more accessible to members
- Email minutes and information about meetings each month to members. Janet will give to Colleen and she will send out bulk email to members.
- Possibility of report on previous show
- Financials and what works and what doesn't work for each show. Cody as production portfolio will bring relevant information from producer to the board.
- Headsets: Chris asked about ordering 7 more headsets (\$200 for 8) so there is no overlap with glee singers. Board has approved a proposal for Denis Levasseur to order new headsets

10. Next board meeting – December 10, 2012 7 pm at the Capitol Theatre

11. Adjournment – M/ Cody

Minutes recorded by MA and edited by JD.