Portal Players Dramatic Society Board of Directors Meeting MINUTES Monday, Oct 15 2012 7 pm Capitol Theatre

In attendance: Melanie Anderson, Derek Burke, Cody Taylor, Chris Arthurs, Brent Ronning, Janet

Deakin, Ryan Gander, Garry Cameron, Suzanne Levasseur, John Kenchenten

Regrets: Chuck Shobe

1. Call to order by Brent by 7:06

2. Adoption of agenda

M/Garry to adopt the agenda as amended. Carried.

3. Adoption of previous board meeting minutes

Tabled until new board secretary has old minutes.

M/Ryan to adopt the Sept 2012 board meeting minutes. Carried.

4. Correspondence:

\$1000 donation from Windsor. Colleen to send a thank you.

Gaming Funding \$18,000 denied; bylaw change, accountant's report. Brent will appeal and chances are good the decision will be reversed.

5. Treasurer's report & financial statements:

Suzanne reported as of Sept 30 Gaming 533.97

> General 38754.44 Petty Cash 750.00

Suzanne would like to rebuy the \$15,000 GIC which was cashed in last year to add to the coffers.

M/ Chris to adopt the treasurer's report & financial statements. Carried.

6. President's report

How Meetings are run: Robert's Rules of Order

How we should run meetings for this board:

Proposal: Brent would like to abolish the use of RRO and come up with a consensus model, more appropriate to this board.

This board has agreed to adopt this consensus model on a trial basis.

Portfolios:

Derek: Acting/Lighting/Theatre Resource Workshops

Cody: Production

Rvan: Special Programs (Stages, Glee & Improv)

Melanie: Sponsorships / Fundraising

John: Membership / Social

Suzanne: Membership Administration

Chris: Facility At Large Garry: Chuck: At Large

7. Reports

- 1. Peter (past president)
- 2. Derek
- 3. Melanie
- 4. John
- 5. Cody
- 6. Chuck
- 7. Colleen admin report submitted

President's Report:

Marina approached Wynan's Furniture about re-upholstering the original seats for lobby in exchange for advertising. Janet will follow up with Wynan's to see what the \$ cost will be to PPDS.

Season: One Acts? Cody and Derek will report.

Liquor License: License laws changed (according to Suzanne). \$330 per year for board changes. We could license the lobby downstairs (\$440 structural change) with underage patrons present, excluding the auditorium.

The board has reached consensus on the decision to apply for licensing to include the lobby and that Colleen should take this project on as soon as possible. An architectural plan is required for submission.

M/ to accept the reports as submitted. Carried.

- 8. Old Business none
- 9. New Business –

OSCAR Sunday – live projection on Sunday, February 24th, Fundraiser partnership with Alberni Community School. Brent and Melanie will be working on this. Projected funds \$2000

Christmas Party: Dec 1, 2012 Member's Holiday Party

The board has agreed to entrust John with planning the Member Christmas Party with an approved budget of \$ 600.00

Concession Costs: Derek suggested we revisit the pricing on the concession items since many complaints were received. Derek will suggest some pricing for review at the next meeting.

Website Updates: Derek believes the website is stale & would like to find a member who might donate time to keeping website updated and current. Brent will discuss a more user-friendly (WordPress) format for the website, something that the Admin Asst could potentially update daily.

- 10. Next board meeting Nov 12, 2012 7 pm at the Capitol Theatre
- 11. Adjournment at 9:42pm M/ Chris, unanimous consent.