



**Board of Directors Meeting Minutes**  
**7:00 pm Monday, October 7, 2013**  
**Capitol Theatre Lounge**

**In attendance:** Brent Ronning, Cody Taylor, Sandy Bouleau, Janet Deakin, John Kenchenten, Andrea Markiewicz, Derek Burke, Irene Williams, Chris Arthurs, Carrera Schroeder

**Regrets:** Peter Wienold

1. Call to order 7:02
2. a) Adopt agenda (NB not our standard agenda; first meeting of new PPDS board) **Moved** by Chris, carried.  
b) Adopt September 23, 2013 meeting minutes. **Moved** by John, carried.
3. President's Report (tabled)
4. Treasurer's Report (tabled)
5. Reports
  - a) Education (Derek) attached
  - b) Production Update – Cody: One-Acts did not receive a good response to the call for auditions. "Zelda" directed by Brent Ronning, Debra Hamilton; actress. 3 shows for sure.
  - c) Tabled balance of reports until November 4<sup>th</sup> meeting.
6. Old Business
  - a) Job Description, Administrative Assistant (tabled)
7. New business
  - a) Proposed board meetings for 2013-2014, Mondays 7pm (6pm in November)
    - I. Nov 4, Dec 2, Jan 6, Feb 3, Mar 3, April 7, May 5, June 2, July 7 (if necessary), Aug 11
  - b) "Wizard of Oz" budget proposal presented by Cody (attached) **Motion**/Cody to approve WOO budget, carried.
  - c) Insurance (see attached sheet) Hub International. \$1000 deductible for claims.
  - d) Honorariums – not a valid method of payment. We must issue a T4A, e.g. Janet Schlakl and Thane (poster boy) or they could claim their income themselves. Teresa Drew (Stages) is considered a contractor, so would report her income as such. Brent will approach Janet and Thane and encourage them to become contractors to eliminate the burden of extra paperwork on PPDS.
  - e) Proposal from art Matters Society (see letter). **Motion**/Carrera to accept \$200 fee to hold Vagina Monologues, \$200 Fringe rental fees. Carried.
  - f) Banking: **Motion**/John that, in our best interests, approve a change in banks to save money and have better services. Carried.
    - II. Potential new bank
    - III. Streamlined procedures
    - IV. Increased transparency and scrutiny
    - V. Financial updates
  - g) Teresa Drew / Stages contract (attached). Cody moved to accept contract. Carried.
  - h) Keys and Codes / procedures. New members of the board have been given keys and codes.

**8. PORTFOLIOS**

Productions Coordinator	Cody Taylor
Education Director	Derek Burke
Communications Director	Carrera Schroeder
Finance Committee	Sandy Bouleau, Irene Williams, Colleen Brooks
Promotions	John Kenchenten
Grants	Andrea Markiewicz
Sponsor Data Management	Janet Deakin
Facility Director	Chris Arthurs
Rentals & Usage	

Motion to adjourn / John K. carried.

9. Meeting adjourned @ 9:41.

Next meeting; November 4, 2013 at **6:00 pm.**

**PPDS/jd**