

Portal Players Dramatic Society
Board of Directors Meeting MINUTES
Monday, March 11, 2013 7 pm Capitol Theatre

In attendance: Brent Ronning, Suzanne Levasseur, Derek Burke, John Kenchenten,
Peter Wienold, Chris Arthurs, Cody Taylor, Ryan Gander, Garry Cameron, Janet
Deakin

Regrets: Derek Burke and Melanie Anderson (rehearsal)

Guest: Marina Connah

Call to order by Brent at 7:05

1. New Business

a) Guest Marina Connah from Costume room Committee

Marina Connah reported on the status of the cleanup of the costume room and requests more direction in what else she may or may not 'cull'. Peter suggested that if you wouldn't want to wear it to get rid of it. If there is overstock of an item, perhaps we could share it / donate it to other clubs. Ryan wonders if much of the 'costumes' could be stored off site?

- Limited space
- Need to keep what we have in good condition
- Revenue from rentals? \$1100 since September, 2012
- Donate the rest.
- Marina will check with Ellie Badham re kids costumes
- Ryan suggests we keep unique or difficult to get costumes

b) In future, individuals and actors will be limited in their access to costumes / wardrobes. Marina has the okay to purchase more bins. Needs more cubby hole shelves for shoes and hats. Thanks to Marina and her crew.

2. Adoption of previous board meeting minutes

Will do next month since Mel has the minutes from last meeting.

3. Correspondence:

a) Community Arts council Contract – re hanging artwork featuring local artists (responsible for their own artwork) Gittan will liase.

b) Letter From Dennis Levasseur; would like us to re-think current policy on rentals. Brent would like us to table the discussion until next month when Colleen can speak on the subject. We will then re-adjust policy.

4. New Business (continued)

- c) Liquor Licensing – till for downstairs lounge, what's available to drink, PST & pricing as of April 1, 2013 which has to be remitted by Suzanne. Peter recommends that we keep the status quo unless there is a big show requiring a bar in the main lobby. Suggestion of pre-sales of liquor, beer and wine tickets at box office instead of a till.

- d) PST and pricing discussed – drink prices
MINUTE: Price per drink up to \$5.50 to cover the increase in PST of 10%. Consensus reached.
 - a. Ryan's report on Special Programs: Ryan had a meeting with Janet Schlakl, Suzanne Levasseur and Teresa Drew. Their challenge is that they have asked Colleen to perform a task and she claims to not have enough time. Ryan wondered: wasn't Colleen's position was created to support Glee and Stages? In Camera discussion on HR situation. 8:35 no longer 'in camera'.
- e) Old Business - none
- f) President's Report – in camera
- g) Treasurer's report & financial statements: no paper for the printer to print out report.
 - Gaming:
 - General Account:
 - Petty Cash:

M/ Cody to adopt the tabling of treasurer's report & financial statements. Consensus reached.

10. Director's Reports:

1. Derek (at rehearsal for The Attic)
2. Melanie (at rehearsal for The Attic)
3. Suzanne – Database not being utilized
4. Cody – Production Report: Fringe Festival June – PPDS submission requested from Gwynne. Make sure people report clearly on invoice who made the purchase, what the item(s) is, and for which show the purchase was made.
5. Peter- date for camping? Would like to do it later in the summer, late July. Agreed for the group @Rathrevor Beach.
Money raised for Heart & Stroke at Hello Alberni, in AVTimes \$1700
6. Chris – Arranged to have the burners repaired, so we have heat! Is looking at the back doors / twisted from jamming it open in the summer. Needs to be re-framed/levelled & weatherstripping replaced. Chris recommends that we hire someone to repair it, and will get a quote from Al Webb. Request for a trap door to be built (insulated) to prevent heat loss. Chris will look at that in the summer. New door locks for liquor cupboards required. After discussion board recommends Chris calls Lockbusters and gets the two locks re-keyed.
7. Ryan – trip to VTSL.com Vancouver Improv theatre with 8 IMPROV members.
8. John – Party – volunteers needed....security, bartending. Membership brainstorming.
9. Garry – nothing.

11. Next board meeting – Monday April 15, 2013 @ 7pm.

12. Meeting adjourned.