



**Portal Players Dramatic Society
Board of Directors Meeting Minutes
Monday, January 6, 2014, 7:00 pm at the Capitol Theatre**

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

Regrets: Peter Wienold, Derek Burke

1. Call to order at 7:04pm.
2. Adoption of agenda, **Motion to adopt by Carrera, 2nd** by Chris.
3. New Business - Presentation
 - a. Janet Schlakl – request for equipment. Janet provided documentation to support her request (attached).

Regarding her “honorarium” and the timeline in which it was presented to her (without notice) has negative implications for her cost wise in the amount of \$350. Note that Janet has traditionally donated her honorarium back to the theatre, however in light of this added expense by being a contractor, has chosen not to donate back this year.

In 2014 the society needs to report not only staff wages but also monies paid to anyone in exchange for services for PPDS to CRA.

The board has asked Janet to tell us what would make it work for her. We are open to discussing solutions to this situation. Treasurer Sandy suggests that the situation should be resolved by the end of January.

Tabled until further information is available.

4. Adoption of December 2013 board meeting minutes. **Motion to adopt by Cody, 2nd** by John, carried.
5. Correspondence – **Liquor License** update – Janet is working on providing the information required. **Insurance**-Brent is working with Rogan on renewing our liability and building insurance and arranged monthly paper, Socan renewal in the amount of \$356 due by January 31, 2014.
6. Treasurer’s Report: November 2013 Financials presented for review. **Motion to adopt report Cody, 2nd** by Chris A., carried.
7. President's report: Andrea was hired and being trained this week and Brent will announce it on the members Facebook page.
8. Old Business:
 - a. Adoption of Admin Assistant job description. **Motion to adopt, Sandy, 2nd** by Carrera, carried.
 - b. Motion to approve Denis Levasseur’s request to sell outdated sound equipment not

being used by theatre.

Motion to adopt Cody, 2nd by Sandy, carried.

Request for approval to use funds raised for an expansion card for the new sound board, required for Wizard of Oz. Original requests approved by board members via emails sent to board in December.

Motion by Janet, 2nd by Irene to approve Denis L's request to purchase the equipment requested in attached email with funds raised by selling tech assets only. Motion carried.

*Note: Sandy expressed her concern that the new equipment is something that is wanted and not needed and would rather have those funds used for the coffers and not expenditures. Not in favour of vote.

Note that the board appreciates the time and effort that Denis Levasseur has contributed to continually improve theatre tech assets.

- c. **Financial committee budget preparation.** Budget required for our Gaming Application in May. The Board definitely needs a budget for effective operation. We need to develop a strategy to create a budget necessary for grant applications and effective spending habits. Recommendation that we take the 2012-2013 budget and use that to start breaking it out and create a reserve / contingency fund. Irene suggested that we take a percentage of the box office to dedicate to the reserve fund.

Motion by Irene, 2nd by Chris to create a draft of an operating and production budget for 2014/2015 to be ready for review by the board in time for the April 2014 meeting and approval at the May 2014 board meeting.

9. New Business-continued

- b. Volunteer of the Year Award updated. Todd Robinson donated the engraving and was asked if he would like to display some art during the run of OZ, and he gratefully accepted.
- c. Janet Schlakl – request for equipment – **Sandy moved to accept Janet's request based on her documentation and presentation and Cody 2nd the motion.** Carried.

Further discussion of CRA's crackdown on honoraria and employee definitions, impacting Janet Schlakl's method of remuneration and the CMHA cleaner's team. Teresa Drew of Stages as a contractor is not affected.

PPDS will be forced to adopt new procedures and policies with regard to individuals working in PPDS programs.

Our bookkeeper and accountant indicate that the position of Glee Director qualifies as an employee that PPDS must hire. To continue with the honorarium option, and with reference notes from the 2012-2013 year end financials, we must issue a T4A with that honorarium. PPDS must, as a registered charity, protect itself by following the letter of the law in accounting practices.

Sandy and Brent will continue discussions with Janet Schlakl with regard to the 2014

year.

- d. Andrea Markiewicz submitted her resignation from the PPDS board in order to accept the offered position of Administrative Assistant for PPDS. We should request interest from the membership to fill the open director's seat. Brent will arrange notice on the Facebook member's page and in the member's newsletter.
- e. Vacuum cleaner desperately needed. Industrial strength recommended – budget approximately \$400.00 for a decent model. Chris will get a price from Windsor, which would be less than retail. Brent will provide the specs for a quote. Vote will ensue via email.

10. Reports:

Carrera – reports the Dec 30 member's night was small, but successful. She is planning another member's night for Jan 30 with a theme of Gung Hay Fat Choy.

Cody – will send another call-out for submissions for the 2014-2015 season.

11. Next board meeting: 7 pm, Monday, February 3, 2014 at the Capitol Theatre Lounge

12. Irene moved to adjourn.

13. Meeting adjourned at 9:16.

PPDS/jd