



**Portal Players Dramatic Society  
Board of Directors Meeting Minutes  
Monday, February 3, 2014, 7:00 pm at the Capitol Theatre**

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

Regrets: Derek Burke, Irene Williams

1. Call to order at 7:01 pm.
2. Adoption of agenda, **Motion to adopt by Cody, 2<sup>nd</sup> by Carrera.**
3. New Business - Presentation
  - a. CMHA: Sandy and Svend; explained the Janitorial program they run through the New Horizon Clubhouse (a crew from NHCH are contracted to maintain the Capitol Theatre).
  - b. Janet Schlakl & Sandy Bouleau – Choir Proposal (attached proposal), **Peter moved to accept proposal in principle, 2<sup>nd</sup> by Janet, motion carried.**
4. Adoption of revised January 2014 board meeting minutes. **Motion to adopt by Sandy, 2<sup>nd</sup> by Carrera, carried.**
5. Correspondence:
  - a. \$911.80 Per month for HUB Insurance (Building, Directors & Liability)
  - b. Liquor License update – Janet is working on providing the information required. We'll proceed to process the license app with Brent, Janet and Cody on the license.
6. Treasurer's Report: Brent presented this report. The finance committee still exists and all of the procedure's put in place up until now by Sandy as Treasurer ensures that there is no panic situation financially with regard to Sandy's resignation. The entire board oversees finances as a part of our mission as a society.  
**Motion to adopt report Cody, 2<sup>nd</sup> by Chris A., carried.**  
Bank Accounts: CIBC \$2949.88  
Scotia \$6927.83  
Update to hand-held payment devices completed with transition to CHASE.  
Gaming: Chances Rim Rock Gaming Workshop. PPDS has to complete the GAS report and submit it along with the application to get out of 'delinquent' status with AVGA.
7. President's report: PPDS hosting Zone Festival for 2015  
2017 – Festival will be Canadian plays for the 150<sup>th</sup> anniversary of Canada's confederation.
8. Old Business:
  - a. Adoption of Bookkeeper job description. **Motion to adopt, Carrera, 2<sup>nd</sup> by John, carried.**

9. New Business-continued

c. 2014-2015 Season Show Proposals - reported by Cody Taylor

- October 2015 – Thriller
- Dec – Stages & Glee
- Feb/March - Seussical
- FESTIVAL - May 17-23, 2014 Qualicum TBA
- June Fringe Festival
- August 2015 – 1 Acts

Request Scott & Derek to speak about their shows at next meeting.  
Selection process tabled until next meeting.

d. Director vacancy. **Motion to accept Sandy Bouleau as a director at large by Carrera**, 2<sup>nd</sup> by John, all in favour, carried.

e. Treasurer vacancy: We can appoint a member or recruit a new member. The board's responsibility is to appoint a new treasurer.

f. Heather Maloney from the Alberni Valley Foundation invited PPDS to submit a grant proposal, Feb 28, 2014 deadline to submit grant proposal. Suggestions that the costume room needed improvements.

10. Reports:

**John:** Report on Water bottle sale from Nanaimo supporting the Port Theatre

**Peter:**

- WOO report, all is going very well.
- Mallons, Brent and Peter will be presenting their donation of \$500.00 to Alberni Valley Hospice.
- Website – Peter will seek out another website theme (more user friendly)

**Brent:** Can we get a price on the green room drywall repair

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

12. Meeting adjourned at 9:31

PPDS/jd