



**Portal Players Dramatic Society**  
**Board of Directors Meeting Minutes**  
**Thursday, October 9, 2014, 7:00 pm at the Capitol Theatre**

In attendance: Brent Ronning, Janet Deakin, Colleen Brooks, Carrera Schroeder, John Kenchenten, Peter Wienold, Sandy Bouleau, Teresa Mulligan, Melissa Lowe, Elliot Drew

Regrets: Chris Arthurs

1. Call to order: 7:04 pm
2. Adoption of agenda: **Motion** by Sandy to adopt, 2<sup>nd</sup> by John, carried.
3. Adoption of August 2014 board meeting minutes: **Motion** by Carrera 2<sup>nd</sup> by Carrera, carried.
4. Correspondence:
  - i. Annual Society Renewal Completed on October 09, 2014 by Janet
  - ii. Liquor License Renewal in process; Janet provided CRC apps to Peter and Colleen who, as Treasurer and Vice-President are required to join Brent and Janet on the license.

5. Teresa Drew / Friendship Centre proposal:

In an effort to enhance First Nations culture through theatre arts; Teresa Drew proposes a partnership between PPDS and Friendship Centre to offer theatre tours, access to the stage, costume room and props at no charge. The hope is to facilitate more FN cultural work to the public through a partnership with PPDS; building trust to encourage further collaborations. PPDS will provide a letter of support. Teresa is presenting bullying and racism themes in her play for the Friendship Centre.

**MOTION:** Peter moves that PPDS endorse the concept of working with FN in theatrical pursuits and that we provide a letter of support to Teresa Drew's proposed initiative with the Friendship Center. 2<sup>nd</sup> by Colleen, carried. Teresa Mulligan will draft a letter of support.

6. Treasurer's Report: Colleen Brooks (attached)

- PPDS by-laws state that the year-end must be reviewed by a chartered accountant. To that end, the original plan to have Colleen trained on year-end for \$1000 may need to be replaced with a request for a \$1400 fee paid for a 'notice to reader' to satisfy our by-laws. We 'could' change the by-laws instead. Reference By-Laws item 3a "Examination of Accounts".

**MOTION:** Elliot moves to accept Colleen's recommendation that we spend the \$1400 this year to satisfy the need for a 'notice to reader'. 2<sup>nd</sup> by Carrera, carried.

Gaming Account:	11, 431.35
PPDS Visa:	13.64
General Acct	2714.56

**Motion** to adopt report from Carrera, carried.

7. President's report: Tabled

8. Old Business:

a) **Security Codes:** Motion to re-key doors was rescinded and board decided to create new security codes for each production. Price Alarms can provide (for a fee), an entry/exit report which could help track usage. Departments and board members will need new codes. Peter suggests we start a countdown to December 31 as the deadline for alarm code changes. Brent has committed to contacting Price Alarms for more information on reprogramming.

## 9. New Business

a) Director portfolios for 2014/15

**Artistic Direction Committee:** Peter Wienold Chair; Elliot Drew, Carrera Schroeder, Melissa Lowe, Teresa Drew

**Facility (Theatre and 2<sup>nd</sup> Space):** Elliot Drew and Chris Arthurs

**Membership Engagement:** Teresa Mulligan; Arrange new member orientation, John Kenchenten

**Sponsorships:** Colleen Brooks, Janet Schlackl, John Kenchenten

**Festival:** Ad Hoc Committee; Peter, Brent, Elliot

**Education (Stagecraft):** Carrera Schroeder, create an environment where a member could shadow a director, producer or stage manager (contact ZONE for upcoming workshops-Melissa Lowe is club rep).

**Speakers Series:** John Kenchenten will develop further.

b) Job description change for Admin Assistant in preparation for passing the bookkeeping data entry tasks to Andrea. (see attached document "Suggestion to Separate Duties" from Colleen).

c) Music stand quote: Tabled until November board meeting

d) Sponsorship program 2014/15:

Peter proposes we use current pricing levels to include the remaining shows and include Festival as part of the package. Next year we start fresh. Note: TBC/Festival revenue has its own budget financially separate from the rest of PPDS season. Normally you would have separate ticket revenue, fundraisers and sponsorships for Festival which must be reported to TBC. We would charge TBC for theatre rental, but lounge revenue belongs solely to PPDS.

e) Teresa Drew's proposal moved to item 5.

## 10. Reports:

**Peter:** Denis Levasseur and Peter did a small upgrade for the sound card for the audio system in exchange for the interface purchased but not used for Oz. The remaining cost after upgrade of \$100 is being donated by Peter and Denis.

**Janet:** Request for minute-taking volunteer during her absences during Seuss. It was instead agreed to by the board that we would hold board meetings outside of Seussical rehearsals since there are 6 board members involved in that production.

11. Next board meeting: Thursday, November 6, 2014 at 7pm.

12. Adjournment by Brent at 9:16

PPDS/jd