



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

In attendance: Brent Ronning, Janet Deakin, Colleen Brooks, Peter Wienold, Melissa Lowe, Elliot Drew, Chris Arthurs

Regrets: Carrera Schroeder, John Kenchenten, Sandy Bouleau, Teresa Mulligan

1. Call to order: 7:02 pm
2. Adoption of agenda: **Motion** by Colleen to adopt, 2nd by Peter, carried.
3. Adoption of October 2014 board meeting minutes: **Motion** by Chris 2nd by Melissa, carried.
4. Correspondence:
ADSS Breakfast Club thank you card for tickets to WIB
5. Treasurer's Report: Colleen Brooks (attached year end from DSCP)
Colleen's preparation resulted in a very quick review since everything was done right. Great job, Colleen! Next year end, Peter from DSCP will review (but not sign off on) the work to make sure there are no glaring errors. In lieu of an invoice, DSCP will accept a sponsorship.

Motion from Elliot for the board to accept the financial statements as presented for presentation to the membership. Janet 2nd, carried.

Colleen reports that she and Andrea are entering all new GLs, AR and AP.

Bank Balances:

Gaming Account:	10,355.48
PPDS Visa:	approximately \$1000.00 credit
General Acct	6704.95

Motion from Peter to go 'in camera'. Motion from Peter to leave 'in camera' session.

6. President's report: Tabled.
7. Old Business:
 - a) Security Codes: Brent spoke with Price Alarms and now has the master code and instructions on how to clear old codes and re-enter new codes. We will announce a date upon which all old codes will be invalid and those who need access to the theatre must contact Brent or Andrea to arrange for a new code. Productions and programs will have their own codes.
9. New Business
 - a) Fringe Fest 2016
Gwynne Hunt / Art Matters will **not** be organizing 2016 Fringe Fest.
Art Rave is moving their festival to June 2015 and it would make sense to run Fringe during the same weekend. Brent will contact Gwynne and request, on behalf of PPDS, a look at the books

for the past two years and ask for more information about the project and potential partnership.

10. **Reports:**

Teresa Drew: Advanced Stages

Showed us some examples of costume design and a brief description on their presentations. Request for her Friendship Center group to attend on a Wednesday evening to observe a Seuss rehearsal and tour the theatre. Teresa also requested a promo card (not brochure style). Elliot has agreed to design something and they'll put it through the advertising budget.

Peter:

- NIZ Festival Meeting on December 9th at 7pm upstairs in the lounge.
- Nordic Roots has been cancelled for this year
- Concerns about the types of shows we are offering, we need more shows that will draw crowds. How can we promote shows more effectively?

Elliot, John and Colleen are working on **Sponsorships**: Janet Schlakl will contact BC Hydro for the grants availability.

Christmas Membership Night: to be held on the 19th of December.

Elliott: Fixed the crapper in the lounge by replacing the 'guts'.

11. Next board meeting: TBA

12. Motion to adjourn from Peter. Meeting adjourned at 8:59

PPDS/jd