



Portal Players Dramatic Society

Board of Directors Meeting Minutes

For: Tuesday, April 14, 2015, 7:00 pm at the Capitol Theatre

In attendance: Brent, Janet, Melissa, Chris, Carrera, Colleen, Elliot, Sandy

Regrets: John, Peter, Teresa

Guest: Teresa Drew

1. Call to order @ 7:03
2. Adoption of agenda Moved by Carrera, 2nd by Colleen, all in favour, carried.
3. Adoption of March 2015 board meeting minutes. Moved by Carrera, 2nd by Elliot & all in favour.

Business arising from minutes;

a) 5 year old quote found from Stagefab re: 'Reds' \$5K ish

b) Brent will get 2 50/50 licenses for Virginia Wolff and one for a STAGES student scholarship.

4. Correspondence:
 - City of Port Alberni CIP
 - Colleen will attend on our behalf & submit a request for water and garbage pickup.
5. Treasurer's Report:
 - March 2015
 - Current Gaming: 1725.00
 - Current General: 30,778.62

Refer to financial reports for amounts as at Mar 31, 2015 (attached). Colleen and Brent reviewed the transfer of Sponsorship funds to the NIZ festival budget.

Motion to adopt financials: Colleen, 2nd by Sandy, all in favour, carried.

6. President's report:

STRATEGIC PLANNING

-desired outcomes of strategic planning session: budget priorities for 2015-16, strategic priorities for next 5 years, **begin looking at Mission and Values statements...**

Priority will be on necessities for the building and society and to have the budgets reflect these decisions. Meeting on May 3rd, 10am.

Colleen will provide year ends from last 3 years to aid in budgeting.

Janet will re-distribute audio/tech considerations from Glen and Denis.

Chris and Elliott will provide building and maintenance guidance.

AVGA Report: RBC Mortgage refinanced over 138 months to take over the previous mortgage from Coulsons. 46 Charities currently in AVGA.

7. Old Business

-update on readiness for next inspection

Elliot put a call into Genesis Fire Protection to do sprinkler, fire extinguishers, emergency lighting and fire alarm testing. Expect a bill for emerg light batteries, fire extinguisher swapping etc. Brook and Elliot will work on the drywall on April 20th. Elliot will arrange for a backflow test.

8. New Business

- a. Motion: "That the society fund a Sage 50 Course for our administrative assistant at North Island College to a maximum of \$400" (approved in principle via email) Moved by Sandy and 2nd by Chris, all in favour, carried.
- b. Facility readiness for NIZ Festival (Green room, band platform, lobby, house seats)
 - Green room repairs on April 20
 - 4 seats to be returned to house right pit area
 - remove railing
 - move couches to attic
 - Who house to be moved out of pit
 - Move piano to pit
- c. New toilet will be installed in Lounge prior to festival
- d. Catalyst funding offer: Janet Schlackl says Catalyst is looking for a request from PPDS for funds (\$1000) is available. We are considering asking for the money to go toward the new Reds.
- e. Decision on the amount of sponsorship monies to be moved from PPDS to NIZ festival sponsorship. (approx \$1500)
- f. 2015 PPDS Bursary—for ADSS – no applications.
- g. Theatre Safety and Etiquette program is desperately needed to share with all users of the theatre. Teresa Drew has generously offered to provide succinct documentation on the proper and safe use of the theatre including the justification or 'whys'. PPDS needs to make and enforce policy surrounding the issues.

9. Reports:

- a. NIZ Festival updates
 - Cindy, Mary-Ann attended and Cindy has put Solda's forth for banquet which will be a "Hawaiian Luau Awards Night" at the Bavarian Centre on May 23rd
 - BPT offers a Pick 3 option, full package or individual seat option & Brent
 - Hospitality Inn is sponsoring some packages for visitors only available direct
10. Teresa Drew: As a contractor, Teresa would like to raise her rates in order to hire a stage manager for advanced STAGES productions increasing the cost by \$100 for a total of \$580 per student plus membership fee. Teresa also needs a PPDS producer for her advanced STAGES class show as part of the season. Teresa is looking for board approval for these changes. Carrera moves to approve the increase, 2nd by Chris, all in favour, carried.
11. Sandy raised the question of paying musicians / pit crew in our musicals. Discussion on the pros and cons ensued.
12. Next board meeting: 7 pm, Tuesday, May 12, 2015 at the Capitol Theatre Lounge.
13. Motion to adjourn by Chris at 9:02.