



Portal Players Dramatic Society
Board of Directors Meeting Minutes
For: Tuesday, Nov 17th, 2015, 7:00 pm

In attendance: Carrera Schroeder, Melissa Lowe, Sandy Bouleau, Brent Ronning, Elliot Drew, Naomi Boutwell, Peter Wienold, Teresa Drew.

Regrets: Janet Deakin, Chris Arthurs, Colleen Brooks.

1. Call to order @ 7:12
2. Adoption of agenda: Teresa/Carrera
3. Adoption of October 27th 2015 board meeting minutes: Elliot Carrera
 - a. 8i. should be ADC
 - b. 6d3 should be Marquee
4. Business arising:
 - a. Christmas potluck January 2nd-
Action Item Mel will start promoting the event Keep The Holidays Rolling-membership recognition.
 - b. Brent contacted Tsheshat market re: the Santa event at the market. Brent advised her to contact us next summer to see if we can set this up.
5. President's Report: Brent attended Elder College with other members of the Rotary Arts District and how our organizations work together in the district. Other members also mentioned how on many occasions PPDS has supported their organizations over the years.
6. Treasurer's Report: As of Oct 31st/15 is unavailable at this time. Colleen will email this to us at a later date.

Gaming: \$
Chequing: \$
7. Committee Reports
 - a. Artistic Development-Is meeting Friday, Dec 4th, 2015 for potluck.
 - b. Play reading-No updates at this time.
 - c. Sponsorships-NA. Peter is getting really good feedback on live announcements of sponsors before a show, and even getting leads on other businesses who would like to be on this list.
Action Item Brent will put an announcement in the next newsletter asking for people willing to get their Serve It Right.
 - d. Maintenance report-
 - i. The software for the marquee is still being updated with the help of Mark
*Our marquee software will become out-of-date eventually and it will need to be updated.
 2. Peter donated RAM for the MAC
Action Item Elliot will contact Stage Fab for a new quote on the Reds and some information on (star curtain)
Action Item Request Colleen to give Elliot an update on the funds raised so far for the replacement of the Reds.
 3. The costume room is leaking again. The only way to fix this item will be to put the cover on the front of the building.

Action Item Brent will let Marina know that there is a leak in the costume room and to remove any items off the back wall.

- e. Solstice Festival-The theatre will act as a roadhouse with a house manager/stage manager and a technical director for the weekend. We will continue the discussion at the Dec board meeting after we find out how much the Rotary grant is and we know how much money we have to operate with.

Action Item In January a member will attend a RAD meeting to update them on what we do here.

- f. Critical Board Priorities-This will remain an ongoing agenda item until our next strategic meeting.
- g. Outreach-Naomi would like us to have a presence at July 1, Salmon Fest, and Fall Fair with printed material. Hopefully next year we will be able to be a presence at more events in town.
- h. Education- This will be a standing agenda item now so we can incorporate education/workshops into a regular events.

Action Item-Carrera will put a poll on the PPDS Facebook page to see what workshops would interest people.

8. Old Business

- a. Community Gaming Grant-Brent is still working on getting this straightened out.
- b. Improv-Tabled until next meeting when they are able to attend.
- c. Vision/Mission statement-

- i. **MISSION STATEMENT:** Portal Players Dramatic Society is an inclusive volunteer organization dedicated to fostering performance arts. From our home at the Capitol Theatre, Portal Players collaborates with our many partners. We engage and educate our community, patrons and members through the presentation of Art in all its diverse forms.
- ii. **VISION STATEMENT:** Portal Players Dramatic Society is recognized as the premier force behind cultural excellence in the Alberni Valley. Collaborating with an engaged community and membership, we have made the Capitol Theatre a state of the art venue where Art in all its forms is prepared and presented. Our diverse and inclusive volunteers work to support and grow our organization with strong educational programs, mentorship, and outreach. Our financial sustainability allows us to produce seasons that creates new opportunities to learn and entertain. Port Players believes in the power that art has to bring people together, and acts as an ambassador to ensure that this message is heard in our community.

Action Item-Brent will have Andrea have the proposed Mission and Vision statement in the next newsletter with a request for feedback from the membership

- d. Seat recognition plan-looking for someone to take this on.

9. New Business

- a. Fundraising ideas-
- b. Capitol Sea Notes cancellation policy-
Action Item-Teresa will direct Andrea to please make sure that all our registration forms have a clear cancellation policy on their registrations form
- c. Electrical outlets in the band pit-
Action Item-Elliot electrical stuff-Green room light. Electrical outlets in band pit. Run snake to band pit.
- d. Rotary Arts District Grant night-Carrera will do lights, Peter will do front of house, Naomi will do bar, Mel and Yvette will both help, Janet will do sound.
Action Item- It must become part of production tear downs that the lights need to go back to a house hang. Elliot offered to come in and help Diena restore the house hang

after the Patsy Cline show.

10. Next board meeting: Wednesday Dec 16th, 2015 7:00

11. Adjournment at: 9:33 pm

PPDS/sb