

**Portal Players Dramatic Society
Board of Directors Meeting MINUTES
Monday, December 10, 2012 7 pm Capitol Theatre**

In attendance: Brent Ronning, Suzanne Levasseur, Derek Burke, John Kenchenten,
Garry Cameron, Janet Deakin, Peter Wienold
Regrets: Melanie Anderson, Chris Arthurs, Cody Taylor
Absent: Ryan Gander

1. Call to order by Brent at 7pm.
2. Adoption of agenda
M/Derek to adopt the agenda as amended. Consensus.
3. Adoption of previous board meeting minutes
M/Derek to adopt the November 2012 board meeting minutes. Consensus.
4. Correspondence:
 - a. Brent received notice of complaint regarding increase in Glee/Stages door fees (rose from \$5 to \$10 with 12 and under admitted free). Board agrees there is no need to change ticket prices.
 - b. Suzanne: re: Liquor Control Board application; site sign is required on exterior of building, advertise in paper and photographs of signs to accompany application of change in "Structural" liquor license to accommodate the serving of alcohol in lobby without barring minors. Brent suggests we put signs up as soon as possible and get the ads in the paper. (30 day campaign with 60 days to complete application). John K. has volunteered to arrange newspaper ad, Peter W. will make the sign.
5. Treasurer's report & financial statements as of December 10, 2012:

Gaming:	\$180.20
General Account:	\$38,625.30
Petty Cash:	\$750.00

Suzanne is looking for approval to rebuy \$15,000 GIC in the new year. Reefer Madness rights are purchased, box office expense will be coming. Brent suggests we wait until after Reefer Madness. Consensus.

M/Janet to adopt the treasurer's report & financial statements. Carried.
6. President's report – Brent is pleased with how things are working out with Admin Assistant Colleen Brooks, working on fees for kids programs and updating database. Brent will be attending TheatreBC Zone meeting mid-January.

7. Director's Reports

1. Derek
2. Melanie
3. Suzanne
4. Cody
5. Chris
6. Ryan
7. John
8. Gary
9. Colleen / Admin

M/ to accept the reports as submitted. Carried.

8. Old Business -none

9. New Business:

Presented by Derek (see attached notes)

- Gwynne Hunt workshop "Act Naturally" well attended. She would like to offer another workshop open to both men and women (see notes) toward the end of Feb.
- Teen's workshop also planned.

PPDS will offer workshops with Gwynne Hunt: Fee structure; PPDS to pay Gwynne a flat fee of \$75 and charge \$20 for a non-member (includes membership) and \$10 to members.

- "The Vagina Monologues"; Gwynne would like to hold a pre-audition workshop Saturday, January 12th 11-1pm and audition the following Sunday 13th. Booked at Theatre. Rehearsal dates and performance date (Feb 9, 2013) booked.
- Theatre BC Workshops (Derek)
See NOTES; Janet asked about providing a new member orientation to the theatre.
- Although this should be presented to Cody Taylor (Production Director); Garry invited Gittan Klimestrud to attend this meeting with her idea of a "Santa Lucia" Swedish Christmas show for Christmas 2013. Board advised Gittan to present a proposal to Cody (Brent will send her Cody's email address) Deadline for proposals is early January, 2013. Brent reminded us that the board deals with governance issues only; however it was agreed that Gittan's project proposal was welcomed.

- Alberni Fringe Theatre Festival (Art Matters – Gwynne Hunt’s submission)
PPDS sent a letter of support in her endeavor to bring the Fringe Festival to Port Alberni June 21, 2013 for 2/3 days. PPDS would bear no financial responsibility for productions other than PPDS’. Correspondence from Gwynne read by Brent. Discussion of proposal among board members. Gwynne proposes she pay \$400 in theatre rental fees and offer PPDS the ‘gate’ for our own show. Brent wanted to support Gwynne by waiving the rental fee. Peter suggested we take the fee, and if the PPDS makes money; donate the \$400 back to Art Matters. Board is in favour of supporting the event.
- “An Evening Out With...” Proposal from Peter Wienold
Notes attached. Amendments to advertising budget required.

Minute: Approve the concept of “An Evening Out with...” and move forward with project. Board has agreed to support the project. Brent and Janet offered help with project.

- Board Member Vacancy – Chuck Shobe resigned.
Board bylaws state we must have at most 11 board members. (revised 01/14/13jd)

Minute: Support of Peter Wienold returning to the board. Consensus reached.

- “The Attic” project
Targeted Initiative for Older Workers; Hannele has a team in the program who’s project is to help clean out the attic, props room and costume room. The payment to the team is funded by the Governments of Canada and British Columbia through the Labour Market Agreement.

Framed posters in the attic of former acts who’ve performed at the Capitol. It is suggested they be hung in the green room. Brent will direct the TIOW team to make it so. Posters from shows (framed) should be displayed in homage to the past members, or scanned and archived on the website (or both). Brent will ensure these archival documents and photos are kept safe.

Cupholders (from purchase of new seats), keep, toss or sell? Toss.

- Membership Drive - John K.
Colleen is manually adding all lapsed members to the database. She’ll make email contact to offer new rates for membership status.
John will set up a membership table at shows and try to get more signed up. Peter suggests John promote the fact that members can make a donation to PPDS and receive a charitable donation tax receipt. Create a member promotion slide for the lobby monitor (Colleen).
Thanks to John for throwing a great Christmas/Volunteer Party.

Benefits of Becoming a Member:

Advance notice of shows, membership events (summer camping and Christmas party), community involvement, workshops and social networking.

10. Next board meeting – January 14, 2013 7 pm at the Capitol Theatre

11. Adjournment - **M/** 9:00pm.