



Board of Directors Meeting Minutes
6:00 pm Monday, November 4, 2013
Capitol Theatre Lounge

In attendance: Brent Ronning, Cody Taylor, Sandy Bouleau, Janet Deakin, John Kenchenten, Andrea Markiewicz, Derek Burke, Irene Williams, Chris Arthurs, Carrera Schroeder, Peter Wienold

Regrets:

1. Call to order 6:14 pm
2. Adoption of agenda – motion to adopt **Irene**, adopted and carried
3. Adoption of October 2013 board meeting minutes, motion to adopt / Derek, adopted and carried
4. Correspondence: none
5. Treasurer's Report (Sandy & Colleen): See attached documents. With the change in treasurers & administrative duties, Colleen Brooks prepared comparative income statements based on the previous treasurer's year. Next month treasurer Sandy will present the report. Motion to adopt treasurer's report /Carerra, carried.

6. Colleen's Report:

STAGES: Attached documentation regarding advanced classes.

Colleen's Report: Regarding emailed newsletters, Peter has suggested that Colleen leave Glee & Stages news out of the newsletter, save for show announcements.

Membership:

Roundtable discussion on membership fees. As stated in the bylaws, we have the ability as a board to bestow an honorary membership.

Motion from Peter Wienold that volunteers for FOH need not be member of of PPDS. Seconded by Carerra, carried.

Motion from Sandy to convey honorary memberships upon Ashley Romuld and Jason Titian (two contributing performers) seconded by Peter, carried.

Liability insurance has nothing to do with membership protection, or not being a paid member of the society. We insist that people have a membership to participate in productions and Theatre events.

7. President's report (Brent):

Updates:

- a) 1st rental of lounge with bar staff for "Young Professionals of Alberni Valley", \$100 fee plus about \$300 in bar profit, plus \$35 in tips ☺ (Networking mixer)

8. Old Business:
 - a. Changing banks – Moved by Peter to accept the finance committee’s changes as presented. 2nd by Andrea, motion carried.
 - b. Admin Assistant job description – Motion /Peter to take on Vanessa Schoen @\$10.25 per hour as casual relief, 2nd by Janet, motion carried.
 - c. Cancellation fees for youth programs - **Glee and Wee Glee: Motion** to re-affirm the board’s decision to accept policy on cancellation refund. Last year the board approved the policy when it was brought to the meeting by director Ryan Gander. Moved by Sandy, motion carried.
 - d. Sponsorships – report attached
 - e. Board Member Portfolios

9. New Business
 - a. Financial Procedures and Transparency – see attached.
 - b. Box Office Hours – Effective Nov 12, box office hours change from 3-7.
 - c. E-blast – John Kenchenten’s company pays another company to send these emails to parties in the global travel community. Within the Theatre community, John would like to use an e-burst to keep TheatreBC news current. How does it benefit The Capitol Theatre?
 - d. November Member’s Meeting/Financials

Motion by Peter to go ‘in camera’ to discuss Admin Assistant duties. Carried. Peter moved to leave camera. Carried.

Motion to accept job description in principal for adoption at the next general membership meeting on November 25th, 2013, which will be a Member’s Pub Night. Seconded by Carerra, motion carried.

10. Reports:
 - a. Peter: New website in progress
 - b. Chris: One Acts – Content warnings required, lots of comps to be handed out.
 - c. Cody: Season 2014-2015 to be determined in February.

11. Next board meeting: 7 pm, Monday, December 2, 2013 at the Capitol Theatre Lounge

12. Adjournment 8:45

PPDS/jd