



Board of Directors Meeting Minutes
7:00 pm Monday, December 2, 2013
Capitol Theatre Lounge

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

Regrets: Irene Williams, Chris Arthurs

1. Call to order 7:03 pm
2. Adoption of agenda – **Motion** to adopt by Sandy, 2nd Carrera carried.
3. Adoption of November 2013 board meeting: **Motion** to adopt by Cody, 2nd by Sandy, carried.
4. Correspondence: none
5. Treasurer's Report: See attached documents. Updated financial reports (attached) on Let's Murder Marsha and "An Evening Out". **Motion** by Janet to adopt treasurer's report, 2nd by Andrea, carried.
6. President's report (Brent):
 - a. "**Nordic Roots**", Sunday, December 1, 2013 – took in about \$1000 at box office plus Rollin Arts Centre Ticket Sales of approximately \$200.
 - b. **IMPROV and Night's Alive** have partnered with the City/Parks and Recreation – bringing educational comedy to Port Alberni youth at the Cedar Room of Echo Centre. Promotes IMPROV from PPDS/Capitol. Carrera suggested they hold a session at the Theatre to promote the program.
*See New Business for President's items.
7. Old Business:
 - a. Financial procedures and transparency
 - i. Treasurer's Proposal: Debit and Credit Card guidelines and online banking updates (see attached, submitted by Sandy Bouleau).

Motion from **Cody** to approve the paying of vendors (from attached list) by means of online banking. 2nd by John K. Motion carried.

- b. Community Gaming Updates / Fundraising Initiatives and Incentives:
 - i. Upcoming workshops will be available on applying for Gaming Grants. We are currently delinquent (we did not live up to our financial reporting standards), and Colleen has committed to working on the GAS report to have the ability to resume our grant submission (as part of her role as bookkeeper). Brent (also Vice-Chair of AVGA) will meet with the ED/Chair of the Gaming Association to discuss our appeal process. Sustainable programs must be proven to be eligible. Brent will be promoting the workshop and keep the PPDS Board of Directors apprised of progress. NOTE: 47 Non-profits make up AVGA which owns the Gaming Centre (Managed by Coulsen Group).

8. New Business:

- a. Colleen Brooks: Change in job title from Administrative assistant to Bookkeeper.
 1. Guidelines for selecting replacement (job description, committee)
Colleen is resigning as Administrative Assistant and would like to stay on as Bookkeeper, (upon approval of the membership) requiring an average of 4 hours per week to perform all bookkeeping tasks (as approved by the Financial Committee and the board of PPDS). **PPDS membership must approve the creation of a Bookkeeping position and replace the Administrative Assistant.** We as a board, need to define the role of admin, for example, do we hand off ticket and advertising duties to producer, or keep the status quo, have a new admin trained to continue to perform the duties as they stand, etc.
- b. Administrative Needs of Society revisited. Secretary proposal for creating an Administrative Outline (see attachment, submitted by Janet Deakin) showing not only the daily duties of the position, but also clearly outlining the expectations of the Board and Society.
Motion by Peter to approve the development of the Administrative Outline, 2nd by Sandy, carried.
- c. Hiring Committee Volunteers: Preparing the posting, job description, what we'll present to the membership for approval. Committee – Brent, Sandy, John, Andrea, Janet and Nona Hawley (will be asked). Committee will meet Monday, December 9, 2013 at 7pm. Send final notes to the executive for approval. Chair of hiring committee to be determined.
- d. Extraordinary General Meeting: Member's Night December 30. (Carrera will be organizing the event).
 1. 2012-2013 Financial Reports (were not ready for AGM)
 2. Treasurer's Report: Current Financials and New Banking (why Scotiabank?)
 3. Approval of Bookkeeper Position – Requiring approximately 16 hours per month at \$15/hour
 4. Janet will advertise EGM as it follows the same rules of notification as an AGM. Public notice of event must be published no later than two weeks prior to the event.
- e. NIZ Festival May 2015 – Peter reports Powell River have excused themselves from hosting festival in 2015. For NIZ meeting in January 2014, Brent needs to know that PPDS Board is in favour of hosting Festival in 2015. Benefits to our city, our club etc. Motion by Andrea to host NIZ 2015, 2nd by Peter, carried.
- f. Portfolios: Carrera feels she would better serve the Society and Membership by changing her portfolio from Communications to Membership Nights. Brent reminded us all that we serve best by contributing our talents in ways we enjoy and to not feel pressured to take on tasks we do not enjoy.
- g. Maintenance Schedule / Google Calendar: Agreed to create a Maintenance Calendar with access provided to all directors.

- h. Allocation of Rotary Funds: Brent participated in the selection approval process with Rotary, on the allocation committee. Rotary granted \$2000 to PPDS. The PPDS board decides how those funds are allocated.
Motion by John and 2nd by Peter, to allocate \$1200 to WOO (80 tickets @\$15 each) and \$400 to Stages Little Women (80 tickets @ \$5.00).
- i. "Wizard of Oz" request from Peter Wienold regarding projector needed for the production: Authorization to purchase an Optima, short throw, rear-projector \$680 (plus s&t), dual sided 7x11 screen \$500 (plus s & h) Total \$1394.40, requesting \$700 from WOO and \$700 from PPDS. Projector rentals could recoup costs quickly.
Motion by Cody, 2nd by John to grant request for purchase of projector and screen at the quoted price, which is half the amount originally budgeted. Carried.

9. Reports:

- a. John: Volunteering to be Santa Claus as a fundraiser for PPDS.
- b. Peter: Setting up a photo op with the Hospice Society to present a cheque with funds raised from "An Evening Out". Peter shared the news that he'll be creating a podcast promoting Theatre in British Columbia.
- c. Cody: Call for requests for submissions for the 2014-2015 season. Due by February 2, 2014, to be decided at the Feb 22, 2014 meeting.
- d. Carrera: wants to know if we can "stream" the Oscars for a members night. Peter suggested perhaps instead we could host a members night for the Tony awards in June which might garner more attendance to the theatre crowd.

*Let the minutes show that during this discussion the facts surrounding the issue of showing movies at the theatre were reviewed: **That is: The Capitol Theatre, by law, is NOT** permitted to show "moving pictures". This is an irrevocable clause to the land title transfer in 1989 when Landmark sold the property to PPDS. It is not in the Portal Player's Dramatic Society mandate or budget to make a legal move to have this changed and PPDS will continue to operate according to the rules governing PPDS in its purchase agreement of The Capitol Theatre, its constitution and its bylaws.

- e. Janet asks if communications regarding The Capitol Theatre (ie the alarm situation) could be shared among the entire board of directors & production heads to ensure all the principals who access the theatre by authorized access are fully apprised of ramifications of ongoing operations and maintenance.

10. Next board meeting: 7 pm, Monday, January 6, 2014 at the Capitol Theatre Lounge

11. Adjourned 9:28 pm.

PPDS/jd