

**Portal Players Dramatic Society  
Board of Directors Meeting MINUTES  
Monday, April 22, 2013 7 pm Capitol Theatre**

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

Regrets: Ryan Gander

1. Call to order by Brent at 7pm.
2. Colleen's Administrative Report – see attached notes
  - a. Regarding sponsoring a student for the Stages program, Peter has requested more information for sponsors on the criteria for selecting a deserving student.
  - b. John suggested we put together a video of snippets of the program.
  - c. Eligibility for tax receipt for a sponsoring business.
  - d. Rotary (promoting the arts district) and other service clubs should be approached.
  - e. Unrelated note: We have an account at The Recycle Depot for donations.
  - f. Advertising: Alberni Online – Janet asked what kind of traffic are Colleen's posts on Alberni Online getting? Brent reports that Char (Char's Landing) has asked if we'd like to contribute events to her online calendar which gets it's feed from Alberni Online. Based on our understanding, we choose to keep our own calendar on the [www.atthecapitol.org](http://www.atthecapitol.org). However, we would be fine with having other sites share our event.
  - g. Bookings: Discussion on what our fees need to change to for 'outside community' bookings as well as staffing of events. Board agrees that Colleen will create 3 sample contracts for Outside \$1000, \$500, or \$250 depending on the show type. She will outline all available services we offer for potential bookings.
3. Adoption of agenda  
**M/** to adopt the agenda as amended. Carried.
4. Adoption of previous board meeting minutes  
**M/** to adopt the February and March 2013 board meeting minutes. Tabled until next meeting.
5. Correspondence: \$500 Bursary review of applications.
6. Treasurer's report & financial statements

Gaming:	83.17
General Account:	27,642.57
Petty Cash:	\$750.00

**M/** to adopt the treasurer's report & financial statements. Carried.

7. President's report – Nothing to report.

8. Old Business: None

9. New Business – Program fees, Sponsorships, external bookings, bursary.

**Minute:** Approved fees for Glee and Stages for the 2013 – 2014 season subject to revision should there be a change in expenses.

**Stages Sponsorship:** Board approves submitted proposal.

**Advertising:** 1 year agreement \$1000 per year or \$100 per month excluding July and August suggested for AV Times, AV News commitment as well. Advertising issue tabled.

10. Director's Reports

1. Derek

2. Melanie

3. Suzanne

4. Cody

5. Peter

6. Chris

7. Ryan

8. John

9. Gary

10. Colleen / Admin

**M/** to accept the reports as submitted. Carried.

11. Next board meeting May 20, 2013 7 pm at the Capitol Theatre

12. Adjournment - **M/**