

Portal Players Dramatic Society
Board of Directors Meeting MINUTES
Monday, January 14, 2013 7 pm Capitol Theatre

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

Regrets:

1. Call to order 7pm by Brent.
2. Adoption of agenda
M/Peter to adopt. Carried by consensus.
3. Adoption of previous board meeting minutes
M/Cody to adopt. Carried by consensus.
4. Presentation on TIOW from Hannele Talkio:

Two days remaining, thanks from the group. Merit Furniture has stored some of our sets for years, suggested sending a card of thanks. Hanelle requested dumpster pickup invoices which will be covered by the program. **Hanelle requested a letter of reference for the participants.** Hanelle gave a brief description of what the AMPED program was all about and how they needed a community work project. Recycling of metal resulted in a cheque for \$25 which Hanelle donated to the theatre. Decluttering, new shelving, totes for the costume room, lighting for the prop & furniture room. Tool cupboard organized. Took extra lumber to second space. Still working on the paint for green room exit. All broken items were fixed so little was thrown out. Created a storage area for Glee and Stages. Financials were sorted. Group will each get two comps for Reefer madness. 6 new seats saved, old seats as well. All archives are in the lounge cabinets over the TV and inventoried.

5. Correspondence;
 - a. Insurance; quote received.
 - b. Director's insurance needs to be addressed. Available through the Community Arts council? Brent will follow up.
6. Treasurer's Report (Suzanne)
General 37215.03
Gaming 95.17
Petty cash \$705.00 (short \$45 debit/Stages purchase)
Comparative balance sheet and income statement submitted.
Administrative wages need to be allocated between PPDS, Glee and Stages.
Move to adopt financials by Garry, consensus reached.
7. President's report (Brent)
 - a. Theatre BC Board Meeting report
Vancouver, BC

- b. Skeena & Central Interior were to be amalgamated, geographically large area, because Skeena was unable to put on spring festivals (which then goes to Mainstage). The decision was reversed on appeal from the two zones and Skeena Zone has committed to hosting a zone festival this year and sending a production to Mainstage.
- c. Zone meeting sat Jan 19 in Nanaimo.
- d. Theatre BC voted (in July 2012) to subsidize \$150 to the adjudicator per show for zone festivals so the burden is reduced on the zone.
- e. New website theatrebc.org, access to script library for all clubs. Brent suggested there are members here who should be in the talent bank ie Theresa Drew, Ryan Gander etc., who could offer workshops in their realm of knowledge. Silent auction offering (for Mainstage) could be a gift basket from our zone clubs.
- f. Awards, scholarships – educate our club on what is available through Theatre BC.
- g. Brent reminded Board that PPDS pays for Theatre BC membership for festival show cast and crew. Facebook group available as well, and is active. We can create events and once approved, they'll be listed in the website events page (provincial exposure).
- h. 2013 Friday night show for NIZ at Mainstage. (No pressure but Derek must win with The Attic, The Pearls and Three Fine Girls ;)

8. Old Business

- a. Licensing update – tear sheets from newspaper ads, Janet took photos and will coordinate the application submission with Colleen. (after February 19, 2013)

9. New Business

- a. Wireless Mics: spending approval for Glee fundraiser
Minute: The board formally approved the purchase of technical equipment from the \$1000 sponsorship, Toy Run provided a donation for the Glee program in the amount of \$600.00 and Glee's raffle ticket sales \$726 are earmarked for the use of Glee at the discretion of Janet Schlakl. Consensus reached.
Thank you card for Toy Run (Colleen will send).
- b. Stands and lights: spending approval for musical infrastructure. The board formally approves the spending of \$550 for the purchase of music stands and lights. Consensus reached.
- c. 2013/14 Season: proposals received (Cody to present)
Synopsis of submissions and his recommendations. Discussion.
Minute: The board members have discussed the submissions and have decided the following lineup for the **2013-2014 Season**
Let's Murder Marsha – season opener
One Acts – October/November
Nordic Roots – December
The Wizard of Oz – Feb/Mar
Come Back to the 5 & Dime Jimmy dean, Jimmy Dean – April/May
...and Suessical The Musical to be 'pencilled in' for the 2014-2015 season.
Consensus reached.
- d. Rob Mooney's passing; Janet will get a sympathy card for Katy Mooney.
Suggestions: calling the upstairs lounge "The Mooney Bar", have an award in his name (bartender of the year), having a members/musicians tribute and/or having

a photo of Rob hanging in the bar. John will plan the party on Saturday, March 23rd, doors open at 7pm. 8pm 2013. (Liquor license ends at 12:30, \$5 per drink and munchies included in the \$200.00 budget).

10. Reports

1. Cody (Productions) see item
2. Derek (Education) – has applied for a voice workshop
3. Chris (Facility)
4. John (Members) – one new
5. Ryan (Special Programs) – Improv did a Christmas song on Shaw, Jose shot promotion for Improv. Wants to organize a trip to Van to see some pro Improv shows.

“Forwarded email from Janet Schlackl

Hi Ryan:

Brent suggested that I send you an update, for the Board, on the Glee program as we begin a new season. Registrants are as follows: 13 Glee and 13 Wees. We have a waiting list for Glee of three but due to microphone restrictions have been advised by the sound experts to hold fast at 13.

Our Christmas Show, Once on a Housetop was very successful and we played to a big house. Suzanne can tell you what the "door take" was but I think it was about \$1400.00 (paying adults and kids over 12). We had many more kids under 12 so rounded out the audience quite nicely. We are grateful for the assistance from so many of the PPDS volunteers, especially Suzanne, Nathan Saterlee, Denis Levasseur and Dewayne Parfitt. We were so pleased with our set built by Thane and Chris and thank them for their time and talent. Brent did a great job of emcee and played the role of Santa extremely well despite his initial bout of stage fright!!!! We have received a great deal of positive feedback and certainly enjoyed notoriety in the local papers.

Our fund raising efforts netted us \$1000.00 for program/poster sponsors and the raffle netted \$726.00 with the matched funds from Scotia Bank. We were successful in our bid for support from the Toy Run netting \$600.00 totaling \$2326.00!

Scotia Bank conditions of support dictate that the funds be spent specifically for the kids so we are going to use them to purchase show dresses (vest for our one boy) for the kids. We anticipate that we will be able to use these costumes for at least two shows and perhaps there will be other future uses in the theater for children's' costumes.

We are looking forward to a great production in June, scheduled for June 9th at 7:00 p.m. Rehearsals continue at the same time each Thursday with two exceptions: March 21st(spring break) and April 18th (I am away for a wedding).

Thanks to the Board for their continued support of the Glee program!

Please let me know if there are any questions/concerns.

Cheers

Janet”

6. Melanie (Sponsorships and fundraising) – Questions about approaching former sponsors. Sponsorship structure? Gold/Silver/Bronze? Hemp Store wants to sponsor Reefer Madness. Peter will send Melanie a rate sheet for new sponsors. Melanie hopes to get her letter out before the end of January.

7. Garry (At large) – Wondering about the submissions for One Acts. Wasn't sure which shows we agreed upon. PPDS has not put out a call for submissions yet.

8. Peter (Past President) – “An Evening Out with Dennis Olsen” update, tickets have sold online, press releases & exposure underway. Hello Alberni podcast now available on iTunes. Peter suggested a theatreBC podcast, PPDS podcast. Denis and Peter are working on the logistics of the program. Advertising coordinated by Colleen? Brent? Brent suggested to pass it on to Colleen.

11. Next board meeting: 7 pm, Monday, February 11, 2013 at the Capitol Theatre (Member's Lounge).

12. Adjournment at 9:22 by consensus.