

**Portal Players Dramatic Society
Board of Directors Meeting MINUTES
Monday, May 20, 2013 7 pm Capitol Theatre
(Postponed to June 3, 2013 due to Victoria day)**

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

Regrets: Melanie, John, Derek, Peter, Chris

1. Call to order by Brent at 7:06
2. Adoption of agenda
M/ Cody to adopt the agenda as amended. Carried.
3. Adoption of previous board meeting minutes
M/Janet to adopt the February 2013 board meeting minutes. Carried.
4. New business:
 - a) Sponsorship Plan 2013-2014 (Denis Levasseur)
Flyer Mockup presented by Denis. We definitely need more sponsors to increase the coffers. Discussion on what the flyer should include. Janet will discuss with Nathan, some of the details of what was discussed and what we'd like to see. Janet will also work with Melanie to offer administrative support.
 - b) Side door – Must be fixed!!!! Denis mentioned that at least 6 times he's come in and the side door is unlatched.
 - c) Liquor cabinet needs a separate lock
5. Correspondence:
 - a) 2nd space notified us that we have no fire extinguisher and that we haven't sent in monthly tests on fire security? Chris Doman is following up.
 - b) Change of directors on liquor license is complete.
6. Treasurer's report & financial statements (Suzanne)

Gaming:	3786.55
General Account:	35604.79
Petty Cash:	750.00

M/ Cody to adopt the treasurer's report & financial statements. Carried.
7. President's report: Fringe – June 21-23– posters are up. Nathan is coordinating tech staff, Brent is putting out a call for front of house staff. The Capitol Theatre gets 'the

door' for all performances.

8. Old Business: Membership database – Janet would like to explore, Suzanne will give Admin permissions.

9. New Business :

a) Advanced Stages Class in 2013/14 – Teresa Drew would like to keep eager students engaged. One weekend in March for their own show. Criteria – must have done 1 year in Stages and they have to do a monologue audition for the program.

Minute: Quorum agrees to the idea, to be discussed in greater detail when negotiating coming years contracts.

b) Television in lounge – plans for disposal or use? According to Nick, we should be able to run shows on the lounge TV. Cody will attempt the CC. Agreed to maintain the status quo.

c) Contracts for programs and staff: Update contract for Admin position, required 4 days per week. Keep communication open with Colleen, and ideally she will be returning for 2013-2014.

10. Director's Reports:

1. Derek –absent, vocal workshop in the works for July 21

2. Melanie - regrets

3. Suzanne – September 21 – 25, auditions for Wizard, Oct 6 full reading with cast

4. Cody – no updates

5. Peter - absent

6. Chris - absent

7. Ryan – report from Ryan regarding Janet Schlakl's risers, to identify them as belonging to Glee (spray paint a stencil) due to the fact that things stored at 2nd space, were used to build for other programs. IMPROV is now finished for the season, but will be performing at Fringe. Ryan will contact Parks and Rec to do an IMPROV night in June and July.

Brent, Ryan and Teresa need to hash out next year's contract.

8. John - absent

9. Gary – no report

10. Colleen / Admin

11. Brent reported on "Marsha" and auditions will be held this month and rehearsals will begin in July.

M/ to accept the reports as submitted. Carried.

11. Next board meeting July 15, 2013 7 pm at the Capitol Theatre

12. Adjournment – 8:59.