

# Leduc Drama Society Board of Directors Board Meeting

**Date:** August 9, 2015 7:00pm

Note Taker: Amanda Schulz

**Location:** The Playhouse

Facilitator: Caitlin Schulz, President

**Attendees:** Caitlin Schulz, Peter Dickhout, Larry Rutherford, Lyndon Anderson, Susanne Ritchie, Sharon Reichert, Amanda Schulz, Megan Wagner

**Regrets:**

**Please Bring:** Pen, Paper, Director Updates

<b>Agenda Topics</b>		
<i>Topic</i>	<i>Leader</i>	<i>Time Allotted (mins)</i>
Call to Order/Approval of Agenda	Caitlin Called to order at 3:05 Sharon motioned to approve the agenda. Megan seconded. Unanimous approval.	<b>2</b>
Approval of Minutes	Megan Approves the previous minutes. Lyndon seconds. Unanimous approval.	<b>2</b>
Correspondence		<b>5</b>

<p>Directors' Reports</p>	<p><b>President – Caitlin Schulz</b> See Minutes. All updates are included through the meeting.</p> <p><b>Vice President – Peter Dickhout</b> Bingo advisors are on track.</p> <p><b>Treasurer – Larry Rutherford</b> The P/L statement is up to date.</p> <p><b>Secretary – Amanda Schulz</b> Nothing to report. <b>Action:</b> Amanda will call the insurance to make sure an invoice is sent to the treasurer.</p> <p><b>Production – Sharon Reichert</b> Glen Park Hall would like to have an 8 pm show on a Saturday.</p> <p><b>Artistic – Lyndon Anderson</b> Completed · Mentorship agreement signed and retained · Call for directors put out for Winter show and Musical · Transition documents for AD ¾ complete</p> <p>Action Items 1. Continue to develop guidelines for directors. 2. Talk to Jesse about how to better transition into the theatre. (programming lights etc) 3. Complete last of transition documents 4. Put directors in place for Winter show and Musical</p> <p><b>Marketing – Susanne Ritchie</b></p> <p><b>Publicity – Megan Wagner</b> Megan will monitor the Facebook page.</p>	<p><b>~4 minutes per Member</b></p> <p><b>~4 minutes for discussion per report</b></p> <p><b>TOTAL: 60</b></p>
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<p>New Business</p>	<p><b>Floor and Wind Damage</b>  <b>Action:</b> Amanda will call the insurance company to inspect the building. Caitlin will call the City of Leduc to find out the next steps for fixing the building.</p> <p>Following that discussion will take place as to the appropriate steps.</p> <p><b>Directors Tabled.</b></p> <p><b>Grant Funding from City of Leduc</b>  Caitlin is going to apply to a grant for capital costs for the Leduc Drama Society Building. She hopes that this will cover the floor. Caitlin needs a copy of last year's budget and current statements of our accounts. This fund may cover the floor and roof if necessary.</p> <p><b>Year End Reports</b>  Larry and Amanda are arranging to have their reports checked over for the AGM.</p> <p><b>AGM Planning</b>  September 19 will be the AGM at 6:30 pm. Location: Playhouse. Details to follow.</p> <p>Agenda must be sent out one month in advance. August 19, 2015.</p> <p>Nominations: A reminder, these are now two year terms. Nominations will be asked for with the agenda.</p> <p>An elections officer must be chosen. An email call will be sent out.</p> <p>An email containing nominations will be sent out by September 12.</p> <p>Transition documents must be completed by the AGM.</p>	<p>40</p>
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Old Business		<b>15</b>
Parking Lot Items		<b>20</b>
Set Next Meeting Date	All	<b>5</b>
Adjourn	4:08	

**Other Information:**