

Leduc Drama Society Board of Directors
Board Meeting

Date: December 13, 2015 7:00PM

Facilitator: Cyndi Wagner

Location: Playhouse

Note Taker: Erin McLean

Attendees: Cyndi Wagner, Erin McLean, Megan Wagner, Lyndon Anderson, Sharon Reichert

Regrets: Becki Comly, Susanne Ritchie, Peter Dickhout,

| Agenda | | |
|----------------------------------|---|----------------------------|
| Topic | Leader | Time Allotted (min) |
| Call to Order/Approval of Agenda | Cyndi 712 call to order | 2 |
| Approval of Minutes | Adding cleaning of the playhouse and dinner theatre to minuets, motion to approve my Sharon 2 in favour. Lyndon moves to approve last months minuets, Megan seconds all in favour. | 2 |

Agenda

Correspondence

Angie charpentier contacted erin about the presentation with the school.

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- Confirm date and time- writers within our group will prepare something , an we will get together on it after Christmas. Erin will post info in fb group.
- -Lyndon rcvd from fed rx- brokerage fee invoice. Will be given to Becki to pay.
- Email from Helen Atkinson regarding performing at the facility where Terry lives. Yes we would like to do this. (forward to other board members)
- - we need to follow up with Russ regarding the return of our mics

Agenda

Directors' Reports

President - Cyndi Wagner- has started putting feelers out for rehearsal space for the musical. Nothing solid yet. Will be working with the commerce next week with her email as a contact information.

- If we can get a consistent rehearsal space they would be considered a title sponsor- top billing on our advertising...etc.
- Lafarge would be willing to look at a proposal on why we need free concrete.
- Proposal should include, engineer report, cover letter, details of the cost of our project, why we can not afford it. What we can do in return.
- Mid January due date
- Cyndi can forward an electronic version of all this information to Lyndon to work on streamlining presentation. Cyndi will follow up with Peter, to get the information from the building committee.
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Vice President - Peter Dickhout- no report

Treasurer - Becki Comly-no report

Secretary - Erin McLean- no report

Production - Sharon Reichert-

- Finished up fall show. 9 Shows, rcvd payment from all 6 venues outside of our own.
- -potentially have 12 venues for next year.
- We can consider only 1 Leduc show. We will look at a calendar and book specific dates.
- *January board meeting will decide what the 2016 dinner theatre will be.
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Artistic - Lyndon Anderson- we were drawn in the fringe lottery.
-aiming to present shortlist for dinner theatre and winter show to vote on in January.

Marketing - Susanne Ritchie-no report.
Poster for almost main has been

4 minutes per Director
+ 4 minutes discussion
per report

Total - 64

Agenda

New Business

Cyndi

-Dinner Theatre Remuneration

- Dinner theatre SWOT

Strength:

- 1) outside venue feedback
- 2) quick payment
- 3) mostly dedicated cast & crew
- 4) community support
- 5) calm , organized director

Weakness:

- 1) Leduc venue(legion)
- 2) Not enough rehearsal time
- 3) Not organized from our end
- 4) Vague contacts
- 5) Audition form details/ disclaimer
- 6) Group sales
- 7) Ticket pro

Opportunity:

- 1) Building customer base
- 2) Community good will (comp tickets to charitable groups)
- 3) Possibly sell show in Leduc
- 4) New venues/caterers

Threat:

- 1) Leduc legion
- 2) Non payment
- 3) Trailer issues
- 4) Truck availability

Threats:

- We will no longer be working with the legion- eliminating threat.
-non payment- we will alter our contract to clarify that post date payment must be received 7 days prior to show date.
-Trailer-we need to look at maintenance in the spring.- hitch and tires.- Cyndi or Peter will head this project.

Truck/Hauling availability- can ask on the audition form if someone is available. If not we can plan to add someone from within the group . if that is not available put into the budget to rent.

- Hauling will be determined during the creation of crew.

Weakness-

30

Agenda

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|-----------------------|---|---------|
| Old Business | Peter/Cyndi- Building update- we had our water cut off, it has been resumed, do not drink for further notice. Peter – Grants tabled in Peters absence. | 10 5 |
| Parking Lot Items | Cyndi will let her contact with the city – with Jim and provide with additional contact person. | 20 |
| | | |
| | | |
| Set Next Meeting Date | Doodle on fb page. | 5 |
| Adjourn | By Cyndi 903. | |