

Leduc Drama Society Board of Directors Board Meeting

Date: December 15, 2014 – 7:00pm

Location: The Playhouse

Facilitator: Caitlin Schulz, President

Note Taker: Amanda Schulz, Secretary

Attendees: Caitlin Schulz, Amanda Schulz, Jennifer Barton, Lyndon Anderson, Megan Wagner, Mary Ellen Shimell

Regrets: Peter Dickhout, Susanne Ritchie

Please Bring: Pen, Paper, Director Updates

Agenda Topics		
<i>Topic</i>	<i>Leader</i>	<i>Time Allotted (mins)</i>
Call to Order/Approval of Agenda	Caitlin 7:01 pm	2
Approval of the Agenda	Megan motions, Jen seconds Unanimous	
Approval of Minutes	Amanda motions, Megan seconds Unanimous	2
Correspondence	Our membership to the Chamber of Commerce and membership cards have arrived. There will be a card in the office for discounts and the certificate is on the wall. The Fringe is sending our refund since we were not chosen this year.	5
Directors' Reports	<p>President – Caitlin Schulz</p> <p><u>Governance Documents Review</u></p> <ul style="list-style-type: none"> ∞ Haven't started yet ∞ This will be more timely in the new year as we start to think about any special resolutions we want to discuss at the AGM next year <p><u>Policies</u></p> <ul style="list-style-type: none"> ∞ Sponsorship Policy – please take a look at what I've handed out and if you're comfortable with it, I won't touch it again – No changes were made. ∞ ADFA Policy – Lyndon and Mary Ellen drafted one – please take a look at what I've handed out. Let's discuss quick and I'll make edits before January's meeting ∞ Production Team Selection Policy – please take a look at what I've handed out. Let's discuss quick and I'll make edits before January's meeting 	<p>~4 minutes per Member</p> <p>~4 minutes for discussion per report</p> <p>TOTAL: 60</p>

- ∞ Comp. Ticket Policy – I ran out of time to complete this. Knowing that this is extremely important and will be needed for the next show, I will draft this tomorrow (I have a night free) and upload it on Google docs and share it with you for comments – please don't make edits in the document, just insert comments with suggested language
- ∞ Audition Policy – I want to clarify our audition process for Directors/Producers to use. I will draft this before Addams Family auditions and send it to you all to review like the Comp Ticket Policy
- ∞ Cast Policy – This was brought up in terms of not having stage managers, directors, etc as part of the cast. I haven't looked at this one, though I know that it came up due to what happened with Gossamer Feast /Pest Control. I'll draft it and present it at the January Meeting for discussion

ADFA Festival

- ∞ The info session went great.
- ∞ I think we need to approach the City of Leduc and tell them that we're hosting, etc. and ask them if they'd like to be involved in whatever capacity they would like (unless someone has a specific ask) Lyndon/Mary Ellen, do you want to do this or do you want me to make the approach? **Action – Caitlin will contact the city of Leduc.**

Costume Room

- ∞ I've got time over Christmas holidays to devote a day or two to do this (or at least start) Any volunteers over the Christmas break to help? Marlene Schoonmaker indicated she could help, but I don't know if she has time. I'll ask her. – **Action: a date needs to be picked.**
- ∞ Can someone chat with Jim Motney (sp?) about it? **Action: Megan will call him.**

Honourarium

- ∞ As far as I can tell, we can provide honourariums to members for services
- ∞ I think we should continue to provide these to Harold (\$60/month) – **All in agreement, a contract will be drawn up by Caitlin.**
- ∞ **Action: Amanda will write a sponsorship letter for co-op.**
- ∞ **Action: Megan will follow up with Susanne to ensure that we are getting our "Chamber of Commerce" discount.**
- ∞ **Action: Caitlin will ask Harold to put the whiteboard up.**

Vice President – Peter Dickhout

Nothing to report

Treasurer – Jennifer Shorten

This a quick report today, the numbers are as follows, the year to date income is \$6517.50. Our expenses year to date are -\$15382.75. After taking away the income and script royalties (because they are technically omitted until that play happens) we are operating at a deficit of -\$2079.63. This however does not include the income that we are still waiting for from the ticketpro sales. I believe the actual deficit is closer to -\$141.68. **Action: Caitlin will ask how we are to be paid by the Maclab.**

Secretary – Amanda Schulz

We will be hosting a board games night. Please direct the members to email the main email leducdramasociety@gmail.com

Production – Mary Ellen Shimell

Mary Ellen has tendered her resignation as she will be relocating. She will be happy to help transition.

Artistic – Lyndon Anderson

Artistic Director's Report

- Play Committee selected 2 shows for consideration for Dinner Theatre
 1. You Can't Get There From Here by Pat Cook
 2. Here On the Flight Path by Norm Foster
- Signed out 10 scripts from Theatre Alberta Library, and pulled 3 more from our existing inventory for perusal and consideration. (Mail out system works very well. Will continue to utilize it)
- Musical committee currently discussing 4 options
- With Mary Ellen, held One Act info meeting. Delivered all pertinent information and answered questions from attendees.

Action 1- Get a poster done and off to Linda (Yellowhead Regional Director) to post on ADFA website

Marketing – Susanne Ritchie

A request was made for the design for the Winter Show to be ready before Christmas, but this is only a vague possibility, pending the completion of various outside projects due imminently. I will at least work on the design but the final artwork may not be ready to print until after Christmas.

A customer phoned on December 9, inquiring about purchasing a gift certificate for a friend. Now that tickets are purchased online, I was unsure as to whether we could arrange this way of purchasing tickets. I contacted Andrea Martinuk about this, and she said that she was going to contact TicketPro about available options, but I did not hear back from her. I subsequently forgot to call the customer back, so she may have decided on a different gift by now. We should figure out a strategy anyway, in the event that this request is made again in the future. Here were my original thoughts on this:

Considering that the winter show and spring musical are not the same price, this makes pre-paying a little complicated. Here is a possible scenario: The gifter writes a cheque for LDS for the value of (for example) 2 tickets and we keep the record in our system until the gift recipient contacts LDS to redeem it. LDS would then purchase the tickets in their name for the show that they want to see. If the cheque is written to cover the cost of the musical and the recipients choose the winter show, a refund would then be issued to the customer who purchased the gift certificate. I think gift certificates are a great idea (more audience members) but the online ticket sales make it a bit tricky.

I have not finished contacting advertisers that did not renew yet for this season. After conferring with the board, it was agreed that advertisers who place an ad in only the Winter and Spring show programs would only need to pay \$100 instead of \$150. The following advertisers have not yet renewed: Mattress Mattress, K-mach, Second Cup, Chacra Wellness, INM (Industrial Net Media). The Leduc Rep advertised, but I'm not sure if this was an in-kind advertisement in conjunction with our advertising deal. The One FM also advertised, but I'm also not sure about if they had special arrangement with LDS last year in connection with radio advertising. Once I know this, I will know how to (or if I should) approach them about advertising this year.

Action: Amanda will approach people about sponsoring the show.
(Including Co-op)

Action: Caitlin will get Susanne and Debbie to talk about advertising with the radio station.

Action: Susanne will continue to pursue gift certificate solutions.

Action: All board members will seek out new advertisers.

Publicity – Megan Wagner

Cyndi is writing a blurb for the pipestone. Mary Ellen encourages sending

	pictures.	
	<p>Lyndon – Dinner Theatre Selection</p> <p>Here on the Flight Path by Norm Foster</p> <p>Characters:</p> <p>John Cummings – Male, age is flexible (must be older than Angel)</p> <p>Faye Davidson – Female, attractive hooker</p> <p>Angel Plunkett -- Female, 20-35. Perky actress</p> <p>Gwen – Female, 39. Sad divorcee</p> <p>You Can't Get There From Here by Pat Cook</p> <p>Characters:</p> <p>Liz – Female, late 50's</p> <p>Myrtle – Female, Liz's younger sister</p> <p>Ann – Female, their great-niece, teacher, mid 20's</p> <p>Arthur – Male, a reporter</p> <p>Queenie – Female, newspaper editor, 40's</p> <p>Dolores Van Damm – Female, Arthur's boss</p> <p>Horace McClintock – Male, Dolores' chief, early 50's</p> <p>The selection committee was split between the two shows.</p> <p>Mary Ellen moves to select You Can't Get There from Here as our Dinner Theatre. Jen</p> <p>Seconds. Unanimous.</p> <p>Mary Ellen asks that the auditions occur prior to summer. – All agree.</p>	40
Old Business	<p>Lyndon/Mary Ellen – One Act Festival</p> <p>No additional information.</p>	15
Parking Lot Items	Jen will be resigning effecting February 01, 2015. She is happy to train and transition a new treasurer. Action: Caitlin will draft a notice for the members and Policy for interim elections.	20
Set Next Meeting Date	Caitlin will send out a Doodlepoll.	5
Adjourn	At 8:19 pm.	

Other Information: