Leduc Drama Society Board of Directors

Board Meeting

**Date**: January 19, 2015, 7:00pm

**Location**: Playhouse

Facilitator: Caitlin Schulz, President

Note Taker: Amanda Schulz, Secretary

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

**Regrets:** No Regrets

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

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|  | **Agenda Topics** |  |
| *Topic* | *Leader* | *Time Allotted (mins)* |
| Call to Order/Approval of Agenda | Caitlin calls the meeting to order at **7:06 pm.**  | **2** |
| Call to Order – Chair – no motion requiredApproval of Agenda – Mover (Lyndon moves to approve the agenda) and Seconder (Megan), The agenda is unanimously passed.  |
| Approval of Minutes | Caitlin | **2** |
| Review of Minutes – Mover (Lyndon moves to approve the minutes of the December meeting) and Seconder (Megan), The agenda is unanimously passed.  |
| Correspondence |  | **5** |
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| Directors’ Reports | President – Caitlin Schulz**Front of House – Spirit Control*** I need at least one other Board Member to help me run the 50/50. Someone who can operate it for at least half of the shows. – All dates have been filled by board members.
* **Action:** A call for volunteers needs to go out ASAP. I will send wording to Megan and Amanda tomorrow.

**Audition Notices – Addams Family*** A member emailed me concerned that there was not a notice in the Leduc Rep regarding Addams Family auditions. I explained the situation, that the Leduc Rep. had changed its filing deadline on us and that we had reached out in various other means to get the information out.
* I just want to clarify that Audition notices will still go in just the Leduc Rep, but that Show Advertisements would go in the Pipestone; is this correct? – The remaining board members confirm this is correct. The board remains committed to advertising in the paper. We also remind members that all current and paid members do receive direct emails from our mailing list.

**Elyssa –*** Amanda motions to extend Elyssa’s agreement for her services to the end of February. Seconded by: Larry. This motion passed unanimously.

**Phone*** Who gets the messages from our phone? When was the message last changed? **Megan changed it at the beginning of the season. Amanda will take over checking the Leduc Drama Society’s phone messages.**

**How To Docs*** I have a template for all of you to use to capture how your duties are performed. I’ll email it out tonight or tomorrow. Please start filling them out when you have a chance so that they can be included in a transition binder for the new Board next year. Please have these ready prior to the AGM.

**Policies*** Comp. Ticket Policy – We need to have a fulsome discussion about when we will allow comp. tickets to be distributed.
* The board discussed possible solutions. Caitlin will take the ideas presented and draft a policy.
* Audition Policy – Caitlin will draft a policy based on the discussions held.
* Casting Policy – Caitlin will draft a policy based on the discussions held.

**Caretaker*** The board feels that the caretaker must fulfill the responsibilities and duties with the contract as originally presented in order to maintain an honorarium.

Vice President – Peter DickhoutNothing to report. Treasurer – Jennifer Shorten/Larry Rutherford* A quick update this month as we haven’t had anything much going on at the moment. We are currently operating at a loss of $-8675.98. This however does not include the money from Gossamer Feast and Pest Control in the amount of $1937.95, or the refund cheque from the Fringe which I estimate to be around $650.00. The operating loss is actually closer to $-6738.03.
* The bank account balance in the General Account as of Dec 31, 2014 is $ 20 923.77.
* The bank account balance in the Casino Account as of Dec 31, 2014 is $ 9778.24.

Secretary – Amanda Schulz* The hot chocolate/board games night was a success. We enjoyed treats and games.
* I have drafted a new sponsorship letter introducing our “Marquee Sponsorship” program. See attached.
* Expense Reimbursement forms.

Production – Sharon Reichert* The board welcomes Sharon! **Action Sharon will meet with Peter to discuss the duties of the Production Director.**

Artistic – Lyndon AndersonMusical Committee* currently working on cutting a list of 7 down to 4.
* discussions are taking into consideration the turnout at auditions for ‘The Addams Family’

Play Committee* currently perusing 3 titles from last years shortlist
* perusing 2 new title from Playscripts

One Act Festival* received 2 submissions for LDS Sponsorship (Sharon Reichert and Lyndon Anderson)
* spoke with Linda from ADFA. As of now, there are no applicants registered for the festival
* sent an invite to Hinton’s ‘Break-a-Leg’ Theatre Arts Society
* spoke with a representative from Drayton Valley’s ‘River Valley Players’. They are securing licensing and then proceeding with an entry.

Misc.* received refund cheque from Fringe Theatre Adventures.
* Have not yet been contacted by Keith Gummer regarding Costume Return

ACTION* Contact Keith Gummer regarding costume return
* Present Musical and Play recommendations at February board meeting
* Work with Sharon to submit official entries for ADFA one act festival
* Establish a committee to organize the festival

Marketing – Susanne Ritchie* I have not had time to make a summary of my AGLC training session yet, but I will before the next board meeting.
* Betty Touring, who ordered tickets with a cheque and had tickets waiting for her at the box office during the first production, but misunderstood how she was suppose to acquire the tickets and missed the first show, will be receiving a refund in the mail this month and now knows that the tickets for the next show will be at the Maclab Centre on the night of the performance.
* Advertisers who did not respond yes or no to renewing their ads for this season have not been contacted yet to see if they want to advertise in the next two programs (I’ve been too busy to do this). I will be calling them this week.
* I am waiting for feedback from Andrea Martinuk on how (or if) we can sell gift certificates for people buying tickets for others. The issue is that all ticket sales are online but gift certificates are not set for a certain date and I’m not sure if TicketPro would allow date changes, or if the gift giver should just pay LDS afterwhich the recipient would then contact LDS with the date(s) that they want, and then LDS would buy the tickets through TicketPro. The board is concerned that gift certificates complicate accounting. Instead clients will be encouraged to purchase tickets and exchange those should they need to. Caitlin and Susanne will draft a policy.
* I am setting the deadline for ‘Spirit Control’ program content (bios, messages, etc.) to be Wednesday, January 28.

Publicity – Megan Wagner* Nothing to report.
 | **~4 minutes per Member** **~4 minutes for discussion per report** **TOTAL: 60** |
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| New Business | **Caitlin** – Safe Stages Manual | **30** |
| The board has discussed the Safe Stages manual as presented by a member, if it is determined that there will be combat during the show the book will be purchased. However, the purchase will not be made until the director indicates a need.  |
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| Projector | **Lead** – Cyndi Wagner |  |
| In early December the Maclab was asked to provide quotes for a specialized projector in order to create a set for the upcoming winter show Spirit Control. A quote was returned by AllStar Rentals in Edmonton. The quote was $5743.00 not including GST. The director of the show feels that this quote was unrealistic, and found another quote from Cine Audio/Visual rentals for $3870.00 - $4063.50 including GST. This includes bulb replacements. An alternate was explored, should we borrow a projector we would be required to purchase bulbs and a new lens in the price range of $1500. Cyndi makes the case that the entire set will be made up of the projector, no other set will be built and the budget for all else is minimal, the remaining budget is under $500 including a skrim. Jen mentioned that the casino account could be utilized to offset cost for theatre rentals. Jen also mentions a Grant from the Alberta Foundation for the Arts has been given to the Leduc Drama Society for $4485.00 which will pay for the projector. The director provided a back up plan to project on our blacks. There is no guarantee that the images will appear. Lyndon points out the previous board chose this show in order to take a risk. As artistic director she feels that this is an exciting opportunity to put on a very artistic and exciting show. Cyndi let the board know that she has spoken to various vendors. Cyndi would also like to place the order on her credit card so that the entirety is insured buy her credit card company. Sharon moves that the Spirit Control director, Cyndi, be given permission to rent the specialized projector from Cine Audio/Visual for the cost of $4063.50 to be reimbursed by cheque by the Leduc Drama Society. Amanda seconds the motion. **Vote**: In favour: Amanda, Suzanne, Sharon, Peter Opposed: NoneAbstentions: Lyndon, Megan, Jen, and Larry abstain from the vote due to their involvement in the show. The Board thanks Cyndi Wagner for her comments and preparedness. |
| Old Business | **Caitlin** – Costume Room | **15** |
| Date: July 18, 2015 has been chosen to clean out the costume room.Volunteers: A call for volunteers will be done closer to the date.  |
| Parking Lot Items |  | **10** |
| Driver for the trailer – Parked until the next meeting |
| Set Next Meeting Date | All | **5** |
| Adjourn | Caitlin calls the meeting to end at 9:06 pm.  |  |