

## Leduc Drama Society – AGM September 17, 2016

Meeting called to order: 7:14 p.m.

Board members present: Cyndi Wagner, Peter Dickhout, Lyndon Anderson, Megan Wagner, Carie Fargey-Scott, Sharon Reichert

Regrets: Erin McLean, Suzanne Ritchie

Approval of agenda: Moved - Len Marshall, Seconded - Keith Gummer

Approval of Minutes: Moved - Keith Gummer Seconded – Leonard Marshall  
passed

Approval of Financial Statement/Budget: Moved – Leanne Hiebert – that we accept the financial statement and budget as presented. Seconded – Kristy O’Heir  
passed

Directors Reports:

President: What a crazy year it’s been!

I joined the board again last year as president with the mandate to fix the playhouse. Hopefully we will have good news about funding in the coming months but more about that later.

This year has been a rebuilding of the board, membership, partnerships and vision.

Although the state of our building is dismal, it has brought positive change. When I came on the board, I likened it to the phoenix rising out of the ashes. I truly believe we are well on our way to this goal.

The building has been the main focus but along the way other amazing things have happened.

The partnerships we have built in the last year with government and private businesses have been essential to us continuing to put on shows. They have also added many more opportunities for our members to showcase their talents and have brought forward so many great ideas for future joint endeavours.

I truly believe that when an organization gets comfortable, they lose some of the passion needed to see where change can be good and to run with that.

I also believe as the chair of the organization, it is my job to ensure the board is empowered to make change. The board members in front of you have truly done some amazing work this year.

They have stepped out of their comfort zones to make change and do what needed to get done.

I am proud of what our board has accomplished this year, in the face of adversity. I am excited to follow through on fixing the building in my next half of my term. I am also very excited to see what other great things happen at a board and general membership level.

We have two board members stepping down at this meeting and I will miss them fiercely.

For the new board members that will be stepping into those positions - welcome! We are a crazy bunch but we love what we do!

I have been fairly vague on details since those are all coming later in director's reports and in the updates. Enough from me, let's hear from the rest of your board.

VP:

Thanks to everyone for coming. Your involvement is greatly appreciated, and when the building is operational again, there will be activities here to keep the membership engaged.

The past year has been a unique challenge without our rehearsal space, something I think we took for granted. We've worked through these challenges, and although it hasn't been perfect, we still managed to get our shows on stage. A lot of that has to do with these fine ladies up here. It's been my privilege to work with them and looking forward to the next year.

We had our casino in July, and thanks to everyone who made the trip out to Camrose. Sharla Fisher, Len Marshall, Sharon Reichert, Lyndon Anderson, Susanne Ritchie, Keith and Els Gummer, Megan Wagner and Cyndi Wagner. We will find out what we are to receive in October.

We have applied for grants this year. One is Alberta Foundation for the Arts. This one we apply for annually. We applied to the City of Leduc for a grant that will be applied to the repair of the building. We applied to Alberta Culture for their CFEP grant and this will be applied to the repair of the building. We have done searching for other grants that we qualify for, with limited success. If

anyone has suggestions, or knows of any grants we could qualify for, please let me know. If anyone is interested in the process of requesting grants, let me know.

Finally, one last thing in regard to the building. Depending on what the drama society has going on here, the building may be available to the membership if they are working on a personal project. There are no promises, each request will be considered individually. Requests for money will be rejected but to use resources available is a possibility. If we can, we will.

Secretary: I have thoroughly enjoyed this past year with the society. With the trouble with the building many of our members have banded together to help out. I was able to assist in the planning of several of our community events including having performers represent our group in the Summer Games, created a small but mighty committee to put together our "Raise the Roof" pub night at Murphy's and will be performing during culture days along with some other exceptionally talented members. I would like to continue assisting in our group's participation in the community by building a social committee. I would like this committee to meet at least quarterly to plan how we can be involved outside of our regular season and work with them to carry out as much as involvement as we can. The events of our social committee will continue to appear in our online newsletter as well on Facebook and of course our best resource, word of mouth of our fabulous Volunteers.

Please email me at [secretary.leducdramasociety@gmail.com](mailto:secretary.leducdramasociety@gmail.com) to participate in this committee. I am planning our first meeting to take place mid to late October.

The minutes from all meetings during the 2015/2016 year have been review by Scott McLeod and deemed as acceptable.

Treasurer:

My report includes the profit/loss statement, balance sheet and audit results from David Newton for the 2015-16 fiscal year. Our revenue for the year was \$35,722 and expenses were \$50,102. As a result, our net loss for the year was \$14,380. The majority of royalties have been paid for next season's shows in this year, which accounts for some of the loss.

In addition, I present the proposed budget for 2016-2017 for approval.

I took over as interim treasurer in February 2016 to fill the vacancy in the position. We have undertaken two major initiatives since then. First, we have applied to the Alberta Liquor and Gaming Commission to modify our approved use of casino proceeds to include building repairs. This will allow us to use our upcoming casino revenue towards the repair of the playhouse. Second, we have prepared an application for charitable status and it is ready to be sent pending the election of the new members of the Board of Directors. Charitable status will allow us to issue tax receipts for cash and in-kind donations. Please note that once the application is submitted to the Canada Revenue Agency, their process routinely takes six to 18 months to complete.

Proposed Budget, Audit, Profit/Loss and balance sheet attached.

Artistic: The season selection process started very soon after last years AGM. Two committees were formed, one for plays and the other for musicals. Throughout the year, numerous plays and musicals were read, discussed and measured against specific criteria for each season position. The first show selected was 'Cowbirds' by D.T. Arcieri, as our Fringe entry. We were fortunate enough to be selected in the Fringe lottery, and 'Cowbirds' graced the Old Strathcona Performing Arts Centre Stage, in August. First time director, Cliff Smith, was able to showcase some of our strongest dramatic performers in a way that Fringe audiences had never seen our club before.

The next show was our Dinner Theatre selection. The criteria for Dinner Theatre are often the trickiest to meet considering the show must be performed in such a varied group of venues. 'Here on The Flightpath' by one of Canada's foremost comedic playwrights, Norm Foster, was selected. Making her directorial debut, Megan Wagner is bringing to to life, the many adventures of John Cummings and his revolving door of female neighbours. The show takes place in a more urban locale than most of our traditional dinner theatre selections. This will surely provide our rural audiences with a different perspective and I think they will welcome a new point of view accompanied by a traditional comic structure.

The musical committee threw around a number of ideas, but as the year went on, we realized that we had to modify the criteria considering the state of our playhouse to ensure that we were making responsible financial decisions. We narrowed available licensing companies down so no shows with royalties above \$2000 would be considered. What this allowed us to do was focus on more

obscure, and previously unproduced works that we might not have looked at otherwise. In doing so, we found a gem in 'Sleeping Beauty' by David Kisor, with book by Joseph McDonough. This also opened the door to a possibility that was addressed at last year's AGM. 'Sleeping Beauty' will be produced by the Leduc Drama Society, but will feature dancers from 'Connectivity Dance' in an exciting new partnership. Huge welcome and thank you to Jana Hamilton for agreeing to work on this show with us. If you all aren't aware, Connectivity already handles all of the concessions for our Maclab productions, so this is a natural progression in building a true partnership between our organizations. I am so pleased to be directing the show, and I look forward to working with Jana and her team as well as the extraordinary cast and crew that has already been assembled. This show has immense commercial potential since it will appeal to all ages!

And last, but certainly not least, is our Spring Show. The dramaturge committee read a HUGE number of scripts, but the one that came out on top was 'Drinking Habits' by Tom Smith. This will be LDS' return to traditional farce, the last being 'Never Kiss a Naughty Nanny' in the 2011/2012 season. Nuns...producing wine...in a convent. Enough said. At the helm of this production will be Bridget

Artistic Director's Report – 2016/2017 Season

Toms. Although new to the Leduc Drama Society, she has extensive acting and directorial experience with Devon's group 'East of Sixty'. I have seen her in a number of shows, and if anyone knows how to do comedy, it's Bridget. Welcome to our crazy family, Bridget!

One of my focus' this past year was on building a pool of new directors, and I think that goal was successfully achieved. Erin McLean and Caitlin Schulz directed their first shows in the 2015/2016 season and the director's workshop associated with 'Almost, Maine' brought out incredible directorial talents in a number of our members. Sharon Reichert took on her second one act play in a director role and walked away with the award for Outstanding Director at the ADFA Yellowhead Regional One Act Play Festival. Cliff Smith jumped in head first and directed our Fringe show, and now Megan Wagner is working hard on her first production. I also am extraordinarily fortunate to be able to call on the comedic and musical talents of Ashley Bishop as my Assistant Director for 'Sleeping Beauty'. Add the relationships we are building with neighbouring clubs and that will also increase our director pool by offering us wonderful talents like Bridget Toms.

Moving forward, I think we need to do the same with other production roles including Musical Directors, Choreographers and Stage Managers. We have a very small pool for these roles and we don't want the wonderful people we DO have to burn out. These talented people also want to be onstage in our shows so we need to make that accessible to them as well. We don't want to punish our talented members who take on leadership roles by taking away their opportunities to perform onstage. Workshops are available to help us move toward recruiting and training people in these roles. I recommend that the club utilize these available tools offered through Theatre Alberta, once we have a space to offer them.

I am so proud of both the past season and the present. Our club continues to grow in so many ways. We've faced incredible challenges but we've come through them as a strong, supportive family and have produced some of the best work I have seen since joining the club. I encourage all of you, as members, to get engaged in the process. If all you have done is been in shows, try joining a committee or working backstage. Walking in someone else's shoes or learning about the process will only make all of us better performers and bring us together as a true, legitimate theatre company.

Production: After booking a full slate of nine shows for the 2015 dinner theatre season, I started off this year with high hopes. However, we ran into a cooling economy, as well as some timing issues and so for the 2016 dinner theatre, we stand at only five shows booked for 2016.

However, we are excited that two of those shows will be a fundraiser hosted by Black Gold Health Foundation at the Leduc West Antique Society facility on Nov. 25 and 26.

Rehearsals are well underway now for *Here on the Flight Path* as they anticipate their first show on Oct. 22 at Pipestone Hall. Watch for updates and details on all five shows to be released as those dates approach.

One exciting thing I took on this year, was to write my own version of the Snow White story – Snow White and the Dozen Dwarfs – and, with the help of Megan and Peter, direct the East Elementary Gr. 5 students as they learned their lines and performed the play at a school assembly. We all had such a blast working with the kids and giving them a taste of what it's like to be on stage. Hopefully we also laid the groundwork for the future and will see some of those kids join LDS in a few years.

Other projects I have been involved in this year were the ongoing building renovation, volunteering at the casino in July, volunteering some time to entertain Fort McMurray evacuees in May and helping out with various LDS fundraisers and initiatives.

As to dramatic projects, after playing Myrtle in last year's fall show, I was stage manager for *Almost, Maine*, directed and acted in *Zealot* at the Adult Regional One Act Festival in Drayton Valley in April and was stage manager for *Cowbirds*, our Edmonton Fringe Festival entry in 2016.

I am looking forward to another amazing year with this club, both on stage and behind the scenes.

Publicity:

I have served loyally as your publicity director for the last three years, and over that time I have learned so much, made several new lifelong friends, and grown as an actress as well as honed other skills such as

stage managing and in the technical elements of theatre. I am so blessed to have been a part of this amazing club.

Alas, time goes on and my time has come to move on to the next stage of my life. As some of you may know, I am moving to Ontario at the beginning of October. I am really excited to start this next chapter, but of course I will miss you all more than words can describe.

I realize this interferes with my directing Here on the Flight Path, and my awesome mom and mentor has agreed to take over in my absence. Most of the work is already done, the last few weeks before our first show will be fine tuning.

The Leduc Drama Society is such an amazing little community to be a part of and I look forward to watching it continue to grow from afar and bringing the spirit of the club with me wherever I go

Marketing:

This marks the end of the second year of my second time on the Leduc Drama Society board. I will be vacating this position for the 2016-2017 season.

The Marketing Director's responsibilities include collaborating with a volunteer graphic designer to print the posters, ads, programs and flyers for each show; contacting new and repeat program advertisers and giving them season information and ad prices; work with the board to determine ticket prices, including season ticket packages; and monitoring the phone messages on the Leduc Drama Society answering machine. Ticket information is relayed to Andrea Martinuk, Theatre Manager for the Maclab Centre for the Performing Arts.

I also designed most of the posters, programs, ads and flyers (which I've been doing for many years now), but this is a task that can be done by any LDS volunteer. The distribution of posters and flyers can be done by the cast and crew of each show, or any volunteer that is willing to help.

In past years, the Leduc Drama Society has advertised each season by way of an ad in the Maclab Centre brochure, as well as a postcard mass-mailed throughout the City of Leduc and surrounding area. A postcard was last created for the 2013-2014 Season. The plan to check

prices of postage and printing did not materialize, and was delayed by Canada Post threatening a temporary stoppage of services, but after discussion with the LDS Board, it was determined that the ad in the Maclab brochure would suffice for promoting the 2016-2017 Season.

The Marketing Director works alongside the Publicity Director – you may find your tasks going back and forth or shared between the two positions. The next person in this position is welcome to contact me anytime with questions.

Business Arising:                      Cyndi/Peter (building) – Insurance with conditions until May 2017.

- Fundraisers have been about building community as much as raising money. A great way to get new members, get to know our members better, just have a great time together as a family
- It's not always about the money, it's also about our people
- Culture Days is next – flash mob, singing group at LRC
- Everyone is welcome to be part of the flash mob
- Bloedel Construction is the one we feel the most comfortable with; crawled under the building, was good to talk to, etc. As a board we are comfortable with him and that is the quote we are focussing on.
- His plan is to knock down east wall, cement outside perimeter, then rebuild. Floating floor for the rehearsal space can be discussed in the future.
- Question from Keith Gummer - Approach insurance company? Answer - No way they will cover anything water related. Just liability, fire, theft with conditions until May 2017. Once building is renovated, we can shop around for a new insurance company if we want to but no one will touch us with the building in this condition.
- Question Kristy O'Heir re: engineering fees, are they required?

Answer: yes, but we have a plan to keep the cost of that to a minimum

- Just waiting for money to come in right now
- GICs used to match CFEP but then found some new information in old meeting minutes. We have \$54,000 in GICs but a prior motion limits us to \$30,000 for building issues. We need a motion from the membership that will allow us to access all of the GICs
- Moved by Leonard Marshall That the board be allowed to withdraw all of the GICs required one time only for the repairs of the building.  
Seconded by Kristy O'Heir
- passed
- Moved by Len Marshall That the Board of Directors be and it is hereby authorized to proceed with construction in connection with the Society's facility, provided that before proceeding, the Board is satisfied, acting reasonably, that the Society has in hand or has received assurance that it will receive sufficient funds to proceed to completion based on then best information.  
That the board be allowed to proceed in good faith with hiring a contractor when the money is in place for the building repairs due to this being a time-sensitive issue.)
- Seconded by Cindy Marshall
- Passed

Peter/Lyndon (costumes) – We have lots of costumes. Irreplaceable items being stored off site, we will go through the rest and cull things that are no longer of use. Donations are still being accepted on a case by case basis

If there are costumes you are particularly attached to, speak now before they are discarded in the coming purge

Cyndi/Carie (fiscal responsibility) – (Cyndi) Show budgets used to be set by board but not so much any more. Directors have been given the responsibility but don't necessarily have the knowledge to set an accurate budget. We would like to see the board go back to setting budgets for our shows. This will help us track finances. One way to do that is to set up a live template on google drive and give the appropriate people access to that budget so costs can be tracked more accurately and efficiently. As we add new directors from our membership, we need to make this happen.

Ticketpro (Carie) – Our tickets are sold for \$20 each (per seat), we see \$16.25 of that. Even less for group and subscription tickets. Also, we lose more on credit card transactions. Ticketpro is non-negotiable as long as we use McLab. We need to look at ways to control our costs in other areas. Our costs have gone up a lot and our revenue has not.

Charitable status: There are people we could get donations from if they could get a receipt, if we were a charitable organization.

Question Leanne Hiebert – Can we find other fun ways to bring cash in? Like a money funnel? Once we have charitable status we can look at some of those things. Private donations can still happen but we can't give receipts.

Question Keith Gummer – casino affected by charitable status? No

Example pie chart budgets: venue takes a huge chunk of our budget for McLab shows (32% for Sleeping Beauty)

Honorariums: they have been around a long time in this club. Other clubs don't allow such a thing. But it's a sensitive issue with our musicians because it has gone on for so long and is now expected. Don't want to make decisions about this at this AGM, just wanted to let the members see where our money is going.

Where should we start to look at cutting costs? What would our members like to see in terms of budgeting?

Cindy Marshall – venue cost is extensive and expensive. What are other users paying? Is everybody paying the same? What are they charging and how are they making it work with these costs?

Len Marshall – who sets rental fees? McLab society

Len Marshall – regular user meetings? Supposed to be annual but there wasn't one this past season.

Len Marshall – does charitable status change our fees in terms of licensing? Should be mostly the same as for non-profit, although there might be some wiggle room with some companies. We are able to do some negotiating, in terms of seat numbers

Paul McLaughlin – honorariums negotiable? As a board we have some options such as paying by hour. Can't change midstream on this musical. But can look at it for next year.

Musical review is one option for the future that we might look at now that we have so many talented musicians.

As a board, we really do have to look at honorariums, it's such a huge thing, a huge chunk of our musical budget. And figure out different ways to do it.

Ashley Bishop – once building is fixed, there are other things we can do, additional money-making events such as cabarets, in our own facility. Bring revenue in that way.

Keith Gummer – city might have an issue with us having paid events in our facility?

If we plan to go down that road, we will have that discussion with the city.

Kristy O'Heir – have we looked at approaching Leduc Concert Band? Yes, that is in the works.

Keith Gummer – we used to do 4 shows a year. Dinner theatre could run all year, or we could do two a year.

There are possibilities in that area that we can discuss.

Len Marshall – hotels with facilities? There are some but there are also some challenges. We don't know a lot about catering and event planning. It's an option but it's also a risk. We didn't want to take that risk this year. We dropped it from McLab because we can't afford it and because it literally didn't fit on the larger stage. Dinner theatre is designed for smaller venues.

Kristy O'Heir – event planning committee under production? There are members who have those skills. We should try to get them involved.

As a board we can discuss all of these things further.

Other business – nothing else from the floor.

Break

Election: Treasurer – Nominations Carie Fargey-Scott put her name forward for this position.

Any other nominations? No response

Second call: nothing

Third call: nothing

Megan Wagner nominations cease, Leanne Hiebert seconded

Carie is our treasurer

Marketing – Scott McLeod has let his name stand.

Any other nominations from the floor? No response

Second call: nothing

Third call: nothing

Cindy Marshall Nominations close, Alyssa Spears seconded

Scott is our marketing director

Publicity – Kristy O'Heir has let her name stand

Any other nominations? No response

Second call: nothing

Third call: nothing

Nominations cease Megan Wagner, seconded Trish Fleming

Kristy O'Heir is Publicity Director

Adjournment: Paul McLaughlin motion to adjourn, LM seconded

Adjourned at 8:59

