

## Leduc Drama Society Board Meeting Minutes March 17, 2015

**In Attendance:** Sharon Reichert, Megan Wagner, Lyndon Anderson, Peter Dickhout, Caitlin Schulz, Larry Rutherford, Susanne Ritchie (minute taker)

**Absent:** Amanda Schulz

**Meeting called to order:** 7:00 PM

<b>Agenda additions / content approval</b>	Lyndon moves to accept. 2 <sup>nd</sup> : Larry All in favour.
<b>Minutes approval</b>	Caitlin – change to minutes RE: Addams Family (coming by mail) Production meeting Move to accept change: Megan 2 <sup>nd</sup> : Sharon All in favour Updated minutes will be sent to Megan and Susanne. Megan will put them on Facebook.
<b>Correspondence</b>	<ul style="list-style-type: none"> <li>▪ Gaming info (session already done by Susanne). Summary will be sent to board – eventually.</li> <li>▪ Minister of Culture &amp; Tourism (George Rogers): \$4485 ABFA Grant. Cheque received and deposited February 17 2015.</li> </ul>
<b>President's Report</b> (Caitlin)	<ul style="list-style-type: none"> <li>▪ Making another newsletter. Submissions are due April 1<sup>st</sup>. Coming out mid-April.</li> </ul>
<b>VP Report</b> (Peter)	<ul style="list-style-type: none"> <li>▪ Reciprocating Deal with Devon theatre group (still working on it). We will give them an equal-sized ad (approx ½ page)</li> </ul>
<b>Treasurer Report</b> (Larry)	<ul style="list-style-type: none"> <li>▪ Nothing to report (will have something for next meeting)</li> </ul>
<b>Secretary</b> (Amanda)	<ul style="list-style-type: none"> <li>▪ Nothing to report</li> </ul>
<b>Production Report</b> (Sharon)	<ul style="list-style-type: none"> <li>▪ Andrea has dates for 2015/16 season</li> <li>▪ Eagle's Nest confirmed for Nov 2015</li> <li>▪ New Sarepta – can't contact</li> <li>▪ Emailed community halls – only New Sarepta and Pipestone responded.</li> <li>▪ Businesses? Not contacted yet. Try companies in Nisku (for example)</li> <li>▪ Chamber? Send an email to Jen Garries to email-blitz info to all Chamber members.</li> <li>▪ Promote for Christmas parties with date limit (ie. end date).</li> <li>▪ Lyndon will contact Harris Stelle (Christmas party?)</li> </ul>

	<ul style="list-style-type: none"> <li>▪ LDS dinner theatre at Telford Hall (possibility)</li> <li>▪ One Act Festival – preview of Sharon’s show is set for March 22.</li> </ul>
<b>Artistic Report</b> (Lyndon)	<ul style="list-style-type: none"> <li>▪ One Act Festival – Itinerary is set. Programs and posters are completed. Now planning after-fest party.</li> <li>▪ Keith Gummer was contacted about costumes (they need to be returned)</li> <li>▪ Currently working on Director interview document for next season.</li> <li>▪ In progress: Sharon – dates for next year (confirm)</li> <li>▪ In progress: Timeline for next year</li> </ul>
<b>Marketing Report</b> (Susanne)	<ul style="list-style-type: none"> <li>▪ Get Addams Family posters out and videos online <u>early</u>. Get review done early – by Dave MacKenzie</li> </ul>
<b>Publicity Report</b> (Megan)	<ul style="list-style-type: none"> <li>▪ She will promote the One Act Fest when the poster is ready.</li> <li>▪ Will get minutes online</li> </ul>
<b>NEW BUSINESS</b>	
<b>Addams Family budget</b> (see handout)	<ul style="list-style-type: none"> <li>▪ Extra added for printing for scripts.</li> <li>▪ We are budgeting for a loss. We need to sell more tickets.</li> <li>▪ All costs go through Caitlin (she approves/rejects all costs)</li> <li>▪ Re-purpose costumes as much as possible</li> <li>▪ Borrow props if possible.</li> <li>▪ Harond – what are set cost estimates? He may be paid in the form of tickets and/or free advertising. Caitlin will discuss this with him ahead of time.</li> <li>▪ Band changes – Dale has pulled out. Karen is bringing 2 senior students – she thinks that all band members have to be paid, but this is not an official policy. Because they are students, they will split one honorarium (originally Dale’s share). Allison is not sure. Chris is confirmed. Lyndon will talk to Karen.</li> </ul>
<b>PROPOSAL: Approve Addams Family budget?</b>	<p>Larry makes motion to move as is.  2<sup>nd</sup>: Megan  All in favour</p>
<b>Addams Family Production Conversation</b> between Caitlin Schulz, Lyndon Anderson, Lauren Tamke, Sharon Reichert, Tracey Bell	<ul style="list-style-type: none"> <li>▪ Lauren seemed receptive. There was no push-back.</li> <li>▪ Lyndon talked to her (Lauren) and offered suggestions using rehearsal time. Lyndon talked to Tracey about choreography ideas and suggested working specific scenes.</li> <li>▪ Sharon – Second rehearsal went better than the first. It was less choppy (ie. stop and go). Whole scenes have been run.</li> <li>▪ Caitlin is not worried. There is a lot of time left.</li> <li>▪ Stage combat training session will be good.</li> <li>▪ Caitlin is planning out the set and stage.</li> <li>▪ Tracey is the choreography and will start on April 25<sup>th</sup>.</li> </ul>
<b>Building Rental</b>	<ul style="list-style-type: none"> <li>▪ Megan – request was made to rent the playhouse for a</li> </ul>

	<p>wedding in 2016 (August).</p> <ul style="list-style-type: none"> <li>▪ It is good for shelter, food prep. Consider promoting in the future.</li> <li>▪ What kind of insurance is needed for this kind of arrangement? Is someone needed to supervise? LDS owns the building; City of Leduc owns the surrounding land.</li> <li>▪ Action Item for Amanda: Check with the City regarding renting the LDS facility for wedding and other events. Questions to ask: Policies? Insurance? Rental rate? Is the land available to use?</li> </ul>
<b>Volunteer Appreciation Banquet</b>	<ul style="list-style-type: none"> <li>▪ April 16, 2015</li> <li>▪ Current attendee list: Susanne +1, Sharon, Megan, Lyndon +1, Peter, Caitlin</li> <li>▪ Possible attendees: Keith and Cindy Wagner (Megan will ask), Karen Lake (Sharon will ask), Amanda Schulz, Jim &amp; Marlene Montney (Susanne will ask), Tracey Bell (Lyndon will ask)</li> <li>▪ Back-up attendees: Leonard and Cindy Marshall, Larry Rutherford, Dave Marriott, Bob Brown</li> <li>▪ Discuss attendee list on Facebook if there are lots of no's to determine other possible invitees.</li> </ul>
<b>Black Gold Days Parade float</b>	<ul style="list-style-type: none"> <li>▪ May 30, 2015</li> <li>▪ Lyndon: This is a great opportunity for promoting the next show. Costs are low (supplies only). Use costumes.</li> <li>▪ Caitlin will ask cast who wants to do it. She will talk to Lauren T and the production team. Ask Lauren to let the cast out early if necessary. May need to shift rehearsal that day.</li> </ul>
<b>Ticket prices</b>	<ul style="list-style-type: none"> <li>▪ Larry proposes a price increase for the 2015/16 season: Purchase through TicketPro for \$18. At the door: \$20. This is to encourage early purchases and commitment.</li> <li>▪ Ticket sales made ahead of time helps to forecast sales. TicketPro can set this up – discuss with Andrea (Sharon will ask her about this)</li> <li>▪ Question: Will this hurt ticket sales? Sharon suggests \$16 or \$18. Is it good time to do this (asks Sharon). Will this change people's decision to buy tickets?</li> <li>▪ Peter: Dates for two of our shows are moving (maybe). Decision should be shelved until we have daters for next season.</li> </ul>
<b>Show promotion</b>	<ul style="list-style-type: none"> <li>▪ Bus Tours?</li> <li>▪ Put up posters in Salem Manor, Bingo halls, other business windows. Make list of good display areas for posters.</li> <li>▪ Lyndon: Look at new businesses for putting up posters. Check with Chamber of Commerce.</li> <li>▪ Discuss poster locations at the next meeting.</li> <li>▪ Sharon: She could check with Miles Brunken about how bus</li> </ul>

	<p>tours were promoted. Seniors centres? Carson Tours? Make a list. Caitlin will help call.</p> <ul style="list-style-type: none"> <li>▪ Susanne will send old bus tour posters to Sharon for ideas.</li> </ul>
<b>OLD BUSINESS</b>	
<b>One Act Festival</b>	<ul style="list-style-type: none"> <li>▪ Lyndon: After-show party March 28 at LDS playhouse. Open to any member and the board. Support needed from board (re: License for booze, food). It is going to be a late night (no dinner) – vegetable trays, snacks. Value ~ \$50. # of people attending is unknown (Estimate: 12+ cast &amp; crew, 18+ to join).</li> <li>▪ Caitlin is willing to pay if festival participants are free. Payment will be due from non-members.</li> <li>▪ Lyndon will provide food (or do it potluck with members). No \$ is needed from LDS. BYOB (Is a liquor license needed? Amanda will check). Underage people from other groups will need a guardian. Ask Amanda for information on licensing</li> </ul>
<b>Show Dates</b>	<ul style="list-style-type: none"> <li>▪ <b>Fall Show:</b> Sharon talked to Andrea Martinuk. Any weekend in November is available. November 5-8 is preferred. NOT October 29-31 (Halloween). November 5: Thursday open, Sunday move-in. Maybe do as a dinner theatre.</li> <li>▪ Peter was told we couldn't move November dates, but maybe someone will drop out.</li> <li>▪ <b>Musical:</b> between June 13 and 25. Caitlin – NO Wednesday show this year because it was too late to change it.</li> <li>▪ Sharon: Move in June 13 (Monday). June 25 is a Saturday.. June 13, 14, 15, 16 (no black-out day). Opening night June 17, then perform June 18, 19 (matinee), 23, 24, 25. OR go back to May (but this is too close to grad). Exams are in June. Sharon will ask if we can get June 12 to move in.</li> <li>▪ Lyndon: Why no 2-show days? (Ie. matinee and evening shows on same day). Matinees would be good for bus tours. Discuss this after the Addams Family is done.</li> <li>▪ <b>Winter show:</b> Andrea M said that we can have any dates between January 31 and February 13.</li> <li>▪ Larry suggests one weekend only (2<sup>nd</sup> weekend is a long weekend).</li> <li>▪ Lyndon: Bus tours, marketing could still support 2 weekends.</li> <li>▪ Larry suggests shows Thursday, Friday, Saturday (matinee)</li> <li>▪ Lyndon: 4-19 people are needed for the cast. Each person could sell 4 tickets each.</li> <li>▪ Sharon: Expensive shows for next year. It's a good idea to save money.</li> <li>▪ Larry: It's too soon to change dates (re-structure season) for November 2015.</li> <li>▪ Caitlin: There is less time for word-of-mouth advertising.</li> </ul>

- Larry: We would save on Maclab rental by doing show at another location as a dinner theatre.
- Lyndon: There is lots of work for the cast. Is the run too short for all the work needed to put together the show? Should we be selective in the changes being made (ie. bus tours)?
- Larry: Winter shows over the past 5 years were always over long weekends.
- Caitlin: Dates are very close to Christmas
- Dry Streak had a better second weekend because of word-of-mouth advertising.
- Larry: 4-show weekend does not allow word-of-mouth advertising.
- Caitlin: Potential changes: New venue for November, Ticket prices, moving winter show to one weekend.
- Peter: Could we consider dinner theatre for the winter show as well as fall? Lyndon: This has to be considered by the dramaturge committee. Different stage set-up, lighting for winter show. Some productions only fit in the Maclab. Dinner theatre criteria is difficult to fill.
- Larry: Why doesn't Leduc have our own dinner theatre?
- Devon Community Hall had a packed show. 50/50 prize was \$500. 27 tables were filled.
- IDEA: Offer dinner theatre WITH dinner in Leduc. Sharon and Lyndon will check (Larry may help). Potential venues: Leduc Legion, Telford House (need to bring stage, weird layout), other halls? [Red Tail Landing (expensive); Leduc Golf Course (small?); Nisku Rec Centre; LRC (bad sound – no); Churches (content concern – usually none); Elk's Hall
- Churches do not dictate content. We do not want to alienate people who do not believe or go to a different church. LDS is not a religious society – we do not support the church itself.
- Caterer for dinner theatre?
- Round tables or angled straight tables.
- Larry suggested Season Tickets available for Winter and Musical shows combined. Dinner Theatre tickets would not be sold through TicketPro.
- Peter: Are liquor sales OK a church? Some are more open than others. Do churches have a separate area for shows? Some are more open than others. It's usually allowed for weddings.
- Dinner theatre – same venue November 21, 27, 28 booked
- Larry votes for Halloween. Caitlin says 'no'. Sharon says people get rowdy.
- No Sunday brunch at church.

<p><b>PROPOSAL: LDS drops Maclab for fall show for 2015/16 Season, to be reassessed for 2016/17.</b>  Fall Show will be presented as a dinner theatre but no at the Maclab.  NOTE: Ask Andrea to hold November dates for 2016/17 Season.</p>	<p>Larry makes motion  2<sup>nd</sup>: Lyndon  All in favour</p>
<p><b>Winter show dates</b>  (extra thoughts)</p>	<ul style="list-style-type: none"> <li>▪ Megan: push more ticket sales, keep dates the same. Push bus tours.</li> <li>▪ Larry – 6 shows: Thursday night, Saturday night, Sunday matinee, Friday night, Saturday matinee, Saturday night?</li> <li>▪ Need to know now for licensing and Jesse’s schedule.</li> <li>▪ Sunday, Jan 13 move-in; Friday Feb 5 evening, Saturday Feb 6 evening, Sunday Feb 7 matinee, Friday Feb 12 evening, Saturday Feb 13 matinee &amp; evening. [GENERAL AGREEMENT FROM ALL]</li> </ul>
<p><b>Parking Lot items</b></p>	<ul style="list-style-type: none"> <li>▪ User group meeting at Maclab Tuesdays, March 24 and 7 PM</li> <li>▪ Caitlin, Lyndon and other board members – wait until after this meeting before Sharon discusses show dates with Andrea.</li> </ul>
<p><b>Chamber luncheons</b></p>	<ul style="list-style-type: none"> <li>▪ Larry – Are we chamber members? Someone should go to the luncheons to help with marketing.</li> </ul>
<p><b>MEETING  ADJOURNED</b></p>	<p><b>8:59 PM</b></p>