

Leduc Drama Society Board of Directors Board Meeting

Date: May 10, 2015

Location: The Playhouse

Facilitator: Caitlin Schulz, President

Note Taker: TBD

Attendees: Caitlin Schulz, Lyndon Anderson, Susanne Ritchie, Megan Wagner, Sharon Reichert, Amanda Schulz

Regrets:

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 called the meeting to order at 2:03 pm. The agenda was accepted unanimously by all present voting members.	2
Approval of Minutes	The minutes of the March meeting were accepted unanimously by all present voting members.	2
Correspondence	No correspondence.	5
Directors' Reports	<p>President – Caitlin Schulz Caitlin Schulz has included her update throughout the agenda and will address points as they come up.</p> <p>Vice President – Peter Dickhout Nothing to report.</p> <p>Treasurer – Larry Rutherford Nothing to report.</p> <p>Secretary – Amanda Schulz Nothing to report.</p> <p>Production – Sharon Reichert Dates need to be chosen for the Dinner Theatre. The members of the board discussed two venues and sets of dates. The board feels that it would be advantageous to maintain a strong relationship with the Leduc Legion. Motion: Sharon motions to accept the Leduc Legion as our host venue for Friday, November</p>	<p>~4 minutes per Member ~4 minutes for discussion per report</p> <p>TOTAL: 60</p>

13 and 14th for three dinner theatre shows.
(Two shows on the Saturday).

Amanda seconds the motion.

The motion is passed by all present voting members of the board.

The board would like to congratulate Sharon on her stellar work in selling the dinner theatre show. In her first year as production director she has forged exciting new relationships and has nearly sold out the dinner theatre dates!

Action: Sharon will finalize all contracts and move ahead with booking the Legion for the previously mentioned dates.

Action: Sharon will first confirm with the Legion then notify Andrea that we will not be using the Maclab for our dinner theatre show. She will also call the Telford representative and let her know that our dates did not work out.

Action: Sharon will speak with Andrea about booking the dark day prior to our winter show at the Maclab with another group. There is hope that we will be given the option to book the date before others are allowed to book.

Artistic – Lyndon Anderson

Artistic Director's Report – April 30, 2015

-festival went smoothly

-respectable ticket sales for a small event

-one receipt to submit for payment/reimbursement for printing of posters and programs

-borrowed costumes all returned in good condition. Deposit cheque returned to them

-director interview documents on hold

1. Confirm dates for 2015/2016 shows and secure licensing.

	<p>2. work on a timeline for call for 2015/2016 directors</p> <p>Artistic Director's Report – May 10, 2015</p> <ul style="list-style-type: none">- entry registered for provincial festival- one invoice held over from April (regional festival, printing bill)- have received contract from MTI for 'The Wedding Singer'. Reviewing and submitting ASAP (offer expires June 3)- cannot submit licensing request for 'Almost, Maine' until I have ticket sales from 'On Golden Pond' and 'Spirit Control'. I need those numbers. <p>Action: Caitlin will check Quicken for on the Golden Pond stats.</p> <ul style="list-style-type: none">- cannot submit licensing request until I have a show count for dinner theatre- still trying to get a straight answer from SOCAN regarding license.- spoke with Leduc Chamber regarding Parade entry <ol style="list-style-type: none">1. Confirm dates for 2015/2016 shows and secure licensing.2. Follow up on applause sign return <p>Action: Amanda has emailed Beaumont for the return of the sign. Update: The sign is returned.</p> <ol style="list-style-type: none">3. Work on a timeline for call for 2015/2016 directors4. Delegate SOCAN <p>Action: Amanda will take over working with the man from SOCAN in order to obtain a SOCAN license for the Leduc Drama Society. Lyndon will forward the information to her.</p> <p>Marketing – Susanne Ritchie</p> <p>Addams' family poster is almost complete. Cast members who wish to purchase a personal poster will be charged \$1.</p>	
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	<p>Action: Megan will post an event for the Addams Family.</p> <p>Action: Susanne will have posters and flyers printed.</p> <p>Action: Posters and mini black and white flyers will be distributed by members of the board.</p> <p>Action: Susanne will contact the advertisers to complete the poster.</p> <p>Publicity – Megan Wagner Megan is going to contact Mcduffy’s news and various other news outlets in Leduc and area for advertising space. All other advertising tasks are complete, we will being to see the results around town soon.</p>	
New Business	<p>Caitlin – Costume request Caitlin has been contacted by CPS Inspection hoping to borrow some costumes for the Parade.</p> <p>Action: Caitlin will coordinate the exchange.</p> <p>Action: Lyndon will ensure that costumes needed by shows are moved.</p> <p>Caitlin – Concerns Caitlin presented a letter written to the board by a concerned member. The board thanks the member for their patience in allowing for considered responses. The board discussed each point. Below are our responses.</p> <p>Cleanliness: The current show has a cleaning rotation and Elyssa is still cleaning on a volunteer basis.</p> <p>The Addams Family cast will be notified that they are not to rehearse in bare feet at rehearsal today and on the private Facebook group. Board members who are in the cast will ensure this policy is followed.</p>	40

A record of cleaning will be posted outside of the bathrooms so that we are able to ensure the rooms are clean.

Spring maintenance: The board has split the tasks mentioned. Members will be contacted and engaged to help the board accomplish tasks which can be done together. Professionals will be engaged as needed.

Action: Spring Cleaning and BBQ July 18.

Addams' Family Production Marketing

The board attended the volunteer appreciation dinner and flyers were handed out at the event to other attendees. The board was also approached to enlist the Leduc Drama Society as entertainment next year.

The board attempted to attend the tradeshow, however the dates did not work for the volunteers.

The board feels that Leduc's demographic is being engaged appropriately.

Social media advertising will be increase and be more frequent.

Meeting minutes are posted once approved at the following month's meeting. Members are welcome to request them from the secretary of the board. The secretary will release the minutes once the board approves them. Minutes posted on the website are done so as an additional service. This is the first year the board has done so. The board will consider if this is successful and necessary at the next meeting.

We are engaged in the Camrose Casino.

	<p>Caitlin – Playhouse water Do we need to renew the contract?</p> <p>Lyndon points out that we can get new bottles from the grocery store as needed.</p> <p>The board is in agreement that members who are uncomfortable with tap water can purchase bottles from the fridge or bring their own.</p> <p>The board agrees to cease our relationship with Culligan.</p> <p>Peter - Casino - Tabled.</p>	
<p>Old Business</p>	<p>Caitlin - Ticket prices There has been some discussion in the past about ticket prices.</p> <p>The main point of discussion suggests that prices could be lower (\$18) when purchased in advanced, and regularly priced (\$20) when purchased at the door.</p> <p>This will be tabled until next year as it will not impact this season.</p> <p>Caitlin/Lyndon – Parade Lyndon has let the board know that she has the registration forms for the parade.</p> <p>The parade organizers have asked the Society to ensure that the makeup is toned down and not scary.</p> <p>We are in need of a vehicle to drive as the float. 7 people will need to ride the float.</p> <p>Lyndon suggests people with QR code sandwich boards.</p> <p>Lyndon and Sharon ask that members of the Leduc Drama Society be engaged to take on the Parade and make a float.</p> <p>Action: Megan will put out a call for a vehicle. Caitlin will contract those who may be interested in helping with the parade.</p>	<p>15</p>

	Bus Tours - Susanne Action: Susanne is contacting various potential clients in order to arrange bus tours to attend the Addams Family.	
Parking Lot Items		20
Set Next Meeting Date	All	5
Adjourn	Caitlin adjourns the meeting at 3:28.	

Other Information: