Leduc Drama Society Board of Directors

Board Meeting

**Date**: November 12, 2014; 7:00pm

**Location**: The 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, Mary Ellen Shimmel

**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 – 7:12 pm | **2** |
| Approval of Minutes | Amanda motions to approve  Megan seconds  Unanimous | **2** |
| Correspondence | The author of Gossamer Feast and Pest Control was very happy with the shows.  Keith Gummer – Lyndon will be meeting Keith on Satruday at the Playhouse  In future emails, if you are looking for a response, please indicate so, and who you are looking for a response from. If it is for information, put FYI at the top. | **5** |
| Directors’ Reports | President – Caitlin Schulz – Nothing to report  Vice President – Peter Dickhout – nothing to report  Treasurer – Jennifer Shorten - To the Board of Director's of the Leduc Drama Society,  We have incurred many expense's at the present time, including new props for the fall show, (purchase by those in the play and reimbursed) and an increase in our advertising budget (because of the loss of the deal we had with the rep). At the current time we are at a loss of  $ -505.15 year to date. Hopefully we can make this back with ticket sales from ticketpro that I have not received from the maclab centre yet. Our current year to date income has been $5140.50.  Secretary – Amanda Schulz –  The murder mystery went well. I am writing documents for new directors. I would like feedback on the document by November 22.  Production – Mary Ellen Shimell   * I gave Lyndon the contact information for Lauren and Laena so she could get the mentorship meeting set up * I put the AGLC meeting dates into an email and sent them out to the Board – when Susanne said she could attend the November 13 meeting, I scanned the registration form so she could pre-register. (Note – this was a job Peter passed on to me as he was not able to attend the last Board meeting.) * I had a meeting with Lyndon regarding the upcoming One-Act Festival that we will be hosting in March. I will be taking over as the main contact for this. * I called Elmer Dreger in Millet about the dinner theatre show booked there on November 15, to confirm the time of the show (8:00 pm) and that there would be someone there to let us into the Agriplex when we arrived around 2:00 pm. * I started to draft a letter for next year’s dinner theatre mail-out. I need to confirm with the Board the dates at the Maclab and the start and finish dates for the show: start Friday Oct 23 and run Friday, Saturdays until December 5? Not Saturday Oct 31? Maclab dates, Friday Nov 6, Saturday, Nov 7 and matinee on Sunday, Nov 8? With move-in on Wednesday, Nov 4? * I started a new Dinner Theatre contact sheet, in preparation for next year’s season, with updated contact information.   Artistic – Lyndon Anderson  -both musical and play committees continued to peruse new selections and revisit some of last year’s options  -successfully submitted Fringe application  -completed and retained mentorship agreement between Lauren Tamke and Lyndon Anderson  -contacted Theatre Alberta about new library hours. Determined that we are eligible for their mail out program.  - met with Mary Ellen to determine guidelines and other info regarding One Act Festival. Currently planning an information night.  - interviewed an applicant for The Addams Family choreographer  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Action 1- Set date for One Act information night and e-mail membership  Action 2- Determine Dinner Theatre Selections for Dec. Board Meeting  Action 3- Put Choreographer in place for The Addams Family  Marketing – Susanne Ritchie  Out of a potential 25 advertisers, 18 were renewed. I did not have time to call the missing advertisers, but I will call them this month to see if I can get them to renew for the next two shows. I also ran out of time to send the renewed advertisers’ logos to Andrea at the Maclab Centre, for the e-tickets. The logos will be on the tickets for the winter and spring shows.  The Leduc Rep was complimentary in exchange for a deal in advertising. I cannot remember early Board meetings about this - should I talk to Susanne Holmlund about setting up the 2 for 1 deal again, or do we want to pay full price so that we can advertise in the Pipestone Flyer?  Gossamer Feast / Pest Control programs were sent to print at the last minute due to some ads not being finished and approved until the week preceding the Leduc performances. The program was not ready in time for the first dinner theatre performance.  I would like to propose an earlier deadline for advertisers and each production’s cast and crew (including all messages and biographies). A deadline of one month before the winter production would allow more time for changes and advertisers that responded slowly.  I am planning to attend the ACLB Information Session on Thursday, November 13 in Edmonton. I will share a summary of the session by email with the LDS board.  \*\*\* A discussion about advertising, we will now be submitting our own story, and for the shows. We will be paying for advertising with the Pipestone, while audition notices will be posted in the Rep.  **We will gather some information about where our auditioners are coming from and advertise with those outlets.**  Publicity – Megan Wagner – No report | **~4 minutes per Member**    **~4 minutes for discussion per report**  **TOTAL: 60** |
| New Business | **Lyndon -**  Musical  Lyndon met with Lauren (director of the Musical). The director would not prefer the projector.  We are looking forward to working with Lauren on a commercially successful show with a large cast and great set.  **Action: Lyndon will ensure that the Society’s expectations are communicated to Lauren and she feels supported in her artistic vision. Lauren will be bringing her own stage manager. Caitlin will step in as producer after the auditions, however will not have anything to do with the show prior to auditions.**   * **Caitlin -**  Newsletter 50 words. November 22 due. * Caitlin will be writing Snippets from the Stage. All board members will contribute snippets. * Amanda will write about the murder mystery * Peter and Mary Ellen on the Dinner Threatre * Lyndon on the One Act Festival * Megan – intro to the winter show and cast list * **Lyndon -**  One Act Festival * **Susanne** will do a comic. * Caitlin will include Theatre Alberta highlights * Housekeeping items – Caitlin   One Act Festival – Lyndon and Mary Ellen   * How many shows should we sponsor?   + On years we host we sponsor two.   + On away years we sponsor two.   + Should we have many submissions, we could have a “pre-festival” self adjudicated by our people.   + Individuals will be encouraged to enter via their own entry fee should they not be chosen.   + **Action: All tickets will go through ticket pro. Sales will be split with the ADFA. Lyndon and Mary Ellen will need to set a price for tickets.**   + **Action: Susanne will put the Leduc Drama Society logo in with the ADFA.** | **40** |
| Old Business | **Caitlin -**  Sponsorship   * There was some discussion about how sponsorship will proceed from this point. * Caitlin Schulz presented a policy document for the consideration of the board. The board debated some points in the document. * Caitlin will write a template form for members to fill out. * **Action: Caitlin will present edited policy at next meeting.**   **Caitlin -** Procedure for Director Selection   * Tabled to December – a policy/procedure will be written. | **15** |
| Parking Lot Items | **Comp Tickets**   * Mary Ellen asks for procedure on comp tickets * Caitlin says names must go to her to forward to Andrea. * Policy/Procedure on when comp tickets are given and under which circumstances. The chain of command should be request through Mary Ellen, Mary Ellen will then forward all names to Cait to approve and send to Andrea. * **Caitlin will write a policy.**   **Stage Manager**   * In the future, we would like to encourage directors to not have stage managers in the cast of the show.   **Advertising**   * Mary Ellen would like to see more articles about the progress of shows as they are made. | **20** |
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| Set Next Meeting Date | Caitlin will set a Doodle Poll. | **5** |
| Adjourn | Adjournment at 8:57 pm |  |

**Other Information**: