

**Vagabond Players Society**  
**Board Meeting**  
**November 19, 2024**  
**76 Mott Cres, New Westminster**

**Call to order:** 7:03 PM by Dwayne Campbell

**Resignation Letter from Peter Ker, Secretary**

Dwayne Campbell has asked Isabel Mendenhall to take on this role and looks for ratification from the Board. **Motion:** To ratify Dwayne's nomination of Isabel Mendenhall as Secretary on the Board of Directors for the 2024/25 season. Motion by Deb, Seconded by Warren. **CARRIED.** Deb handed over post office box key to Isabel.

**Reading of Minutes of Last Meeting:**

**MOTION** to waive reading of minutes. Motion by AI, Seconded by Warren. **CARRIED**

**Treasurer's Report (Deb Tom):** Summary report and financials attached.

- Accounting and Financial Reports:
  - Reconciled Square as part of PST reimbursement. Done adjustments on income stmt.
  - Next year wants to do deeper dive into concession separating liquor from concession.
  - Consolidated items on Income Stmt, changing FOH and Back of House to Theatre Supplies
  - Prorated insurance
  - Audienceview- change of gateway at end of year. Negotiated a lower ticket rate. Will close Paypal end of Jan.
  - BC Gaming licenses all in place for TTB and The Dimes
  - Liquor License – matching alcohol sales to what we estimate so s/b a big PST refund as well as better estimate in future licenses
  - Telus – 3 year contract with reduced price, saving of approx. \$120/month
  - Lease – Todd called Deb had a few questions for council. Regarding shared usage of theatre. Will be passenger drop off signage and handicapped parking on street
  - **Motion:** To accept change from Paypal to Cardconnect as per Audienceview mandate. Motion by AI, Seconded by Ray. **CARRIED**

**Correspondence Report (Valerie Lawlor)**

- Rob McCullough – City of New West United Way looking for any contribution to their fundraising campaign - **Motion:** To give 2 pairs comps for ANIB or Revolutionists Moved by AI, Warren **CARRIED**
- Lisa Falbo (Mother of Miss Hyack Princess) – The 2023 Hyack Ambassadors would like to show appreciation to the Hyack Ambassador Committee who are retiring after 20 years. One of their best memories was attending a Vags show and are asking if we can donate 8 tickets to TTB. Discussion and agreed to donate tickets but not to TTB but to TR. **Motion:** to give 8 tickets for The Revolutionists, Moved by AI, Seconded by Ray **CARRIED**

**Production Report (Dwayne Campbell)**

- The Dimes (Val)
  - We have posters and gave handbills to Dimes to hand out at other venues
  - The Dimes are excited and doing lots of social media, linked to our Instagram
- A Nice Indian Boy (Dwayne)
  - Everything going well, CK very capable, has cast and started rehearsals
- The Revolutionist (Dwayne)
  - Meeting with Samantha to discuss audition scheduling. Has an SM. Sandra doing Set Design
  - Have a costumer who has experience in historical costumes. Came thru inquiries email. Bev was going to but needs to take a step back but available to advise

## House Manager Report (Cindy Dean)

- **Volunteers**

- As of Monday, we have filled 61 of the 84 volunteer positions required for Front of House. Most will be easy to fill when I send out a follow-up e-mail asking for more volunteers. The main issue is finding people willing to fill the role of Front of House Manager. Of the 23 vacant positions, 10 of them are for Front of House Managers. If any of the executive would like to volunteer that would be helpful. Thank you Val and Deb for already volunteering for FOH Manager. This position requires the person to have a general knowledge of the theatre and be willing to help or answer questions from the other volunteers. Attached is my current volunteer sign-up document.
- Discussed need to recruit more FOH managers.

- **Supplies**

- Pam Bennet and I did an inventory last week and we purchased the majority of the items we will need for the Coffee Bar. We will replenish as required. If anyone notices we are short on supplies such as paper towels, garbage bags, light bulbs, copy paper, etc. please contact myself or Pam Bennett and we will arrange purchase.

- **Cleaning**

- George has very kindly arranged for the theatre to be cleaned just prior to the start of the TTB production.

- **Mice**

- We have been having a problem with a mouse in the area of the coffee bar and office. No doubt there is more than one and no doubt they are in other areas as well. We purchased extra electronic mouse repellents which did not work. The cheeky creature left several droppings right beside the device. We purchased mouse traps but so far all we have managed is to feed the mouse extra food from the traps and have not caught any mice (probably a field mouse and too light to set off the trap). At this point we have named the mouse Einstein. We have now purchased a Rat Zapper which will apparently electrocute the mouse instantly when he enters to box to get the food. We felt this was the most humane way to deal with the issue as we cannot have rodents hanging around our coffee bar and it would be a disaster if they got into the costume room and started making nests. We will keep you updated.

## Publicity Report (Valerie Lawlor)

- TTB
  - Poster distribution finished
  - Continuing FB postings, introducing the cast right now.
  - Doug sent the blast Nov. 19<sup>th</sup>
- The Dimes
  - Posters being printed
- Bev has found some other sources to promote shows
- Al sent info to Chamber of Commerce
- We have a reel on IG
- Bev doing IG for all shows so get photos to her for the reels for future shows
- Deb suggested the FB & IG logo & link be placed higher on Vags on Website. Val will do
- Ray has colleagues at SFU radio interested in promoting the show. Advised to contact Bev
- Deb asked about KPU report, Val advised not finalized

## Membership (Valerie Lawlor)

- Membership – 96 regular, 5 lifetime
- ANIB cast signed up, Thanks to Heather and CK for facilitating!

### **Set Decoration Report /Posters (Ray Boulay)**

- Ray to put together a handbill for ANIB to have in lobby during TTB
- Dwayne asked about promoting season on building exterior like our previous exterior sign. Need to have the rights in order to promote. Not only need rights but need permission to put signage on building if want something more than we have.
- Discussion of how to promote outside. Deb brought up with Tony Antonias bequest to be used for signage but City (Todd) advised need to come up with design, photos, dimensions for approval.
- Deb asked about raising the wood Bernie Legge Theatre sign outside so as to see the poster in the outside display case better.
- What about back page of program which used to be the poster for the next show. Takes up one page of a program and we're trying to decrease program size.
- Val asked what we could do now as other options such as outside sign will take awhile. Ray suggested we used smaller outside display cabinets for the next two shows.
- What will we do after last show over (in May)? Ray will come up with something to fill in cabinet.
- Agreement to put temporary ANIB and TR in cabinet.
- Dungeon in good shape
- Props room needs organizing. Has a plan.
- Put 3 way floodlight at front entrance and ramp entrance as well as some rope lighting
- Also would like to address floodlight at front that lights the walkway

### **Box Office Report (Lindsay MacIntosh)**

- TTB 36% sold, 671 tickets , revenue \$19,128 as of Dec 15. Capacity is 1,890. Weakest days Thursdays, Sunday matinees best selling times
- The Dimes – 12% so far
- Discussion of sales level needed to cover costs. Musical main money maker.
- Need to ensure for ticket sales we separate students vs seniors to determine demographics
- Box Office operations running smoothly. Need to get help on group sales

### **Stage Managers Report (Al Zylstra):**

- A Nice Indian Boy
  - We have a full complement for our cast.
  - We have started rehearsals but are now on hiatus until Dec 1 where we will be doing only 2 rehearsal a week to accommodate TTB performances
  - Had our first production meeting - went well with Dwayne (production Manager), Myself (Stage Manager), Alex Zylstra (Costumes), Anne Rhodes (Props / Set Dec), Cindy Dean (Props / Set Dec), Heather Robertson (Assistant Production), Scott MacDonald (Technical Director), CK Kaur (Director), Warren Johnson (Set Design / head of construction) all present.
  - Set design was further solidified. Construction on some set pieces will begin shortly.
  - CK has indicated that her brother is interested in lighting and sound design. If he agrees to work on ANIB, he will be mentored by Scott - we will ask him to be the booth person and allow Al to be backstage to call the show from there and work with stage crew (to be sourced out) to do scene changes.
  - Costume requirements will be fleshed out in late Dec or early January once colour schemes for the set have been finalized. We will be asking cast to provide their street wear (if they have the right colours, styles, etc) which will free up some funding for the traditional Indian wear that will be required for some scenes.
  - Al has sourced out temporary tattoo printing paper through Amazon for the tattoos the two main characters have.
  - Warren has indicated that he has sourced out a couple of the religious statues for the production.
  - Ray has started preliminary designs for the poster. He will use some aspects of the image that CK was able to produce using Artificial Intelligence software (AI)
  - Ray mentioned to CK about having some family therapy to help character development, Al agreed
  - Also need for intimacy coordinator, Metro has one for their show Sinners, we'll contact
  - Will need 2 stagehands, Val to reach out on FB
  - CK's brother may be mentored by Scott so Al would be backstage
  - Jeremy Dyson will do headshots and cast stills in January in exchange for a couple of comps

**Technical Director Report (no report)**

- Dwayne reported sound system (50%) has been installed, working on some microphone difficulties he encountered.

**Set Construction Report (Warren Johnson)**

- George would like to purchase 4 sheets of plywood, may rent van
- ANIB – gave slight overview of set and how items would move on and off, budget s/b fine
- Set will involve more building so they will reach out previous crew. Val to send name of others who have expressed interest in set construction

**Play Reading Report (no report)**

- Isabel indicates PRC read a pantomime Sing a Song of Sixpence on Nov. 16
- Discussion of pantomines, whether older named one vs newer names
- Important to have show that kids can go to
- Todd Ayotte from the City mentioned that more families moving into area

**Old Business:**

- First Aid Kits – Board had agreed to purchase, just need to purchase them
- St John attendants – need to reach out to local “chapter”, Ray had contacted national level
- Show intro – any update on re-recording. No update. Need to ensure existing one back in TTB
- Keys and codes – Warren to set up new code for Board, City code also works still. Will be different code for ANIB and another one for TR.
- Keys – On top of, but we should ensure keys are returned from those who no longer need them as there will be some new folks needing them.
- Expense forms – should have GST breakout. Cindy made one that has which will be master

**New Business:**

- We should not use glitter in costumes or set dec items. Hard to cleanup, gets embedded in carpet and furniture.

**Next Meetings:** General meeting Jan. 20, 2025

**Adjournment:**

**Motion:** the meeting be adjourned at 9:00 PM Moved by Warren, Seconded by Ray. **CARRIED**

**Note:**

Minutes of all meetings can be found at: <https://www.vagabondplayers.ca/members>  
The password is: bernielegge