

# Vagabond Players Executive Meeting Minute

## The Bernie Legge Theatre

January 6, 2025

**Meeting called to order @ 7:02 pm**

**Regrets:** Deb Tom, Warren Johnson, Ray Boulay

**Meeting chaired by:** Dwayne Campbell      **Recorded by:** Isabel Mendenhall

**Motion** by Al Zylstra to waive the reading of the minutes. Seconded by Lindsay MacIntosh. Passed

**Proposal for Meet and Greet, Job Fair-** Presented by Bev Pride

Bev will chair Meet and Greet. She explained what she is proposing for the Meet and Greet. Discussion ensued.

**Motion** by Al Zylstra and seconded by Val Lawlor to host a Job Fair on Jan 24<sup>th</sup> from 7:00pm-9:00pm. Passed

**Treasurers Report:** Written report submitted by Deborah Tom

**Correspondence:** Valerie Lawlor: St Michaels Parish would like a donation for their annual Gala fundraiser. **Motion** by Al Zylstra and seconded by Cindy Dean to donate two pairs of tickets for The Revolutionist. Passed

**Membership:** Val Lawlor: Membership is stable since last report. 5 lifetime and 100 members.

**Publicity:** Val Lawlor: Publicity is on track. Posters for A Nice Indian Boy will be finalized this week for printing and distribution next week. Two members (Joanne and Margaret) do the bulk of the distribution and now the 12<sup>th</sup> St. corridor is covered in addition to Uptown, Sapperton, Quay, and downtown. Large poster will be put in the outside display cabinet. Would like to find additional outlets focused on the Indo Canadian community...maybe newspapers or radio stations. Al said he'd google some. Will print more than usual as Al and Bev, while sourcing costumes, will give to stores in the Surrey area. Bev will handle press releases including sending to Al for forwarding to the NW Chamber as well as Instagram, stories & reels. Handbills for Revolutionist will be ready for A Nice Indian Boy opening for patrons attending.

**Production Reports:** Dwayne Campbell

- **Tick Tick Boom-** Congratulations to Tic Tic Boom cast for their Ovation Awards nominations. . Tickets for stage manager and assistant stage manager have been covered, as the cast will be performing. Show was well received.
- **The Dimes-** Well received and made us 2500.00 for three days plus concession.

- **A Nice Indian Boy**- We have a full production crew, and will be bringing in an intimacy coach. Discussion ensued on how to inform actors before being cast, that a show might have intimacy scenes or foul language.
- **The Revolutionist**- Auditions will be Sunday, Jan 12<sup>th</sup> from 7:00pm-10:00pm, and Monday Jan. 13<sup>th</sup> from 7:00pm-10:00pm. 23 scheduled auditions for the 12<sup>th</sup>, and open auditions for Monday, the 13<sup>th</sup>. Looking for volunteers to help out at auditions. Set design meeting on Sunday Jan 12<sup>th</sup> at 6:00pm. The Revolutionist has lost its stage manager, so Al may be called on to find someone, or Al may be able to SM the show, but he would not be able to come to all the rehearsals. A table read will be scheduled for Jan. 19.

**House Manager Report**- Cindy Dean: Will stock coffee bar the week before production opens. She will also be buying supplies for production cast and crew. It will be set up downstairs. Hopefully people will not take the coffee bar stock anymore. Sign up sheet is ready to go but has not yet been posted.

**Box Office - Lindsay MacIntosh:** We can start promoting The Revolutionist now. Cindy Dean will help set up box office for The Revolutionist this month. (Jan) **Refundable tickets - Regular runs:** We do make exceptions, but tickets are Not refundable. Audience attendance for The Dimes was 67%, Tick Tick Boom 68%, Mauritius 55%

**Technical Director Report** – Scott Mac Donald: Nothing to report.

**Stage Manager Report – Al Zylstra:** Show progressing. It will be a fun, great show. Budget is about \$100 per person for costumes. Projection needs work. Bio's will be 50 words or less. Jeremy will come in to do head shots.

**Set Construction** – Warren Johnson: No report A construction schedule has been posted.

**Set Decoration Report** – Ray Boulay: No report

**Old Business** – Opening and closing the theatre: Lindsay Munsen is concerned about opening and closing the theatre for Toastmasters on Jan 18. Every Board member should know how to open and close the theatre, and in case the alarm goes off, should know where to look for the phone numbers and passwords.

**Screen Fix** - The screen works fine as long as it's not pulled down beyond the marked line. No one should be touching our equipment except our technical people, and they should be compensated \$25.00 per hour.

**Motion:** –by Al Zylstra to determine the cost of running the theatre on a daily basis including staffing and rental fees. Seconded by Lindsay MacIntosh - passed

Pecha Kucha would like to use the theatre on March 15. Who is the liaison?. Decision has to be made. As we have a new agreement with the city, we can blame them for the higher rental costs.

**First Aid Kits:** Kits have been placed backstage, downstairs and in coffee bar. The signage is there.

**Lobby upgrade:** We need to come up with a plan by first forming a committee. Dwayne Campbell will head the committee. Ray Boulay and Lindsay MacIntosh have put their names forward. It will be brought up at the next general meeting. If we need to do upgrading, we will look into getting a grant.

**Vags Facebook group:** Used to remind members about meetings, events or posting for props or set dec. Members can make their own postings... they do not have to be sent to an administrator.

**Proposal:** There is a huge gap at the end of The Revolutionist. Thinking about adding a 5<sup>th</sup> show.

**Motion** by Al Zylstra to take the idea of doing a 5<sup>th</sup> show to the membership providing we can get enough people to work on it. Seconded by Lindsay MacIntosh. Passed

**Motion** to Adjourn by Al Zylstra at 8:50pm. Seconded by Lindsay MacIntosh. Passed

**General Meeting January 20<sup>th</sup>**

Note:

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