

**Vagabond Players Society
Board of Directors Meeting
Bernie Legge Theatre
October 8, 2024 – 7:30pm**

Called to Order: 7:32pm

In Attendance: Dwayne Campbell, Ray Boulay, Deb Tom, Scott MacDonald, Al Zylstra, Lindsay MacIntosh, Valerie Lawlor

Regrets: Peter Ker, Cindy Dean, Warren Johnson

Reading of Minutes of Last Meeting: **MOTION** to waive reading of minutes by Al: Seconded by: Lindsay
CARRIED

CORRESPONDENCE:

- Request from Senior Services Society BC for a donation of 15 tickets to one of our end of year productions to gift to our seniors as part of their upcoming Santa for Seniors event. **ACTION:** Val to follow up to clarify if this is individual tickets or a group event and if any limitation such as a matinee

REPORTS of BOARD MEMBERS:

Treasurer - Deb Tom

- Financials attached.
 - **MOTION** to accept Financial Report by Deb, Seconded by Lindsay **CARRIED**
- Telus bill has \$20 for a Samsung Tablet ? – No one on Board knows what this is for. Deb to cancel off bill. Scott advises we also need to ensure our new contract includes a booster for our Wifi. Still challenges with Telus having proper address and theatre name on bill.
 - **MOTION:** to enter into new 3 year contract with Telus by Deb, Seconded by Al, **CARRIED**
- The Dimes
 - **MOTION** to include The Dimes dates in the 50/50 license should we want to sell them by Val, Seconded by Deb, **CARRIED** Note: Need to ensure it's in the contract.

Dwayne Campbell – Production Report

Dwayne stressed the importance of maintaining the master calendar and ensuring ALL production areas of a show are provided appropriate time for their work (tech, set dec, painting etc). Individual production teams must work with the Res. Production Manager to ensure all shows receive fair time for their shows.

- **Mauritius** – General discussion on some issues/challenges that arose during the show. Major takeaway is that it's especially important for new directors to understand the expectations and limitations of our club and productions. This can include but not limited to Tech, Special Effects, Budgets, Rehearsal time, role of director, producer, SM. Should do at first production meeting.
- **Tick Tick Boom**
 - Scott will look at the calendar to ensure time for Tech for TTB.
 - Production meeting on Oct. 20 at 5pm.
 - Need a sound person as Scott won't be around. Whether ASM or a Tech person, someone needs to be responsible; to put on mics, clean mics, change batteries after each performance. Equipment needs careful handling; even movement/sweat can impact them.

- **A Nice Indian Boy**
 - Dwayne & Val met with director CK to review audition and rehearsal schedule. Auditions scheduled for Oct 22 & callbacks Oct 24. Also accepting self tapes for auditions.
 - Need an ASM, Val has someone in mind and will provide contact info to Dwayne & Al
 - May need a Set Dec person. Will check with Set Designer as they often do Set Dec as well.

Publicity Report – Valerie Lawlor

- Will report at GM

Box Office Report – Lindsay MacIntosh

- Lindsay is getting more familiar with the system. Loading the patrons info already in the system has been helpful rather than using the system name default of Walkup
- Lindsay wants to learn the reporting functions
- Val reports 112 tickets sold to TTB already

Stage Manager Report – Al Zylstra

Mauritius

- Al will file a more comprehensive report for the GM.
- Production was a true joy to work on, went relatively smoothly, some challenges with director at first but they were worked out. Technical ran smoothly, kudos to Scott and Adam. Used a dowser for the first time. Scene changes happened quickly, great to have fight coordinators.
- Discussed need to know where first aid kits are and ensure they are stocked properly. See notes on First Aid Kits under New Business.
- Clarified that there should be no changes once there is an audience... the SM owns the show as of the first preview night. This should be added to Directors and SM's Agreement.

A Nice Indian Boy

- Al will be the SM for the show and gladly mentor an ASM

Technical Report – Scott MacDonald

- Scott received final invoice for new speakers. Was a bit higher than originally quoted due to having to buy some small items to set things up properly but still within the pre-approved amount. Payment of 50% will be made now and 50% when job complete. Deb wrote a check and Ray will deliver to them this week.
- Scott still working on some other tech things.

Set Decoration Report – Ray Boulay

- Ray plans to work with Warren to review dungeon inventory and possibly reorganize.
- Ray will look at props room and plan a layout that will house our inventory better and allow us to manage it better. And then build/buy appropriate shelving.
- Ray available to source items for anyone doing Set Dec.
- Will mentor/guide someone for ANIB if needed

House Manager Report – Cindy Dean – not in attendance

Construction Report – Warren Johnson – not in attendance

REPORTS of COMMITTEES

Play Reading Report

- Oct. 19 will be reading Enter Laughing, Nov. 2 TBA (submitted by Miles Lavkulich)

OLD/UNFINISHED BUSINESS

- Renegade Arts Society Rental Request – When it was brought up before, no response to take on to produce or liaise with them and Tech indicated it might be heavy tech so we replied indicating at this point, we couldn't accommodate with our current productions.
- Display for the side door – not discussed – but Craig already built a frame and it will be painted
- Rejig the lights to make it more inviting with LED lights in pre-existing light sockets – not discussed
- Deb will follow up with Telus to see if they can give us a better deal. See Deb's Financial Report

NEW BUSINESS

- Restocking of first aid kits – After incident during Mauritius, it was determined Vags needs to regularly check and restock First Aid Kits and assign responsibility to someone. Generally under HM. Dwayne mentioned service that comes in once a year. Ray just took First Aid course.
 - **ACTION:** Ray to look at the first aid kits... What level kits, what should be in them and where should they be located. Also look at a service that would check our kits regularly (? Yearly, semi-annually). Also, AED needs to be looked at and possibly serviced... Check batteries and paddles for stickies.
 - We also need to ensure those in charge of groups like director, producer, Playreading Chair, Toastmasters Chair know where the kits are. Should be done at first production meeting.
 - **MOTION** that Production SM to review First Aid Kits and report what products were used; the Job Guide and SM Agreement to be updated; and an Incident Report created. By Al. Seconded by Lindsay **CARRIED**
- KPU Marketing Students – Suggestion from the students that Vags join a charitable organization and give the proceeds of an evening's box office to that organization. It would be an excellent community cooperation event and bring in people associated with that organization. Vags could invite their president and present the cheque to them at the show. This isn't a new idea, Stage 43 has been doing this for years. Leah's Closet was suggested as a possible charity. Tabled for further discussion upon receipt of KPU's final report . Vags would have determine criteria for choosing a charity as there are many deserving organizations.
- Ovation Awards – Request from Scott Swan to provide Ovation jury members tickets for TTB.
 - **MOTION** to provide 2 comps for each jury member to TTB with no date restrictions by Deb, Seconded by Ray **CARRIED**. Val will advise Scott.
- Re-recording of show intro – Bev noticed that the land acknowledgment was not played during Mauritius and suggests a new one. Because Mauritius had a soft start, the recording was not played although it was manually read over the final weekend. Board felt current recording works well but we need to ensure it is played at some point (pre-show, intermission or live reading). The Sound person and/or SM will need to ensure the land acknowledgement is programmed in for each show. If Bev wants to arrange a new recording, she is welcome to follow through and it will be reviewed.
- Chamber of Commerce – Al reports that Vags is now a member of the NW Chamber. He has been in contact with their Marketing and Advertising Team and will have more comprehensive report as to what is available to us for marketing and advertising to chamber membership at large. There are networking events that members can attend.

- Outside light that shines on large sign not working – **ACTION:** Warren, George or Scott will look into and determine findings. Does it need resetting? Or replacing?
- Volunteer Outreach – Lindsay suggested a monthly newsletter to members with theatre updates, advertise volunteer jobs. Should have some way of community outreach like advertising through volunteer sites.

Board moved to In Camera session

Next General Meeting: Monday, October 21 at 7:00pm

Meeting adjourned at 9:15pm

Minutes of all meetings can be found at:

<https://www.vagabondplayers.ca/members>

The password is bernielegge