

Royal City Musical Productions Incorporated
Annual General Meeting
Wednesday, May 20, 2009
Basement of 95 Crimea Street, Guelph
7:00 p.m.

Directors in Attendance: Tom Gould, Meeghan Nolasco, Brenda Van Esch, Judy Steibelt, Laurie Garbutt, Earlla Vickers, Sheila Douglas, Karen Allen, Luisa Lago

Regrets: Todd Broatch, Sarah Whelan, Michael Mitchell

Total Attendance: 25

Agenda:

1. Introduction of the Board of Directors (Tom)
2. Presentation and Approval of the Agenda (Tom)

Motion to approve the Agenda

3. Approval of the previous AGM Minutes (Brenda)

Motion to approve the AGM minutes

4. Executive and Committee Reports
 - i. Year in Review (Tom)
 - ii. Treasurer's Report (Meeghan)
 - iii. Membership and Communications Committee (Meeghan)
 - iv. Resource Development (Zeeke)
 - v. Facilities Committee (Tom)
 - vi. Artistic Direction Committee (Sarah)
5. Show Report *Beauty and the Beast* (Meeghan)
6. Show Report *Blood Brothers* (Luisa)
7. Show Report Fall 2009 *Tommy* (Luisa)
8. Policy Review (Tom)
9. Ratification of Company Business (Tom)

Motion to Ratify the Company Business for 2008/2009

10. Nominations for Board of Directors 2009/2010

Nominated slate:

Returning members:

Karen Allen, Laurie Garbutt, Luisa Lago, Michael Mitchell, Judy Steibelt, Earlla Vickers, Sarah Whelan

New members:

Werner Eitzen, Erik Noesgaard

Nominations from the floor:

Motion: That the names presented be elected to the Board of Directors for the 2008-2009 season.

11. Any Other Business

12. Adjournment

Motion to adjourn the 2008/2009 AGM

Item		Notes
1.0	Tom welcomed everyone and presented the Board	
2.0	Presentation and Approval of the Agenda	Approval of the Agenda moved by Gary Chapman, seconded by Lin Chapman, carried
3.0	Brenda did a very quick review of the minutes from the previous year's AGM. The wording needed to be changed regarding the adjournment of the 2008 AGM. It should read "Motion that the meeting be adjourned moved by Steve "O'Connell and seconded by Corrine Saunders, carried	Minutes of 2008 AGM, with amendment, moved by Zeeke Hamilton, seconded by Bob Purdy, carried
4.0	<p>i. Year in Review</p> <p>This last year was RCMPI's thirtieth season. There was much optimism going into it that we were heading for a positive year. This time last year, Mikado had just closed and we now know had generated our largest spring show box office yet – slightly over \$17,000 dollars. There was an excitement about Beauty and the Beast and the directorial team was preparing for auditions.</p> <p>Following the AGM, the Board had 13 members but we lost one immediately as Tim Oberholzer job was relocated to the Ottawa area. The remaining Board was, however, very collegial and I think it has been a successful year in terms of Board participation and planning. At the first board meeting the previous executive position holders were re-elected – myself as President, Sheila Douglas as VP, Meeghan as Treasurer and Brenda Van Esch as Secretary.</p> <p>The standing committees have really come into their own this year following the process mapping</p>	

that was spearheaded by Meeghan and this has provided focus and coordination in the tasks and timelines involved.

At the beginning of last year, the role of Production Coordinator was taken on by Sarah Whelan who completed the role for Mikado and had started in the role for Beauty and the Beast when, owing to ill-health, she had to step back. I am very grateful to Meeghan and Luisa for stepping up at short notice to fill this position for Beauty and the Beast. Luisa is continuing in the role – having just completed Blood Brothers and now continuing to look forward to Tommy.

The 2009 season was decided on last summer. There were a large number of proposals for both the spring and fall shows, and we were delighted to be in a position to take on some slightly edgier shows by accepting proposals for ‘Blood Brothers’ that has just closed and ‘The Who’s Tommy’ for the fall show. Both shows were proposed by directors who had previously been involved in the shows they were proposing and both brought an obvious passion and enthusiasm for the production.

While ticket sales were not a huge concern during Beauty and the Beast, there were some problems on the expense side and with facilities. Several budget items were increased for Beauty and the Beast, due to the nature of the show itself and because revenues were anticipated to be higher than normal and these budget amounts had to be carefully monitored. One issue that was a stress early on was the lack of an available build space. The contacts that had been developed and worked well for us during the previous year were not able to provide space this year and we were once again searching and begging. After what seemed like too long, we were able to use Alicia Parkinson’s grandfathers barn to build. This was a very good functional build space – even though it was out of town and we were able to use it after Thanksgiving to construct the main Castle set piece. The other stress was finding a lighting

designer who would commit. This was an ongoing, on and off problem through the rehearsal period, and in the end, after much work by the production team and Julie Van Duzen in particular, we were able to secure the services of Glen Davidson of Toronto. The cost of this service was higher than our budgeted cost, but it was determined by the Board that there were no other available options.

Our relationship with River Run Centre, while strong, remains expensive. We always seem to be surprised at the quotes we get for technical services and I have been very happy with the effort that the production coordinators have put in this year to meet with River Run Staff and try to make sure we get as much value as possible from the dollars we are spending there. We seem to have a good relationship with the key individuals in all departments and I think that now there seems to be a more stable staffing situation that a good working relationship will continue. We continue to adjust and improve our internal processes to try to ensure that technical costs are taken into consideration as decisions are made.

There seems to be a natural cycle for Board membership, and this year is one of the years where several people leave. While this is regrettable, I am happy to say that, as far as I am aware, all the departing Board members are likely to stay quite active in RCMPI and it will provide opportunities for anyone else who would like to take part in what I believe is a rewarding experience. I would like to thank all the Board members who served this last year. And I would like to thank all the committee members who work hard to meet our objectives. I would especially like to thank the Board members who will be stepping down – Zeeke – who joined the Board last year and is moving to St. Catherine’s for a while, Sheila Douglas, who has served 2 years as Vice-president, Brenda VanEsch who has served 2 years as Secretary and Meeghan Nolasco, who has been Treasurer for the last three years as well as being the main champion for

process and role documentation.

I have always stressed in these reports of the need for RCMPI to be mindful of its resources, and to make sure that it does not over-stretch itself. As time passes and I learn more about our challenges, I am convinced that, with proper planning and with proper priorities, RCMPI will continue to prosper. It is important that everyone at all levels of the organization understand the challenges that exist and make sure that we provide the opportunities that our mandate requires within a fiscal reality. This affects everything – from how much we budget on costumes to what shows can be selected in any given year. We must endeavour to continue to look forward to see the likely impact of our decisions when trying to decide what is the best course of action. I think that RCMPI is continuing to provide great shows for the people of Guelph and area and that we are, through shows like *The Mikado*, *Beauty and the Beast*, *Blood Brothers* and *Tommy*, providing a great and diverse range of opportunities for our members.

Finally, I will also be stepping down this year after a fun-filled four-and-a-half years on the Board – three as President. I am grateful to those I have had around me, who have worked to bring RCMPI back from the verge of financial ruin, to make it more organized and to ensure that there is a structure that can be followed in the years ahead. It has been a real thrill to be able to work with so many talented and knowledgeable people. To have an excuse to find out about the wonders of theatre, to see the artistic magic being woven and to learn from those around me. It has been a very rich experience that I would not have traded for anything and I would encourage anyone with a bit of spare time and curiosity to do what I have done, to join in and enjoy the ride. I would like to say a big thank you to all of you whether you be actors, musicians, dancers, artists, builders, organizers, technicians or all of the above for making RCMPI what it is.

ii. Treasurer's Report

Meeghan Nolasco delivered the following report:

Financial Position:

For the last fiscal year, Jan 2008 – Dec 2008, RCMPI recorded a profit of \$17980.46.

RCMPI's total assets as of December 2008 were \$46518.68. This compares to \$28,538.22 for the same time period last year (December 2007).

Budget Challenges

Income

In 2008 the company meet its goals for Municipal Grant (City of Guelph) and Private Sector Revenue, which includes Corporate Sponsorships/Donations, Foundations/Grants, Fundraising and Individual Donations. These were areas that the company has struggled with in the past but by setting realistic goals it was able to meet them.

Tax Return

RCMPI is required to file a tax return within 6 months of year end. In order to accomplish this a profit loss, comparing expenses verses income for the year must be determined as well as a balance sheet that looks at all the companies assets. Both of these statements must be then be reviewed by a qualified individual. Once the review has been completed the tax return can be completed and filed with Revenue Canada.

I would like to thank Leslie Woodhouse for helping with the year end reports and for reviewing the final reports.

Previous Year – 2008

A US bank account was opened at Meridian. This will allow us to deposit 'Deposit Refunds' from royalties without losing money on the exchange. Once the account has sufficient funds it can be used to pay for royalties again without have to pay the exchange.

After last year's meeting the Resource

Development committee was tasked with assessing how to invest the company funds. It was determined that we would hold the company money in interest-bearing accounts and not in any type of investment instrument that lost money.

Shows – 2008

Mikado

Ticket sales for this show significantly exceeded the expected revenue.

The show was kept within budget for show expenses except for the make-up.

Make-up for this show was not budgeted accurately and therefore went over budget.

The production team has ownership over some of the show budget items, i.e costumes, set, props, orchestra. Overall the team did an excellent job of staying under budget.

Beauty and the Beast

Ticket sales for this show significantly exceeded the expected revenue.

The show was kept within budget. Though budget changes were made in order to incorporate the director's vision for the show.

The production team has ownership over some of the show budget items, i.e costumes, set, props, orchestra. With the adjusted budget the team did an excellent job of keeping the total amount assigned to them under budget.

This Year – 2009

The Board approved a budget for the 2009 year in September 2008.

The committees continue to receive a monthly update on the budget line items they are responsible for. This has helped provide financial accountability to each of the committees and assist them in making decisions.

Current Fiscal Year

The current assets are \$38, 609.85 which compares to \$21, 924.61 for this time last year.

Spring 2009 – Blood Brothers

Information regarding ticket sales and River Run costs has not been received from the River Run at this time.

The production team has ownership over some of the show budget items, i.e costumes, set, props, orchestra. To date these items have come within budget.

iii. Membership and Communications Committee:

Meeghan Nolasco delivered the following report:

2008

The committee kept to the timelines that we established at the beginning of the year. Regular monthly meeting were held to ensure that all required responsibilities were met.

Highlights

Online audition forms.

Realist budget allocation

Innovative advertising within budget

Monthly Company Advocacy

New Stagewrite format. Ensures that we have consistent information out to the membership monthly.

Improved ticket sale tracking through out the sale period of the show.

Beauty and the Beast

Audition notices went out successfully including some paid advertising in local press.

Publicity material was successfully put together and distributed as needed including business cards, posters and post cards. There was also a paid advert in the River Run Centre brochure and we continue to depend to a large extent on the exposure the River Run Centre provides.

Based on ticket sale tracking we were able to make an informed decision regarding paid

advertising. Which was minimal due to the success of the show.

Gala this year was well attended by non-cast and crew. Which is showing that we are drawing in the community to the event. Recommend that it continue to happen on a Friday night.

2009

Continue to maintain the success of 2008 into 2009 by following the timeline and meeting monthly. Having a reliable committee that is able to complete the committee tasks.

Monitoring of ticket sales has provided very important information that can be used by the company in making informed decisions.

Blood Brothers

Audition notices went out successfully.

Publicity material was successfully put together and distributed as needed including business cards, posters and post cards. The committee learned that it is important to stick with one consistent messaging for publicity and advertising material.

Based on ticket sales it was determined that we would invest advertising dollars in Newspaper Ads, Bridge Banner, Mobile Signs, Rogers Daytime, Postcards, River Run Center brochure. Focused Rogers Daytime, Newspaper Ads, Bridge Banner and Mobile Signs three weeks prior to show to increase exposure. We also sent out media releases weekly during the month of the show.

Ticket sales for this show were monitored closely. Which provides data going forward for shows that are more edgy. This will assist in budget planning for this committee. It will also be help to other committees/board, such as reducing the number of matinees.

For this show we also put on a cast dinner between shows on the Saturday. This was done as an alternative to an opening show cast party. Participation funds were used to offset the cost. This was well received by all cast and crew members that participated.

iv. Resource Development

Zeeke Hamilton delivered the following report:

2008

The RD committee meets monthly to manage the acquisition of funding from Donations, Sponsorships and Grants, to prepare draft budgets for board approval, and to review the overall financial position of RCMPI.

The 2009 budget was set and approved by the board. Directorial teams were advised of their show budgets prior to their acceptance, and then given ongoing guidance in striking that delicate balance between artistic vision and fiscal responsibility.

Submissions were made for funding and we did receive donations, sponsorships and grant monies from The Retired Teacher's Association (\$4,000), Meridian Credit Union (\$3,000), The City of Guelph (\$2,000), and The Guelph Community Foundation Musgetes Fund (\$2,000). Also worthy of mention, our ongoing relationship with Platter's Catering who continue to provide discounted services for our Gala and Cast and Crew dinner. We are currently in negotiations with the Ontario Trillium Foundation for assistance with upgrades to our new Crimea Street facilities, and will keep the board notified.

Resource Development continues to be committed to maintaining and improving the budget process and the pursuit of multiple avenues of fund-raising for the company under the guidance and approval of the board of directors and with the input of other committees.

We thank you for your continued support.

v. Facilities Committee

Tom Gould delivered the following report:

The year started with the committee, including out-going members, meeting to complete the process map and timeline that helped to better define the roles of the committee. This process map has been useful, especially as this committee has not been able to have quite enough meetings.

For the last few years, the Facilities Committee has been a very difficult committee with a mandate that is hard to achieve. The basic goal is to provide storage for our set, properties, costume and other assets, meet the transportation needs of a show and source and arrange audition, rehearsal and build space for shows.

Almost our first challenge of the year was to find build space for Beauty and the Beast. The contacts that were created last year were not very hopeful this year. We were able to impose on Fostet Manufacturing again this year, but our access and space was limited. We used this space to build all the moving pieces but needed something else for the castle set. After viewing several spaces that were offered, but were not suitable, we were able to use the barn of George Parkinson. This space was great in terms of space and facilities, but was not in town and was not available until after Thanksgiving.

Similar issues when we enquired about space for the spring show. However, in conversations with the Guelph Foodbank – from whom we have rented our costume space for over 6 years now, we were offered the use of a new unit they were creating by sub-dividing the old back-peddling space. A space with high ceilings and reasonably good external access. After quite a bit of haggling and deliberation at the committee and Board level, the Board approved the rental of the larger space. This means that we now have two units in the back section of the complex across the road. One for costume storage and one for build space and

storage of props and some set pieces. We still have the barn for storage of bulky set pieces. The new costume space has had a plywood floor laid and we completed the move from our previous storage space – unit A4 – into the new space – C18 right after the last show.

We took possession of the build space area at the beginning of March and put it to use immediately to build the set for Blood Brothers. There is some infrastructure work planned for the build space – which we are using as the basis for a grant application to the Trillium Foundation. It is hoped that this space will be functional in the years ahead, allowing Facility Committee members to focus on other aspects of the committee mandate and take what has become a significant repetitive strain off successive production teams.

On the rehearsal front, we have continued to foster relationships with Norfolk United Church, Ed Video and now here at Crimea St. All have some form of rehearsal space available and we have been lucky to be able to count on them over the last year for rehearsals and auditions.

Lastly, there has been some move by the City to involve users of the River Run Centre and to improve communications. This was initiated through a meeting in January of most of the non-profit community groups that use River Run Centre hosted by the City to explain the costs pressures that River Run Centre is experiencing and what their hopes are for the coming years. While there will be no dramatic change to our cost structure there, I hope that this is a sign of a positive relationship and that there will be a good forum for bringing concerns and challenges to River Run Centre and, through them, to the City.

vi. Artistic Direction Committee
Karen Allen delivered the following report:

The process mapping outlining the timelines for completion of tasks has helped greatly. The

	<p>Directors Handbook will be specific to each season.</p> <p>A production <i>Nunsense</i> has been approved by the Board as a fund-raiser for RCMPi and this production will take place in September.</p>	
<p>5.0</p>	<p>Show Report for <i>Beauty and the Beast</i> Meeghan Nolasco delivered the following report:</p> <p>Auditions: Overall auditions went smoothly. There were a few issues that were encountered i.e. facebook, notifications in a timely manner, length of auditions. These have all been addressed by the Artistic Direction committee.</p> <p>Rehearsals: Rehearsal went extremely well. The use of the two spaces at the church was very helpful for both the musical director and the director/choreographer.</p> <p>Directorial Team: The directorial team did a great job through out the different stages of the show.</p> <p>Cast: The cast was great to work with.</p> <p>River Run Centre The use of the timeline supplied by the River Run ensured that we were on schedule. Set – move in of the set and the fly’s was done in a timely manner and there were no issues. Feedback from the River Run was that by having the River Run technician out to see the set and flys assisted with this. Sound – this area of the show did not go well. Though there were many meetings with the River Run we were still struggling with sound issues right up to the last show. This and other comments made by the directorial team in their reports has been feedback to Dave Horner, Supervisor of Technical Services at the River Run. He has indicated that he will be addressing this. Lighting – due to the issues we had in securing a lighting designer the River Run left a lot of lights up that was not part of their house plot. This was</p>	

done to assist us in not having to pay for additional hang time.

RCMPI Committees/Board

Overall all the committees and the board meet the timelines that they were responsible for regarding the show.

Facilities

Though facilities ended up getting build space this did not occur until September. This put a lot of stress on the directorial team and lead to certain aspects of the directors vision for the set not to be met.

Based on work done with the facilities committee regarding timelines they had sufficient notification of the shows space requirements but did not meet the required deadlines for build space.

Finding build space is always an issue and needs to be addressed at the committee level and at the board level.

Artistic Direction

Based on the committee's mandate the committee was contacted to assist with finding a lighting designer. Other than providing a few suggestions they did not take an active role in trying to fill this position. In the end it was left up to the stage manager, the PC, the directors and the president. All of these individuals had other activities that they were responsible for and trying to find a lighting designer pulled them from doing these activities. This also added stress to the team and to the show.

Production Coordinator

It is not recommended that the individual taking on the PC role have any other role in the show other than PC. I did both the PC role and the ASM role and found this to be challenging as I was pulled in to many directions and wasn't always able to give the focus required to the PC/ASM role.

Luisa was also a co-production coordinator and

	<p>she was very helpful in managing the River Run Center side of things.</p> <p>A timeline for both the PC and the technical side of the show was put together. Moving forward I suggest a review of these documents with the directorial teams be done.</p> <p>As a result of this show it was the Artistic Direction committee was tasked with coming up with job descriptions for each of the production team members. This should help with defining roles and responsibilities. This should be shared with the directorial team at the time of interviews and then upon the first meeting of the production team it should be reviewed with the team by the PC.</p>	
6.0	<p>Show Report for <i>Blood Brothers</i> Luisa Lago delivered this report</p> <p>Auditions went well and the audition sign-up process made the auditions go very smoothly.</p> <p>We had positive feedback with regards to the production.</p> <p>Our relationship with Dave Horner at the River Run Centre is very good and he is very helpful.</p> <p>70% of the seats were sold.</p> <p>Having the build space was a bonus.</p>	
7.0	<p>Show Report for <i>Tommy</i> Luisa Lago delivered this report:</p> <p>The production team is highly organized.</p> <p>We have received our list for props, set pieces and costumes.</p> <p>This promising start is very encouraging.</p>	
8.0	<p>Life Memberships Tom Gould made this presentation:</p>	

	<p>Towards the end of last year, the Board discussed the option of awarding Life Memberships during our 30th anniversary year. Life Memberships are awarded when appropriate and are not awarded every year. There are no fixed requirements for qualifying for Life Membership except that the candidates must have shown a significant and long-term contribution to the company. In our discussions, it was clear that there were two people to whom this applied. Each has appeared in many shows and they have both served on the Board of Directors. In addition they have contributed both technically and emotionally in more shows than I can count. We had originally intended to award these in November during Beauty and the Beast, but circumstances prevented that from happening. I am very pleased to be able to formally award RCMPI's highest recognition of appreciation to Gary Chapman and Lin Chapman.</p> <p>I would also like to mention Al Norris – an RCMPI Life Member who passed away last November. Al was a passionate and forceful supporter of RCMPI and we have already missed his presence during his ill-health over the last couple of years.</p>	
<p>9.0</p>	<p>Ratification of Company Business Tom Gould made the following statement:</p> <p>I believe that our reports here have included the significant decisions of the Board and Committees of RCMPI and I ask that the membership ratify the business of the company for the May 2008 to May 2009 year.</p>	<p>Motion to ratify company business for 2008/2009 was moved by Jane Martin, seconded by John Attwell, carried</p>
<p>10.0</p>	<p>Nominations for Board of Directors 2008/2009</p> <p>Nominated slate:</p> <p>Retuning directors: Karen Allen, Laurie Garbutt, Luisa Lago, Michael Mitchell, Judy Steibelt, Earlla Vickers, Sarah Whelan</p>	<p>Motion that the names presented be elected to the Board of Director for 2009/2010 was moved by Gary Chapman and seconded by Gladys Phillips, carried.</p>

	<p>New Members: Werner Eitzen, Erim Noesgaard</p> <p>Nominations from the floor: None</p>	
11.	<p>Any other business:</p> <p>Tom Gould made the following statement: I would like to express my gratitude to those members who have taken on committee roles this year. These people are John Attwell, John Allen, Bill Unser, Werner and Debbie Eitzen, Anita Macfarlane and Steven O’Connell.</p> <p>Sheila Douglas thanked Tom for his many, many hours of work on the Board.</p> <p>Judy Steibelt mentioned that members are welcome to join the committees.</p> <p>Helen Dumoulin asked about contact names for the committees.</p> <p>Brenda Van Esch mentioned that the Resource Development Committee will need members as the members from the 2008/2009 committee have all stepped down.</p>	
12.	<p>Motion to adjourn at 8:05 p.m.</p>	<p>Motion that the meeting be adjourned moved by Laurie Garbutt and seconded by Erik Noesgaard, carried</p>