

RCMPI Board of Directors Meeting/Draft of Minutes
Tuesday, June 10, 2008
Brenda Van Esch's home, 871 Watson Road South, Arkell

Attendance: Meeghan Nolasco, Luisa Lago, Michael Mitchell, Tom Gould, Zeeke Hamilton, Brenda Van Esch, Todd Broatch and Judy Steibelt

Regrets: Karen Allen, Sheila Douglas and Sarah Whalen
(Currently on leave: Earlla Vickers)

Agenda:

1. Approval of Agenda
2. Welcome and Introduction
3. Approval of Minutes of Last Meeting (May 3rd) and review of action list
4. Treasurer's Report
5. Show Report – *Beauty and the Beast*
6. Strategic Plan
7. Committee Introduction and Updates:
 - a) Artistic Direction
 - b) Resource Development
 - c) Membership and Communications
 - d) Facilities
8. AGM action items
9. Election of officers
10. Committee Memberships
11. Other Business
12. Date of Next Meeting
13. Adjournment

1) **Zeeke moved that the agenda be approved, Michael seconded, carried.**

2) Welcome and Introductions:

Tom welcomed Luisa and Zeeke to the Board and informed the Board that Tim Oberholtzer had tendered his resignation due to the fact that he was moving to Ottawa

i. Minutes/Action List from

Item	Personnel	Deadline	Action Taken
Preparation of Committee reports for AGM	All	ASAP	Done
Creation of sign-in sheet for AGM and task list	Brenda	ASAP	Done
Contact Meridian Credit Union	Tom		Ongoing

regarding a grant			
Obtain key for audition days for Crimea Street	Facilities		Done
Confirm rental of Norfolk for rehearsals	Facilities	ASAP	Ongoing
Confirm that Laurie intends to return to the Facilities Committee	Marnie	ASAP	Done
Creation of a public service message to obtain a construction facility	Facilities	ASAP	Done

3) Treasurer's Report

Current balances were reported

Our GST rebate was \$1,672.35. The income tax assessment is also back and taxes are fine. We received \$500.00 from Manulife for Werner's participation with RCMPi.

Treasurer's report moved by Brenda, seconded by Zeeke, carried.

4) Show Report – *Beauty and the Beast*

- i. Auditions have gone well so far and we have only had a couple of people cancel their auditions.

5) Strategic Plan

- i. All committees have completed process mapping
- ii. It is now time to look at our original map that was created in 2006
- iii. Process maps are living documents that should be reviewed on a regular basis
- iv. The Board Retreat is tentatively scheduled for August 5th, 2008
- v. Michael suggested that there be an orientation for all new members of the board so that they do not feel overwhelmed

6) Committee Reports

Artistic Direction Committee

- i. There are five shows proposed for the fall show and two for the spring show
- ii. The committee would like to avoid repeating shows if they can
- iii. There was a very good response from the universities regarding shows and directorial teams

Resource Development Committee

- i. Musegetes requires us to submit a financial report that states how the grant money was spent
- ii. OLG is not an option for us as far as grants are concerned
- iii. We will be looking for more companies to provide grants

Communication/Membership Committee

- i. T-shirts were available for viewing at auditions
- ii. Audition times have been set
- iii. Assessing the needs of the production team for auditions will be one of the key items
- iv. A date has not been set for a cast picnic and this is still under consideration

Facilities

- i. Has a clearer mandate after their last meeting
- ii. Public service announcement has gone out regarding building space
- iii. Anita is trying to contact Matt re: a newspaper release

Tom gave a quick overview of all the committees for the new members of the Board.

Committee Reports moved by Meeghan, seconded by Judy, carried.

7) Election of Officers

- i. Judy motioned that Tom remain as President, seconded by Zeeke. Tom accepted for one more year
- ii. Tom asked Michael if he would be interested in the position of Vice President. Michael declined and Sheila will remain as VP
- iii. Brenda will remain as Secretary
- iv. Meeghan will remain as Treasurer

Election of Officers moved by Judy, seconded by Todd, carried.

8) Committee Memberships

- i. Artistic Direction Committee: Chair will be Karen Allen and Luisa will be joining this committee
- ii. Resource Development: Members are Zeeke, Tom, Meeghan and Brenda
- iii. Membership and Communications: Meeghan will chair this committee for the time being. Luisa, Judy and Sheila will be on this committee
- iv. Facilities: Todd, Laurie, Gladys and Michael will be on this committee
- v. Meeghan will put together a list of members' information and committee member information by September

9) Other Business

No other business

10) Next Meeting

July 8th, 2008 at Luisa's home, 24 Drohan Drive

Starting in September, meetings will be held on the second Monday of the month.

11) Adjournment

Meeting adjourned at 8:50 pm, moved by Meeghan and seconded by Luisa, carried.

Action list from

Item	Personnel	Deadline	Action Taken
Review of the Strategic Plan process map	All board members	September 2008	
Selection of shows for 2009 season	Artistic Direction Committee	ASAP	
Grant requests and applications	Resource Development Committee	ASAP	
Date for cast picnic	Membership and Communications Committee		
Committee member information sheet	Meeghan	September	