

**RCMPI Board of Directors Meeting Minutes**  
**Tuesday, August 11, 2009**  
**Held at the home of Laurie Garbutt, 7pm**

**Attendance:** Karen Allen, Werner Eitzen , Laurie Garbutt, Luisa Lago, Michael Mitchell, Erik Noesgaard , Judy Steibelt, Sarah Whelan and Earlla Vickers

**Regrets:** Deanna Clatworthy

**Agenda:**

1. Approval of Agenda
2. Review and approval of minutes of the July 28th Meeting
3. Treasurer's Report (Erik)
4. Show Reports: Nonsense (Luisa) - including alternate budget  
Tommy (Luisa)
5. Committee Updates: Artistic Direction (Karen)  
Membership and Communications (Judy)  
R.D. and Facilities (Werner)
6. Election of new Board Member - Deanna Clatworthy
7. Strategic Plan
  - 7.1: PC role - definition of role - part of executive or not
  - 7.2: When Board Members become show Directors - do they take a leave?
  - 7.3: Proper key process
  - 7.4: Contingencies if people quit
  - 7.5: Determining Honorarium
  - 7.6: Process for handling tied board vote with two co-chairs
  - 7.7: Definition of RCMPI membership
8. Other Business

Item		Notes
<b>1.0</b>	<b>Agenda approval</b> Sarah was welcomed back after medical leave.	Moved by Erik, seconded by Earlla
<b>2.0</b>	<b>Approval of July 28, 2009 Minutes</b> Minutes are to be amended to remove personal addresses. All meetings to start at 7pm.	Moved by Luisa, seconded by Sarah, carried
<b>3.0</b>	<b>Treasurer's Report: as of August 11, 2009</b> Current balances were reported.	Acceptance moved by Michael, seconded by Werner, carried.
<b>4.0</b>	<b>Show Report - Nonsense</b> Luisa has reformatted the budget to allow \$ to pay drummer and \$500 extra (posters?). Many set pieces are being borrowed. <b>Show Report – Tommy</b> Stage manager has agreed with honorarium proposal. Builder has started set. Sheila will ask for builders in Stagewrite.	Acceptance of Show Reports moved by Sarah, seconded by Michael, carried.

	<p>Tom will be asked to post on website.          Lighting designer has agreed to work for our offer. Luisa-Contract should be reworded and offered to lighting designer.          Shortage of chorus members.          Costumes-Pamela N, Sarah Whelan to help.</p>	RCMPI Board, August 11, 2009
<b>5.0</b>	<p><b>Committee Reports:</b></p> <p><i>Artistic Direction</i>  <i>Membership and Communications</i>  <i>Resource Development &amp; Facilities</i></p> <p>No meetings/no report</p>	Acceptance moved by Luisa, seconded by Werner, carried.
<b>6.0</b>	<p><b>Election of new board member</b>          Deanna Clatworthy was nominated to be a RCMPI Board member by Karen Allen.</p>	Seconded by Luisa, carried
<b>7.0</b> <b>7.1</b>	<p><b>Strategic Plan</b>  <u>Role of PC (Production Coordinator)</u></p> <ul style="list-style-type: none"> <li>➤ not part of Board executive             <ul style="list-style-type: none"> <li>- in case we return to defined producer model</li> <li>- protects PC from litigation</li> <li>- assures directorial team that PC is serving their interests</li> </ul> </li> <li>&gt;part of Board, conduit from production team to Board, needs to bring fiscal report to Board which is the producer. PC role is comparable to committee work. PC can be a Board member only during the time of show production. PC is both a Board member and part of the production team. PC has vested interest in RCMPI. The priority is the company, not the show.</li> </ul>	Karen moved that the PC be considered as a Board member, not an executive, that the PC is part of the production team. Seconded by Sarah, carried.
<b>7.2</b>	<p><u>Board member Directors</u>          Constitution states that no board member may receive honoraria; therefore board members cannot be directors.</p> <ul style="list-style-type: none"> <li>- Director is contracted</li> <li>- Large AD committee (not Board) chooses show and directors.</li> </ul> <p>Board feels there are sufficient checks and balances in place to prevent undue influence on Board by Board member who is also show director.          At the moment, honoraria is budgeted as a lump annual sum. Board suggests that RD Committee</p>	<p>Sarah moved that “Board members who are involved in a production and receive an honorarium may remain on the Board during the show’s production. They will not participate in any votes which may involve a conflict of interest.”          Seconded by Michael, carried. Laurie Garbutt abstained.</p>

	divide lump into Spring and Fall amounts.	
7.3	<u>Keys</u> Different keys for Costumes, Sets and Props Luisa will organize keys.	
7.4	<u>Contingencies</u> How to proceed in case of catastrophic event in venue, cast, or an aspect of production. Karen and Laurie will do research with other theatre companies and report at a later meeting.	
7.5	<u>Determining Honoraria</u> Honoraria budget needs to be divided by percentages prior to contracts being offered. FALL- 5 contracts are given to Artistic Director, Musical Director, Director of Choreography, Stage Manager (SM) and Lighting Designer (LD).  Three directors (there might only be two) should receive equal sum. SM and LD jobs require a skill set and board will set sums based on experience.  The following positions are volunteers and gifts will be given at the discretion of the board: ASM, Set Designer, Set Builder, Costumes, Props, Set Decorator, PC.  Luisa will check what River Run charges to design Lighting.  PC must have show budget prior to contracting SM.  SPRING- Began as training ground for new directors and no honoraria was offered. Now board feels directors should be offered small amount. Honoraria should be set prior to show selection so that A&D can inform potential directors. Directors must be challenged to meet budget and production values must be aligned with budget. RD Committee is asked to suggest suitable honoraria for Spring show.	
7.6	<u>Co-chairs and tie votes</u> Laurie moves that in the event of a tie vote, if both co-presidents are present, Karen Allen will cast the deciding vote. If Karen is absent, Laurie will cast the deciding vote.	Seconded by Erik, carried.
7.7	<u>Definition of membership</u> Deferred to later date.	

<b>8.0</b>	<p><b>Other Business</b></p> <p>(a) According to the constitution, the Past President is a voting member of the board for one year. Laurie will discuss this with Tom Gould.</p> <p>(b) Where are directors' show reports?</p> <p>(c) Guelph Concert Band wants singers for "Sound of Music" medley Feb. 28, 2010. We will advise them to hold auditions.</p> <p>(d) Board and Committee lists need updating. Judy to do this.</p> <p>(e) Minutes on line – after ratification, remove all addresses</p> <p>(f) Musical director is a conductor and therefore a musician who attends all shows.</p> <p>(g) Next time: how do we choose next PC and begin training? PC should be elected when Board is.</p>	
<b>9.0</b>	<b>Next Board meeting: Wednesday, September 30<sup>th</sup>, 7pm at Judy's.</b>	Judy moves to adjourn at 10:15pm, seconded by Laurie, carried.

**Action List**

<b>Item</b>	<b>Personnel</b>	<b>Deadline</b>	<b>Action</b>
Remove personal addresses from minutes before posting to the web.	Judy	ASAP	
Request for set builders	Sheila and Tom Gould	ASAP	
Does item 7.2 require change in the constitution?	Karen & Laurie	ASAP	
Divide director honoraria into Spring and Fall show amounts	Werner and RD Committee	ASAP	
Luisa to organize keys.	Luisa	ASAP	
Research on how to deal with events that threaten the continuation of the production	Karen, Laurie	ASAP	
RD Committee to suggest honoraria for Spring show	Werner	ASAP	
Past president role	Laurie		
Find Directors' show reports	?		
Update Board and Committee lists	Judy		