

**RCMPI Board of Directors Meeting Minutes**  
**Tuesday, February 17, 2009**  
**Tom Gould's home, 138 Kortright Road West , Guelph**  
**7:00 p.m.**

**Attendance:** Tom Gould, Meeghan Nolasco, Zeeke Hamilton, Sarah Whalen, Michael Mitchell, Judy Steibelt, Sheila Douglas, Laurie Garbutt and Brenda Van Esch

**Regrets:** Earlla Vickers, Karen Allen and Todd Broatch

**Agenda:**

1. Approval of Agenda
2. Approval of Minutes of last meeting (January 12, 2009) and review of action list
3. Treasurer's Report
4. Show Report – *Blood Brothers*  
Tommy
5. Committee Introduction and Updates:
  - a) Artistic Direction
  - b) Resource Development
  - c) Membership and Communications (including *Stage Write* information)
  - d) Facilities
6. Other Business
7. Date of Next Meeting
8. Adjournment

Item		Notes
<b>1.0</b>	Approval of Agenda	Moved by Brenda, 2 <sup>nd</sup> by Zeeke, carried
<b>2.0</b>	Action list: I. Director's Handbook revision – ongoing II. Luisa still has to meet with the directors of Tommy  All action items – ongoing	Approval of minutes and action list, moved by Sarah, 2 <sup>nd</sup> by Meeghan, carried
<b>3.0</b>	Treasurer's Report  I. Meeghan is working on the GST rebate and tax return II. We have a US chequing account which was opened with a refund that we received for <i>Beauty and the Beast</i> . The refund was in US funds and since we pay for royalties in US funds, it made more sense for us to	

	<p>have it. There are no fees with this account. Current balances were reported</p>	<p>Moved by Zeeke, 2<sup>nd</sup> by Sarah, carried</p>
<p><b>4.0</b></p>	<p>Show Report – <i>Blood Brothers</i></p> <ul style="list-style-type: none"> <li>I. Rehearsals are underway</li> <li>II. We may need a fill-in musical director as Ryan has some pressing matters outside of the company that he needs to deal with right now</li> <li>III. Insert can be in the <i>Fiddler on the Roof</i> program</li> <li>IV. We need to make sure that promotional material sent out to the media is correct. The wrong person has been listed as director in our most recent press release.</li> </ul> <p>Show Report – <i>Tommy</i></p> <ul style="list-style-type: none"> <li>I. Luisa has spoken with the directorial team on a regular basis. She still needs to meet with River Run Centre staff</li> <li>II. Julie is Stage Manager</li> <li>III. Deanna has choreography notes done</li> <li>IV. Draft contract for musicians is in place</li> <li>V. Open to suggestions for auditions</li> <li>VI. Requires a cast of approximately 40</li> <li>VII. Royalties are \$820.00 per show, plus Orchestra at \$800.00, so our cost will be approximately \$5,500.00 US</li> <li>VIII. Logo pack is optional. We will purchase it for \$50.00</li> <li>IX. Rehearsal disc is \$250.00</li> <li>X. TV commercial is \$100.00. This will be investigated further before we commit to it.</li> <li>XI. Ticket prices will be the same as last year.</li> <li>XII. The show will run from November 25 to 29, 2009</li> </ul>	<p>Moved by Brenda, 2<sup>nd</sup> by Laurie, carried</p>

<p><b>5.0</b></p>	<p>Artistic Direction Committee</p> <ul style="list-style-type: none"> <li>I. 2010 season needs to be financially viable</li> <li>II. Suggestions for the 2010 season: <i>Evita</i>, <i>Fiddler on the Roof</i> and <i>Into the Woods</i> for the fall 2010 show</li> <li>III. <i>Looking at Sullivan and Gilbert</i> and <i>Follies</i> for the spring 2010 show</li> <li>IV. The interview package for directors is coming along</li> <li>V. Tenders will still be accepted for shows</li> </ul> <p>Resource Development Committee</p> <ul style="list-style-type: none"> <li>I. Did not meet, therefore no items to report</li> </ul> <p>Communications and Membership Committee</p> <ul style="list-style-type: none"> <li>I. T-shirt samples have been made and order date has been extended</li> <li>II. Fall show design has not been finalized. We will use MTI logo for <i>Tommy</i></li> <li>III. Some front of house bios have been received</li> <li>IV. Three-ups are out and the papers have picked up our updates and <i>Stage Write</i> has been re-vamped and released to the membership</li> <li>V. We are on track for the bridge banner</li> <li>VI. Ad is going in Royal City Ambassadors program</li> </ul> <p>Facilities</p> <ul style="list-style-type: none"> <li>I. Crimea Street proposal discussed. The proposal follows below:</li> </ul> <p><b>RCMPI Facilities Report and Recommendation.</b></p> <p><b>RCMPI has been struggling since 2005 for build space.</b></p> <p><b>In 2003 RCMPI rented a large general purpose space at 100 Crimea St (C10). This space was used for set building for King and I (fall 2003)</b></p>	
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and rehearsals for Gondoliers (spring 2004) and Red Riding Hood (spring 2005). It was also used for some rehearsals for West Side Story (fall 2004) but large rehearsals were held at a dance studio and the set was contracted out. The space was given up during the summer of 2005 due to our financial realities. This decision was necessary and prudent as we simply did not have the money to keep it. We would not have been able to survive financially if we were still paying the rent on the space.

We have been able to source rehearsal space at a reasonable cost over the last few years thanks to Norfolk United Church, Ed Video and some other spaces. The lack of build space, however, was an almost immediate problem. It caused significant stress within the production team during My Fair Lady and has been an issue for all subsequent spring and fall shows to a greater or lesser extent. We have been very fortunate in finding willing partners in the private sector who have allowed us to use build space at no charge. This space was usually only found at the last minute – and often after the last minute – and is a significant strain on both the facilities committee and the production teams. It has resulted in set design changes on several shows. This lack of certainty and lack of consistency is a serious problem for RCMPI in terms of attracting good directors, building a core of set builders and painters and means that it means that RCMPI has no ‘home’ that members can relate to. The search for space has required a lot of volunteer effort and has resulted in almost no long term benefit as it is rare that build space is available for more than one show.

Over the last month, the facilities committee has been discussing an opportunity that exists at Crimea St. There are currently two adjoining vacant units at 100 Crimea St, and it is being recommended that RCMPI move out of the existing space (A4) and into these two units (C18 and C19). One space would be

**dedicated to costumes, the other would be primarily suitable for build space. We would like to recommend to the Board that this opportunity be taken and ask for your support. Please understand that this would be a 5 year lease.**

**The space suggested for costumes is a little smaller than our current space, but is a more regular shape and, if set materials and paint along with the files and archives are taken out, I believe there will actually be a bit more usable space for costumes. Both Gladys and Helen have seen the space and are generally supportive of the move.**

**The space suggested for build space is about 1000 sq ft. with 14ft ceilings (through most of it). There are some large pillars which break up the space a bit, but we believe there is enough open space to make all but the largest sets in the space. One feature of this unit is that it has an upper floor which is split into a small room (that I see as being a paint, caster, hardware, etc. storage) and a larger room that would be good for meetings (especially production meetings), possibly auditions, and possibly small workshops. It would also provide storage for the commonly used set pieces (e.g. risers and flats) that are now being continually shuttled between barn and build space. While the barn will still be needed for storage of larger or less used pieces, this will hopefully reduce the need for truck trips to the barn.**

**There are common washrooms in the building and, although there is no running water in the spaces themselves, there is water available (which is better than some of the spaces we have used).**

**The logistics that have been worked out with the landlord is that we could have possession of both spaces immediately and pay rent as of March 1<sup>st</sup>. At the same time, we would stop**

**paying rent on A4 (the current space), but we could keep A4 until mid-May (rent free) to allow us to plan and move the costumes in an orderly manner (and in better weather).**

**We currently pay \$308.30 per month for A4.**

**The rates negotiated for the new spaces are:**

**C18 (costumes): \$ 254.52**

**C19 (build): \$ 498.05**

**This gives a monthly total of \$752.57 – for a total increase of \$444.27 per month or \$5,331.24 per year. In addition there would be heat and electricity – but I have been assured that this would not be more than a few hundred dollars per year. Both units are well insulated.**

**So, this is a significant 5-year commitment by RCMPI – one that needs to be taken seriously – but also one that provides significant opportunities for RCMPI. Having a space will allow RCMPI to start to build a stronger base for technical members (building, painting, costumes, props and set dressing, etc.), it will provide a grounding point for RCMPI and a space under our control that will allow volunteers to contribute on a more flexible basis and in a space that is more environmentally pleasant than some of the spaces we have used over the last 4 years. Supporting this space will require financial foresight by the Board, but based on our experience over the last 4 years, this amount is reasonable – especially if it allows us to build our membership.**

**We will be looking into the possibility of grants to put towards the cost of making these spaces suitable to the purposes we intend them for, but we should not be reliant on grants to cover the operating costs of the spaces.**

**Some more information and pictures of the spaces are available on the website at:**

**[www.rcmpi.com/info/buildspace.htm](http://www.rcmpi.com/info/buildspace.htm)**

	<p>II. If we take this space, we need to make sure that we have a commercially successful show every other year</p> <p>III. <i>Motion passed to move into the new space at Crimea Street</i></p> <p>IV. Facility on Crimea Street is a 5 year lease</p>	Moved by Zeeke, 2 <sup>nd</sup> by Michael, carried
<b>6.0</b>	<p>Other business</p> <p>I. Costumes will be part of the Facilities Committee so that processes regarding third party borrowing can be specifically defined and put into place.</p>	
<b>7.0</b>	Nest meeting: Tuesday, March 10, 2009, 7:00 p.m. at Sarah Whalen's home, 39 Swift Crescent	
<b>8.0</b>	Meeting adjourned at 9:14 p.m.	Moved by Judy, 2 <sup>nd</sup> by Meeghan, carried

**Action List**

<b>Item</b>	<b>Personnel</b>	<b>Deadline</b>	<b>Action</b>
GST rebate and income tax return	Meeghan		
Suggestions for auditions for <i>Tommy</i>	All		
Moved into the new space on Crimea Street	?		