

**RCMPI Board of Directors Meeting Minutes**  
**Tuesday, July 28th, 2009**  
**Held at the home of Laurie Garbutt**  
**7:30 p.m.**

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

**Regrets:** None

**Guests:** None

**Agenda:**

1. Welcome and Greetings (Laurie and Karen)
2. Approval of Agenda
3. Review and Acknowledgement of Minutes from the AGM
4. Review and approval of minutes of the June Board Meeting
5. Treasurer's Report: (Erik)
6. Show Reports: Nonsense (Luisa)  
Tommy (Luisa)
7. Committee Updates:
  - Artistic Direction: Karen
  - Membership and Communications: Judy
  - R.D and Facilities: Werner
8. Strategic Planning: discussion (Laurie)
  - Plans and needs of committees
  - Future retreats
9. Other Business (Laurie and Karen)
  - involvement of all members
  - traditions
  - picnic entertainment
  - honorarium review
  - revenues/directors

Any other Business

Item		Notes
<b>1.0</b>	<b>Welcome and Greetings</b> Co-presidents plan to work closely	Laurie and Karen
<b>2.0</b>	<b>Agenda approval</b>	Moved by Luisa, seconded by Erik, carried
<b>3.0</b>	<b>A.G.M. Minutes were sent to board members. Acknowledge receipt</b>	Moved by Earlla, seconded by Michael, carried.
<b>4.0</b>	<b>Approval of June Minutes and Action List</b> <b>ACTION</b> June minutes need to be amended by Judy and sent out for email discussion.	Moved by Luisa, seconded by Laurie, carried.

JULY 28,2009

<p><b>5.0</b></p>	<p><b>Treasurer's Report: as of July 28,2009</b></p> <p>Current balances were reported.</p>	<p>Acceptance moved by Laurie, seconded by Michael, carried.</p>
<p><b>6.0</b></p>	<p><b>Show Report - Nunsense</b>  Rehearsals started July 27th, 2009  Costumes tried on with Gladys &amp; Helen  Set piece needed, may be able to use piece required for Tommy.  Luisa asked permission to move funds around to pay drummer .  <b>ACTION:</b> Luisa to create alternate budget (to be ratified via e-mail.  Nunsense contact was signed and read aloud.  Copy of contract to be included with minutes.  Luisa has the signed copy until show ends.</p>	
	<p><b>Show Report – Tommy</b>  RiverRun Tech Meeting yielded ideas and issues. Awaiting budget from the River Run.</p> <p>Stage manager has requested an honorarium based on technical requirements of show.  Lighting Designer has requested an honorarium based on last year.  Set Builder needs 1 other committed builder and has requested a set fee for labour for both.</p> <p>Honorarium budget is \$7000.  Lighting budget \$1000  Set materials budget \$1500. No labour \$</p> <p>Stage Manager and Set Builder need to be in place immediately. Present Lightning designer will work to how he is paid which does not reflect the concept of an honorarium.</p> <p>Luisa, the Production Co-ordinator (PC) will inform the Directorial team of these unexpected requests and give the directors the opportunity to discuss them with the whole team. Is the director's vision too expensive? The Board feels we cannot afford these additional and unbudgeted expenses.</p>	<p>Acceptance of Show reports moved by Erik, seconded by Werner, carried.</p>

	<p><b>ACTION:</b>  Step 1: PC to inform Directorial team of financial requests and ask them to start thinking of alternatives  Step 2: PC to inform the Stage Manager, Lighting Designer and Set Builder that we cannot meet their requests but will be giving them an honorarium as usual.</p>	
<p><b>7.0</b></p>	<p><b>Committee Reports:</b></p> <p><i>Artistic Direction</i></p> <ul style="list-style-type: none"> <li>i. 3 wonderful interviews for Fall Show 2010</li> <li>ii. Recommend Jane Martin's Proposal for "Fiddler On The Roof"</li> </ul> <p><i>Membership and Communications</i></p> <ul style="list-style-type: none"> <li>i. Gala set for Friday November 27th</li> <li>ii. Corn Roast Saturday Sept. 12th</li> <li>iii. Request to included a survey sheet with program for Tommy. To be reviewed by the board when ready.</li> </ul> <p><i>Resource Development &amp; Facilities</i></p> <ul style="list-style-type: none"> <li>i. 2010 Budget provided for review and to be discussed at next meeting.</li> <li>ii. Keys  Karen - Build, Costume and barn  Bill Unser- Barn</li> </ul> <p><b>ACTION:</b> Karen to follow-up with previous executive to ask if they still have keys</p>	<p>Judy moved that <i>Fiddler on the Roof</i> be chosen as the Fall show for 2010, seconded by Luisa, carried with abstention by Laurie.</p> <p>Acceptance of Committee reports moved by Laurie, seconded by Michael, carried.</p>
<p><b>8.0</b></p>	<p><b>Strategic Planning:</b>  Suggested items to be discussed:-  PC Role: Definition, role part of executive or not.  Procedure for handing out KEYS.  Procedure in case of a tied board vote with two co-chairs.  When Board members become Show Directors- should they leave Board?</p>	<p>July 28,2009</p>

	<p>Honorarium determination process  Contingencies if production team members quit.  Definition of RCMPI Membership  <b>ACTION:</b> Meeting Tuesday August 11th at 7pm at Laurie's for strategic planning.</p>	July 28,2009
<b>9.0</b>	<p><b>Other Business:</b></p> <ul style="list-style-type: none"> <li>i. Involvement of all members- need to have all-member communication and events – offer hardcopy Stagewrite to those without email, Corn Roast to involve teenage members in planning. Membership List to be reviewed, Erik has a copy.</li> <li>ii. Obtain Copies of Meetings, Financial records and other related documents from previous executive.  <b>ACTION:</b> Co-chairs to follow-up  <b>ACTION:</b> Judy to follow-up with Brenda</li> <li>iii. Procedures. Meeghan had forwarded in email.</li> <li>iv. Committee Lists <b>ACTION</b> Werner and Judy to update lists.</li> <li>v. <b>Action</b> Judy to follow -up with Sarah Whelan about her interest and participation. Also confirm with John Attwell.</li> <li>vi. Michael still planning of taking over the website from Tom.</li> </ul>	
<b>9.0</b>	<p>Special board meeting will be on August 4th, 2009 at 7:00 at Michael's home  Update from Luisa  Approval of revised Nunsense Budget  Discuss Honorariums</p>	Meeting adjourned at 10:03pm, moved by Luisa, seconded by Michael

**Action List**

<b>Item</b>	<b>Personnel</b>	<b>Deadline</b>	<b>Action</b>
Judy to amend June Minutes	Judy	ASAP	
Luisa to create alternate budget for Nunsense(to be ratified via e-mail.	Luisa	August 4th, 2009	
Luisa to inform Directorial	Luisa	ASAP	

team of Problems and have them thinking of alternatives			
Luisa to inform the Stage Manager, Lighting Designer and Set Builder that will get honorarium only.	Luisa	ASAP	
Follow-up with previous executive if they still have keys	Karen, Laurie	September 1st	
Copies of Meetings, Financial records and other related documents from previous executive	Karen, Laurie	September 1st	
Brenda re-Meeting Minutes	Judy	September 1st	
Update committee lists	Judy and Werner	ASAP	
Special board meeting August 4 <sup>th</sup> , 7pm, Michael's	ALL		
Strategic Planning meeting, August 11 <sup>th</sup> , 7:30pm, Laurie's	ALL		

Minutes July 28, 2009