

Vision Committee			
Saturday, September 30, 2017		3 pm	Ruttan Residence
Attendees	Jan Aikins, Marianne Derow, Cath Hughes, Marie Keeler, Mary Lou Ruttan, Karen Flynn, Sue Heath		
Regrets	Stephanie McMurren, Beth Allen		
Check In & Adoption of Minutes			
Discussion	June 10, 2017 Minutes		
Motion to approve, without changes, by Sue Heath, seconded by Mary Lou Ruttan. All in favour.			Passed
Summer Catch Up			
Discussion	Kempenfest Gates		
This fundraising event netted us \$3614.00. This included on-line sales.			
Discussion	Kempenfest – Cups Event – August 5, 2017		
This event was cancelled by the Barrie Music Festival.			
Discussion	Membership – Recouping Property from Former Members		
Costume Committee has a list of former members and the items that are to be returned.			
Marianne Derow suggested a costume deposit &/or treat these as costumes rather than outfits and have them returned after each performance. A deposit has been discussed before with the sticking point being the amount.			
Action Items		Person Responsible	Deadline
1. Discussion outcome – Work on a protocol for returning costumes/outfits.		Costume Committee	Ongoing
Discussion	Midhurst United Church 130 th Anniversary Gig		
Everyone felt that the event went well.			
Beth Allen has purchased a gift, on our behalf, but it hasn't been delivered yet.			
Discussion	Auditions		
All have been done and Marianne is pleased with the outcome and the process of holding these the day before our 1 st rehearsal of the season.			
Mary Lou Ruttan was thanked for the use of her home for the auditions.			
Marianne Derow will contact the 6 auditionees via email re: outcome.			
Group size was also discussed and is dependent on Groupanizer user accounts, riser configuration and costumes.			
Action Items		Person Responsible	Deadline
1. Contact auditionees via email.		Marianne Derow	ASAP
General Administration			
Discussion	Director and Accompanist Contracts – Finalized		
Both contracts have been finalized and signed.			
Discussion	Rehearsal Schedule		
Marianne Derow distributed a sample for discussion which included song memorization deadlines.			
Marianne to provide a list of songs with solos.			
She also emphasized that she is available for music assistance prior to Monday night rehearsal from 5:45 to 6:45. This is open to any member who would like to review repertoire.			
Mandatory extra Saturday rehearsal set for November 4 th (tentative).			
Action Items		Person Responsible	Deadline
1. Update schedule and distribute hard copy to membership.		Marianne Derow	ASAP
2. List songs with solos.		Marianne Derow	Next Rehearsal
3. Update Groupanizer with memorization deadlines.		Cath Hughes	ASAP
Discussion	Communication Protocol for Vision Committee Discussions		
Discussion of feasible forums to use			

Action Items	Person Responsible	Deadline
1. Contact Groupanizer re: private chat forum and notifications.	Cath Hughes	ASAP
Discussion	Job Description Manual – Redrafted – Next Steps	
This manual has been compiled and reformatted, by Karen Flynn, using the drafts created by Scott Herman, Mike Sullivan (former B! member) and Jan Aikins. She is very thankful for the effort that has taken place to get it is this stage.		
Next Step – each job needs to be reviewed to ensure that all tasks have been included.		
Deadline for Publication to Membership – October 30 th , 2017		
Action Items	Person Responsible	Deadline
1. Forward a copy of full manual to Vision Committee for review of format only.	Karen Flynn	ASAP
2. Inform membership that a copy of a job description will be given/emailed to those who currently hold a position(s) for updating, if applicable.	Karen Flynn	Oct. 2 Rehearsal
Discussion	Draft Membership Application – Update - <i>Deferred</i>	
Discussion	Costume Cataloguing App - Update	
Cath Hughes has done research and hasn't found anything suitable at a reasonable cost. Contacting Groupanizer to see if they have something.		
Marianne Derow asked if Groupanizer has the ability to store music scores in our music library for online perusal.		
Action Items	Person Responsible	Deadline
1. Contact Groupanizer re: costume cataloguing utility and music score storage.	Cath Hughes	ASAP
Discussion	City of Barrie Grant Application – Update	
Information has not been posted yet due to reorganization of the Culture department.		
Jan Aikins is monitoring the site for details.		
Discussion	Scheduling Vision Committee Meetings	
Taking into consideration the Director's travel time, it was decided that she could join meetings via Skype &/or digital messaging. This is dependent upon the Agenda.		
Next face to face meeting – Saturday, October 14, 2017.		
Discussion	Equipment Loan Request	
The Barrie Music Festival has asked to borrow our Bose system for Music in the Mall. Vision has approved.		
Action Items	Person Responsible	Deadline
1. Arrange and setup the request.	Cath Hughes	ASAP
Financials		
Discussion	Ticket Revenue Discrepancy	
The \$24 has been recouped.		
Discussion	Insurance Coverage - <i>Deferred</i>	
Discussion	Review Draft Budget	
Increase in Membership Dues - \$175 set for each show season. Membership have been advised.		
Defer 50% of 2017 City of Barrie Grant to 2017-18 Fiscal Year – agreed via email.		
Fundraising Ideas - <i>deferred</i>		
Section 'Ringers' Hired – Marianne Derow felt that this item she suggested wouldn't work well with our group due to the fact that we memorize all music. Agreed.		
Budget Changes – No changes were made after discussion.		
Discussion	Ratify Budget	
Motion to accept the 2017-2018 budget, as presented, made by Marie Keeler and seconded by Cath Hughes. All in favour. Passed		
Discussion	Review Year to Date – Bingo Revenue Surplus	

Currently, funds are ahead so far. If a surplus continues, the costume budget could be increased for the Spring show.		
Discussion	Financial Statement – Ready	
Jan Aikins reported that the statement reflects that there was a loss last year due to equipment de-valuation, however, our bank balance shows that we have a \$2000 profit.		
Annual General Meeting		
Discussion	Set Date	
Monday, October 23, 2017 – 6:30 pm. Prior to rehearsal.		
Official 10 Day Notice cannot be later than October 12 th .		
All current Vision Committee members have agreed to stand again.		
Action Items	Person Responsible	Deadline
1. Organize official notice to membership.	Jan Aikins	October 12
Welcome Event		
Discussion	Introducing Our New Director	
Decision made to use social media and media releases to initially introduce Marianne to the community.		
Meet and greet reception will be done after our Friday, Dec. 1 st show.		
Invite List – include local music groups, City of Barrie officials, etc..		
Action Items	Person Responsible	Deadline
2. Recruit assistance with social media ideas.	Cath Hughes	ASAP
Future Gigs		
Discussion	RVH – Friday, December 8 th – Noon to 12:30 pm	
Since this is a daytime event only a small group would be available to perform. Marianne is unable to attend.		
Action Items	Person Responsible	Deadline
1. Poll membership re: availability via doodle poll.	Marianne Derow	ASAP
2. Back up plan – poll membership re: availability.	Jan Aikins	ASAP
Discussion		
Discussion	OASS Convention Showcase - <i>Deferred</i>	
Discussion		
Discussion	MacLaren Christmas Event – Thursday, December 14 – 6:30 pm	
Marianne is unavailable. She will ask Ellen Wells, accompanist, if she is available before this event is confirmed.		
Action Items	Person Responsible	Deadline
1. Check Ellen Wells' availability.	Marianne Derow	ASAP
Discussion		
Discussion	Skyliners Collaboration	
No response from the Skyliners at this point. We will do it only if it is financially feasible.		
Action Items	Person Responsible	Deadline
1. Contact Skyliners.	Jan Aikins	ASAP
Discussion		
Discussion	Spring 2017 – Keswick Church	
A Keswick church is offering a concert series and have approached us re: performing a condensed Spring show in May 2018. This would be a paid gig.		
A Canadian Christmas Eh!		
Due to time constraints these items were deferred - Band, Stage Manager, Tickets, Promotion, Refreshments.		
Discussion		
Discussion	Set List	
This was discussed using Marianne's rehearsal schedule. Songs requiring choreography and/or move discussed.		
Choreography assistance from members (those who volunteered on the task list) will be needed. Director to contact via email.		
Set list order to be determined by Marianne.		
Action Items	Person Responsible	Deadline
1. Contact interested members for choreo help.	Marianne Derow	ASAP

2. Supply song order including staging.		Marianne Derow	Next Meeting
Discussion	Guests		
Discussed having an Indigenous Welcome at the beginning.			
Mable Moon (stage name), will be contacted re: narrator for Children's matinee.			
Scripts from previous shows will be utilized. Santa will also be included.			
Action Items		Person Responsible	Deadline
1. Contact 'Mable Moon' re: availability.		Marianne Derow	ASAP
2. Send sample Matinee scripts to Marianne.		Jan Aikins	ASAP
3. Contact members of the Indigenous community re: welcome.		Jan Aikins	Next Meeting
Discussion	Costumes		
More manifesto tee shirts are required.			
Marie Keeler to provide quantity to be ordered and advise Jan Aikins of the cost. Marie will look for a new supplier but keep shirt colour the same.			
Action Items		Person Responsible	Deadline
1. Order tee shirts.		Marie Keeler	ASAP
Spring Show 2018			
Discussion	Theme		
It was decided that 'Seasons' be the theme.			
Meeting Adjourned – 5:30 pm			
Next Meeting	Saturday, October 14, 2017	10 am	Ruttan Residence

Minutes submitted by Karen Flynn