

Vision Committee		
Wednesday, November 8, 2017	7 pm	Aikins' Residence
Attendees	Jan Aikins, Marie Keeler, Beth Allen, Karen Flynn, Sue Heath, Stephanie McMurren, Mary Lou Ruttan, Marianne Derow (via Messenger), Donna Greatrix (Guest)	
Regrets	Cath Hughes	
Check In & Adoption of Minutes		
Discussion	October 30, 2017 Minutes	
Motion to approve, without changes, by Marie Keeler, seconded by Sue Heath. All in favour.		Passed
Suggestion Box		
Discussion	<i>Deferred</i>	
Spring Show 2018		
Discussion	Theme & Show Name	
Show name is <i>Bravado! for All Seasons</i> . Tag line to be chosen later.		
Songs about seasons i.e.) nature, love, life, circle of development and more. Members of the Music Selection Committee would like a copy of our library list to peruse and make suggestions to Director.		
Discussion	Graphic	
Graphic to include all four seasons themes as mentioned above.		
Ad is required for Christmas programme.		
Action Items	Person Responsible	Deadline
1. Forward theme ideas to graphic designer.	Jan Aikins	ASAP
Discussion	Future Shows 2018-2019 Season - Brainstorming	
Planning a year or more in advance discussed.		
Taking into consideration from ideas from AGM list i.e.) switch up show cycle i.e) forgo Christmas do Valentines instead or November & April. No decision made at this time due to concerns about how the change will affect our ticket sales.		
Show Theme Ideas: Beatles, Bugs and Slugs; Songwriters Circle; BAM!; Country Music Theme; Disney-o-Nanza; Sing-A-Long Show		
A Canadian Christmas Eh!		
Discussion	Tech, Lighting and Backdrop	
Backdrop – projection screen to be used with a slide show that compliments set list songs.		
Lighting Set List – Jan Aikins to ask Ang Wagner, Stage Manager, to create the list for Collier St. Church lighting technician.		
Action Items	Person Responsible	Deadline
1. Request Ang Wagner to create lighting list.	Jan Aikins	ASAP
Discussion	Rehearsal Schedule for Extra Rehearsals	
Midhurst United Church (MUC) – Venue for Friday, November 17 th rehearsal. Marianne Derow was messaged re: is this a go and she confirmed that it is.		
Salvation Army (Lillian Cres., Barrie) – Venue for Saturday, November 25 th – only available from Noon to 5 pm. Marianne advised, via Messenger, of times. Rehearsal schedule will need to be amended. Marianne to email choir re: schedule.		
Action Items	Person Responsible	Deadline
1. Send email to membership re: rehearsal times for these.	Marianne Derow	ASAP
Discussion	Welcome Reception Invite List - Update	
Marie Keeler is waiting for one contact before sending out. Approximately 15 people are on the list (2 tickets per contact). Number is needed for reception refreshments.		
Discussion	Ticket Sales - Update	
Ticket Coordinator reported, via email, that approx. \$500 so far. Jan Aikins to circulate sheet re: sales so far at next rehearsal.		
Frank Hutcheson requires an invoice for his ticket sales to a specific company be done. Our Bookkeeper will create a B! official invoice and send to Frank.		

Action Items		Person Responsible	Deadline
1. Circulate ticket sales list.		Jan Aikins	Nov. 13 Rehearsal
2. Advise Amy Lewis to produce invoice for Frank’s sales.		Jan Aikins	ASAP
Discussion	Comp Tickets		
Comps to the Barrie City Councilors discussed. Suggestion made that tickets be sent to them to see for themselves the importance of the City’s cultural grants and what the grant supports. Friday night tickets be offered to see the show and meet our Director. They will be asked if they are interested and send them tickets (2) only if they plan on attending.			
Action Items		Person Responsible	Deadline
1. Send Councilors acceptances to Ticket Coordinator.		Marie Keeler	ASAP
Discussion	Promotion		
Jan Aikins reported that this is going well.			
The Barrie Examiner – Interview with Marianne Derow is scheduled.			
Rogers TV – They will attend an upcoming rehearsal. B! to wear Manifesto t-shirts.			
Social Media – Cath Hughes has boosted our sponsored ads on FaceBook.			
Senior’s Complexes – There is a push on getting a bus from local complexes. Sue Heath has approached to Amica. Other places to contact: Roberta Place & Tollendale.			
Action Items		Person Responsible	Deadline
1. Contact Roberta Place.		Beth Allen	ASAP
2. Contact Linda Blom and Scott Herman re: Tollendale.		Jan Aikins	ASAP
Discussion	Refreshments		
Collier St. United Church women have agreed to serve intermission refreshments, Kid’s matinee and also Friday’s Welcome Reception. Donations for food goes to their fundraising initiatives.			
For the reception they asked that B! provide fruit tray to augment the food served. Vision agreed to provide these.			
Discussion	Programme		
Ad Count – Karen Flynn reported results from the Section Ad Challenge. Soprano – 3 ads Alto – 8 ads Tenor – nil (at meeting time) Bass – 10 ads ** Winners!!			
Section challenge was a tremendous success - \$2450 in ad sales. Way to go Choir!			
Discussion	Ushers		
City of Barrie Usher Protocol – Beth Allen attended a meeting in the summer and reported the following. The City has and is looking at developing a protocol for all users of City run venues. Currently, there are specific expectations for ushers to follow such as a minimum of 8 ushers required at Georgian Theatre, wear name tags, minimum age. The Gryphon (Georgian) Theatre Guild are the official ‘paid’ ushers to be used (\$300 per show) and there is discussion that they may become the only ushers allowed at this venue. However, it was discussed that not-for-profit groups, like ourselves, would not be charged a fee. Beth said that there hasn’t been any follow up from this meeting but will check notes.			
Front of House – Jane Sullivan no longer able to help. Choir to be asked for volunteer suggestions.			
50/50 Draw – this is against Church policy so this is not being done.			
Jan Aikins noted that Creative Economy, formerly City of Barrie Dept. of Culture, has made major changes and is drifting away from supporting not-for-profit arts group. ChoralFest a no go.			
Action Items		Person Responsible	Deadline
1. Email membership re: volunteers and confirm at Monday’s rehearsal.		Jan Aikins	Nov. 13 Rehearsal
2. Check notes from Usher meeting.		Beth Allen	Next Meeting
Discussion	Video Recording		
Karl Klemm is unable to do this for the show. Vision is looking for volunteers outside of the choir. See Action Items for detail.			
FYI - Debbie Klemm is unable to look after our archives.			

Action Items	Person Responsible	Deadline
1. Contact Etobicoke School of Art (ESA) re: videographer.	Marianne Derow	ASAP
2. Contact Chase Godmere re: videographer position.	Steph McMurren	ASAP
Discussion	Lobby Design	
<p>Canada Tree – Plan is to decorate tree (use Collier’s tree) with Canadiana items – skates, hockey stick, moose, Olympic mittens, beaver, with a Tim’s cup garland, etc. Mantel will be used again.</p> <p>Headshot Display to be incorporated into a PowerPoint presentation. Those who missed photo will be taken at an upcoming rehearsal – date to be announced.</p> <p>Ornament Station – Donna Greatrix says she has set up ideas. She will advise Jan Aikins what is needed. B! stamp is needed.</p>		
Action Items	Person Responsible	Deadline
1. Contact Collier Street United Church re: use of their lobby tree.	Jan Aikins	ASAP
2. Let Jan Aikins know what is needed for ornament station.	Donna Greatrix	ASAP
3. Order stamp for back of ornaments as discussed at meeting.	Marie Keeler	ASAP
Discussion	Kid’s Matinee – Set List	
<p>Intro Scheme - Jan Aikins was unable to get Stuart McLean rights to read his stories in Set 1. She would like some guidance with writing Set 1 script. Ideas discussed - Incorporate iconic Canadian media characters throughout i.e.) Marg Delahanty type character – interview Marianne at first intro. Expand on Don Cherry character in the Hockey Song. Jan has written set 2 where Bob & Doug McKenzie will be MCs.</p> <p>Kid’s Matinee Script – Mable Moon is MC. Throughout the show she is chasing down Santa so she can post her Santa letter but Santa has taken the post box. Jan will send scripts for Vision to review. Russ Clayton lending his Santa suit. Vision discussed whether or not we should buy a suit? Checking prices although, if cost is too high, we could keep borrowing.</p> <p>Pre-show Activities – In addition to making Christmas craft to be used during the show the children can also write letters to Santa and place in the post box which will be picked up by Santa prior to matinee start time. Mary Lou Ruttan needs help crafting. Rita Kolpak has offered to help. Choir to be asked to help at next Monday’s rehearsal. Craft Stations: jingle sticks, Santa hat, Santa, ornament shakers, Santa letter writing (set design guys will make mailbox), face painting.</p>		
Action Items	Person Responsible	Deadline
1. Send scripts to Vision for review.	Jan Aikins	ASAP
Discussion	Costumes/Props	
<p>Manifesto T-shirt update – no need to order any at this time. There are enough on hand.</p> <p>Parade of Costumes – TBD by Committee.</p> <p>Santa Hats – will be used during second half. Will removed during O Canada but keep wearing until Bob and Doug do their shtick.</p> <p>Iconic Canadian Characters – Discussed various costumes dress up i.e.)Don Cherry, Dakey Dunn. Bob and Doug will supply their own outfits with guidance from Costume Committee.</p> <p>Santa’s Mailbox – Kid’s Matinee – Set construction committee to be asked to make this.</p> <p>Santa Costume – discussed whether or not we should purchase one. Russ Clayton lending his Santa suit. Checking prices although, if cost is too high, we could keep borrowing.</p> <p>Matinee Costume – ugly sweater or Christmas top.</p> <p>Big Cheque – no discussion</p>		
Action Items	Person Responsible	Deadline
1. Contact, via email, Bob and Doug characters re: their costume needs and membership re: matinee outfits noted above.	Sue Heath	ASAP
Discussion	Load In	
<p>Volunteer List – Jan Aikins has list.</p> <p>Equipment List – Mike Smith’s assistance is needed to create a list of sound equipment required.</p> <p>Set Plan - list to be made up from discussion.</p> <p>Supervision – Stephanie McMurren, Cath Hughes and Sue Heath will supervise November 29th load in.</p>		

General Administration		
Discussion	Job Description Manual	
Karen Flynn reported that the manual is almost ready for publication on Groupanizer. Once final formatting has been done, it will be posted in the Documents area.		
Document will be posted as a pdf. If editing is needed, Adobe Writer, can convert to Word.		
Discussion	Draft Member Application Update	
Beth Allen created a non-performing member application form that would be used by people outside of the choir would complete.		
Copy of the document is needed but wasn't available at the meeting for discussion. Katie Pergau could have a copy.		
Action Items	Person Responsible	Deadline
1. Contact Kate Pergau re: document.	Beth Allen	Next Meeting
Discussion	City of Barrie Grant Application	
Jan Aikins is working on the grant submission.		
Discussion	Trailer Upkeep	
It has been noticed that the trailer could use a little maintenance. i.e.) rusty rims, door trim could use some paint. This would be done in the Spring.		
Discussion	Miscellaneous	
Performing Member Fee - Since Mary Lou Ruttan is performing in part of the show, it was decided that she pay 50% of the performing member fee.		
RVH Gig - Dec. 8th - It was suggested that those participating in the gig should carpool. Parking fees are expensive.		
Future Gigs		
Discussion	Spring 2018 in Keswick - Others not discussed.	
This was the only all gigs discussed. Jan Aikins elaborated on the invitation. It is a part of a church fundraising event at a church there. She is awaiting response from them whether or not this is a go.		
Meeting Adjourned - 10:25 pm		
Next Meeting	Tuesday, November 21 st	7:00 pm Ruttan Residence

Minutes Submitted by Karen Flynn