

Vision Committee		
Saturday, July 4, 2015		3:00 pm
		Aikin's Residence
Attendees	Jan Aikins, Katie Pergau, Cath Hughes, Marie Keeler, Mary Lou Ruttan, Brian Cloes, Karen Flynn, Sue Heath	
Regrets	Jen Bedard	
Check In & Adoption of Minutes		
Discussion	Check In – What would you like to see happen in B! upcoming year & 5 years out?	
	<i>Upcoming Year</i>	<i>5 Years Out</i>
Cruise		Harrogate, England Trip
Returns of music; members manual		Trip to UK with a side trip to Wales
Big Band Christmas show to go well		Increase audience via new marketing strategies
More subcommittee involvement by others in B! plus Big Band; creative ways to market ourselves (City sing out);		A B! recording of some kind.
More versatile sound system where we can rid ourselves of the risers, more movement		Increased audience
Big Band show could be more than just a Christmas show i.e.) Big Band 2 expand without Christmas music. B! apparel (future marketing) mens barbershop ensemble		Expand our 'listener'ship – a billboard (Five Points)
Costumes – complete itemizing & have tracking database in place.		Still singing with B!
New Ticket Conveners		Singing with B! and increased recruitment of young singers.
Adoption of Minutes		
One change made, Jan Aikins to contact Mike Howe re: website fees. Motion to approve with changes made by Mary Lou Ruttan and seconded by Marie Keeler. All in favour. <span style="float: right;">Passed</span>		
Action Items	Person Responsible	Deadline
1. Minute taker assigned.	Karen Flynn	ASAP
Suggestion Box		
Discussion	Deferred until the Fall session resumes.	
Kool Britannia - Debrief		
Discussion	Final Figures – Tickets Sold & Revenue	
Final Figures – reviewed from a very concise report; came in over budget but that's mostly due to raising the general price to \$25 due to Capital Fund - \$15,066.91		
Ticket Totals - Friday 264 – Saturday 289		
Limited number of tickets were purchased at the door.		
Discussion	Town Crier	
Steve Travers was in attendance at intermission at the Saturday evening show only.		
Action Items	Person Responsible	Deadline
1. Delivered Honourarium cheque to Steve Travers.	Mary Lou Ruttan	Delivered
Discussion	High Tea - Donation to Barrie Food Bank	
Approx. \$800 collected both shows. A motion was made by Mary Lou Ruttan, seconded by Sue Heath, that Bravado! should increase the amount to \$1000. All in favour. <span style="float: right;">Passed</span>		
Donation will be made in the Fall, with photo, via a press release.		
Discussion	Overall Review of Show – Individual Evaluations	
Queen was so good.		
Friday performance the best – attributed to warm up prior to show.		
Micah Barnes workshop influence was good – felt we made a better connection with music & emotion.		
Excellent stage management.		

Sound was fantastic.		
Felt the pre-show prep (separate tech and dress rehearsals, Debbie Klemm assisting at the sound board) attributed to a more open and relaxed show.		
Great leadership by Katie Pergau.		
<b>Financials</b>		
Discussion	Year To Date Report – Deferred	
Due to Treasurer’s absence the report was not discussed.		
Discussion	Accounts Payable	
The following invoices are outstanding – Whole Note ad; Georgian College Theatre rental & show advertising.		
Discussion	Amending the Treasurer Position	
A discussion took place with the recommendation of dividing this job into 2 separate positions – bookkeeper (non Bravado! member and Treasurer (Bravado! member).		
The bookkeeper would keep the books (attend Vision Committee meetings but not rehearsals) and Treasurer, being a B! members, would deal with financial aspect required at rehearsals and work in conjunction with the Bookkeeper.		
No action required at this time, discussion item only.		
Discussion	Miscellaneous Items – Minimal Discussion or Items Deferred – Treasurer Absent	
Expenses Filed – deferred.		
Music Pro Account Setup – status? Deferred.		
Visa Card Update – status? Having this card would help with keeping receivables up to date. Deferred		
Year End Deadline – October 15, 2015 – draft report overdue.		
Programme Advertising Payments - deferred		
Discussion	Budget Priorities	
Trip Subsidy – Vision would like to use some of our reserve for the member’s cruise expenses. Approximate reserve total gleaned from April 8/14, 2015 minutes is \$33,647.36 (June 2014). Vision is looking at using \$6000 of reserve (formulated at a cost of \$1000 for 20 participants a 30% discount was used to determine amount to use). Fundraising would also reduce the cost too. See discussion below.		
Also there is the \$600 discount for the ‘crazy’ Altos who sold the most Spring show tickets.		
<b>Action Items</b>		
1. Confer with Treasurer re: actual reserve amount.	Jan Aikins	Next meeting
Discussion	Fundraising Initiatives for Trip	
<ul style="list-style-type: none"> <li>• Increase use of Vista gift cards.</li> <li>• Research the use of Bingo funds (we are performing on board).</li> <li>• Christmas Tree Raffle (more on tree sponsorship in Big Band Christmas item). Sell \$5 raffle ticket and win a tree.</li> <li>• Silent auction (at Christmas Show).</li> <li>• 50/50 draw.</li> </ul>		
<b>Action Items</b>		
1. Email membership for fundraising ideas.	Jan Aikins	By Sept.
Discussion	Photocopying	
Bravado! prints approx. 2,500 copies per year. Tom Aikins has offered to handle photocopying @ 0.5¢ per page.		
Committee is in favour of using his services. The amount of \$250 will be worked into the budget.		
<b>Action Items</b>		
1. Update 2015-2016 budget with this amount.	Jan Aikins	Ongoing
Discussion	Water Bottles	
It was observed, by a B! member, that the use of disposable water bottles at dress rehearsals is not ecologically viable.		
Recommendation made to have reusable water bottles, with B! logo, available for purchase by members instead.		

Water supply to be determined. i.e.) large water dispenser bottle. See Spring Show Georgian College item for more information too.			
<b>Action Items</b>		<b>Person Responsible</b>	<b>Deadline</b>
1. Future discussion required re: cost for budgeting purposes.		Vision Committee	Fall 2015
<b>Discussion</b>	Micah Barnes Workshop		
Everyone was in agreement that we should invite him back for another workshop next year. No action required at this time.			
<b>Administration</b>			
<b>Discussion</b>	Business Address Change		
Owen Street address (Chuck Ruttan's former law office) will remain our business address until the building is sold.			
No action at this time.			
<b>Discussion</b>	Music Library Transition Process		
Cath Hughes has assumed the Music Librarian position and music has been moved from Brian Cloe's residence to hers.			
<b>Shelving Donation:</b> was received from a local Canadian Tire Corp. dealer via Steve Hughes.			
Dealer is interested in receiving a receipt of for shelving donation (\$1000).			
Steve Hughes will approach dealer to see if he is agreeable to make an 'in-kind' sponsorship. ArtsVest will match 50% of the sponsored amount, if he agrees.			
<b>Music Library Start Up Cost</b> – approx. \$476.00			
<ul style="list-style-type: none"> <li>• Software – Bar coding – Musiclibrarian.net – free (but a beta version right now)</li> <li>• Scanner \$70+hst</li> <li>• Labels 18000 - \$135 from Canada Labels – 2.65 x 1” (30 per page)</li> <li>• Banker Boxes – 30 - Simcoe Office Products - \$156 + HST – suggested to get more.</li> <li>• Printer Ink – label printing</li> <li>• Peg Board \$25 for shelving backing</li> </ul>			
Music Loaning Agreement – Cath Hughes has the existing form but an updated process is needed. She will work with Music Director to outline process.			
<b>Action Items</b>		<b>Person Responsible</b>	<b>Deadline</b>
1. Forward the 'in-kind' sponsorship letter to Cath Hughes for CTC.		Jan Aikins	ASAP
2. Edit music loaning agreement form.		Cath Hughes	Ongoing
<b>Discussion</b>	Ticket Coordinator Position - Deferred		
This position is currently available now that Cath Hughes has taken over the music librarian position.			
<b>Discussion</b>	Orientation Manual		
The outstanding topics of costume and music deposit were discussed and resolved, as follows:			
<i>Costume deposit will not be required.</i> A fee doesn't solve the issue of costumes not being returned. We want the costume more than the money.			
<i>Music Deposit fee will be charged.</i> A non-refundable fee of \$10 will be charged each session this upcoming season that will amount to a total of \$20. This one time deposit will be held by Bravado. If a member does not return music, the cost to replace each piece will be deducted from the deposit held in the choir member's name. If the deposit amount gets used up, another deposit will be collected before music is distributed to the choir member in question. Members will also be required to sign a receipt for music received. Fee covers cost for photocopying of lost & missing pieces.			
Final PDF copies will be distributed to current members and paper copies to newbies.			
<b>Action Items</b>		<b>Person Responsible</b>	<b>Deadline</b>
1. Edit Vision Committee job descriptions for insertion into publication.		Jan Aikins	End of August
2. Update manual with discussion outcomes.		Cath Hughes	Fall Startup
3. Distribute individual costume list at the beginning of the season.		Mary Lou Ruttan	Fall Startup
<b>Discussion</b>	Bravado! Manifesto		
Jan Aikins distributed the awesome draft of our new manifesto or vision statement.			

Changes were discussed and will be updated. Manifesto is going to be used as the cover for Orientation manual.		
Action Items	Person Responsible	Deadline
1. Update job description document.	Jan Aikins	Fall Startup
<b>Discussion</b> Equipment Inventory – Monday, August 17, 2015		
Due to inclement weather the June inventory has been rescheduled for August 17 <sup>th</sup> .		
Coloured tape has been purchased and will be used to easily identify which bin the items are to go into.		
Bins will also have colour coded outside labels with an inventory listed attached.		
<b>Discussion</b> Spring Show Georgian Theatre		
May 11 through 14, 2016 have been secured with the City of Barrie.		
Theme – Water or possible the four elements – water, air, earth & fire		
Approach Culligan Water (or other suppliers) re: supply of waters in large jugs instead of individual plastic bottles at intermission. B! to have own water bottles for rehearsals with new logo.		
<b>Discussion</b> Bravado! Branded Apparel		
With the advent of our new manifesto and branding we thought it would be a good idea to look into researching the purchasing of new tee-shirts, tanks, sweatshirts, etc.		
Action Items	Person Responsible	Deadline
1. Price out apparel with logos.	Marie Keeler	ASAP
<b>Bravado Big Band Christmas – December 4 &amp; 5, 2015</b>		
<b>Discussion</b> Scope – Concert Parameters		
Jan Aikins and Katie Pergau have met with Ron Robbins & Jon Hennebry of the Skyliners who have committed to performing at this show. George Jonsescu will be our Master of Ceremonies.		
<b>Venue</b> – ANAF Hall, Barrie		
<b>Repertoire:</b> The show will be very different than we have done before – a lot of swing pieces. Music repertoire – collaboration has started - band has sent their choices and Katie Pergau has sent Music Librarian ours. Will include some traditional choir Christmas songs & band pieces; Etobicoke School of the Arts has band scores/voice from their SWING show that we can look over too.		
<b>Show Outline Ideas-</b> 2 sets – 8 pm start time; band play 20 minutes before; small ensembles where choir learns approx. 10 numbers then participate in a small ensemble, quartets, etc. Everyone will be in a least one ensemble – ensemble will be part of the rehearsal time. B! could start show by dancing on the dance floor. Jan Aikins is exploring the organizing a series of ballroom dance lessons prior to the show (October timeline) which will involve B! but will also be open to the public at large. Participants will be encouraged to attend the show and use their new found talents on the dance floor (audience participation opportunity).		
Afternoon Matinee for Kids– Vision felt it is a good opportunity to encourage the young people. Skyliners have a youth band that could play. A lot of repeats from last year including Santa & Grinch. Kids could sit on dance floor.		
ANAF will run cash bar.		
<b>Discussion</b> Subcommittees – Sponsorship, Tables & Trees		
Table Setup of 8 Persons. This is not a concert but an evening event with dancing and food (chocolate buffet).		
Table Sales – sell a table of 8 (\$250). Offer it as a small company Christmas event. They will be supporting 2 local arts groups.		
Decorated Christmas Tree Sponsorship – Have local company sponsor the decorating of trees then raffle them off at show time. George Jonsescu said he can assist with sponsorship of trees.		
Raffle off table centerpieces, on Saturday evening, to assist with show costs.		
Will need members to become involved in various subcommittees that will be created for this show.		
<b>ArtsVest Sponsorship Assistance</b> - Katie Pergau attended an ArtsVest session which she felt was very useful and would help us in gaining sponsorship funds. ArtsVest will match 50% of any 'in-kind' sponsorship dollars we receive.		
<b>ArtsVest Deadline</b> – August 10 <sup>th</sup> for pre-approval form for matching. Additional 10 mentoring sessions are available between now and April 2016. Katie will ask for assistance if she needs someone else to attend sessions.		

Discussion		Graphics & Tickets	
Poster – Keep the name <i>Bravado! Big Band Christmas</i> . Add featuring the Skyliners & Special Guest, George Jonescu. Will include Kids matinee info on poster and bookmarks.			
Ticket Outlets – Music Pro & MacLaren Art Centre will be approached again.			
Action Items		Person Responsible	Deadline
1. Contact Music Pro & MacLaren re: ticket outlets.		Karen Flynn	ASAP
Discussion		Skyliners Fee	
Skyliners will charge us a fee of \$5000 rather than participate in ticket sales, etc. However, they will sell as many tickets as they can. They hope to pull from their audience base from their Saturday morning rehearsal crowd			
Discussion		Budget	
<b>Costumes</b> discussed. Party attire rather than choir apparel.			
<b>Advertising Budget</b> - \$2500 is being budgeted for radio spots due to the dancing. Tom Aikins will approach Jewel radio stations re: advertising spots. We need an early implementation, mid-November, for this type of advertising.			
<b>Ticket Pricing</b> - \$35 per ticket. Higher price because we are offering dancing, cash bar, chocolate buffet, etc.			
Ensemble Mics – will need two in the \$250 to \$500 range each.			
<b>Parking Lot</b>			
Discussion		Trip Next Steps & Kempenfest Shift	
No discussion took place.			
<b>Meeting Adjourned – 5:45 pm</b>			
Next Meeting		TBD	