

Vision Committee		
Tuesday, September 29, 2015	7:00 pm	Pergau Residence
Attendees	Jan Aikins, Katie Pergau, Cath Hughes, Marie Keeler, Brian Cloes, Karen Flynn, Stephanie McMurren (guest)	
Regrets	Sue Heath, Mary Lou Ruttan	
Check In & Adoption of Minutes		
Discussion	Review of Minutes	
Motion to approve the July 4 th – Regular meeting with changes; August 18 th In Camera Meeting – no changes; August 25 th In Camera Meeting – no changes & September 11 th In Camera Meeting – no changes was made by Marie Keeler, seconded by Cath Hughes. All in favour. Passed		
Action Items	Person Responsible	Deadline
1. Minute taker assigned.	Karen Flynn	ASAP
Suggestion Box		
1. Coffee Making Machines – Time for new ones. After discussion the motion to purchase 2 new machines was made by Cath Hughes and seconded by Brian Cloes. All in favour. Passed		
Action Items	Person Responsible	Deadline
1. Purchase 2 coffee makers with universal filters.	Cath Hughes	ASAP
Loose Ends		
Discussion	Donation to Barrie Food Bank	
Bravado! will donate \$1000 of which approx. \$800 is from the Spring Show Tea. Barrie Food Bank to be contacted by Sue Heath re: donation. Karen Flynn has offered to accompany Sue Heath.		
Action Items	Person Responsible	Deadline
1. Remind Sue Heath to contact Barrie Bank.	Jan Aikins	ASAP
Discussion	Budget for 20-15-2016 Year	
Due to extenuating circumstances a formal budget has not been set. See Financial item – Budget Priorities for details.		
Financials		
Discussion	Treasurer Position – Interim Protocol	
Until a Treasurer has been appointed there will be 2 people involved to verify all monies taken in from Vista, ticket returns (process already in place) and membership due has been received and deposited to B! account.		
Vista – David O’Halloran will collect cheques and give them to Jan Aikins.		
Membership Dues - Jan Aikins to announce at next rehearsal that \$150 is due by Monday, October 26 th rehearsal. She will also assume responsibility of collecting dues. All members will be issued a receipt even when paying by cheque.		
Treasurer Position - Kate Lapierre has volunteered to be Treasurer and Marcel, Kate’s husband, our bookkeeper. Vision agreed to accept her offer.		
Action Items	Person Responsible	Deadline
1. Advise that membership fee of \$150 is due by end of October.	Jan Aikins	Oct. 5
2. Respond to Kate Lapierre that we are happy to accept her offer.	Katie Pergau	ASAP
Discussion	Year End Update	
Frank Hutcheson is reviewing and reconstructing our year end from the information that is currently available to us.		
There are a few programme advertising sponsors from our Spring and Christmas show on the Aged Overdue Report. Sponsors have been contacted as re: payments made &/or their cheques cleared.		
Action Items	Person Responsible	Deadline
1. Continue contacting and follow up on sponsor payments.	Karen Flynn	ASAP
Discussion	Jen Bedard - Repayment Amount/Schedule of Funds	
Cash Box contained missing cheques and deposits from ticket sales that were in the Aged Overdue Report. Jen Bedard declared \$2300 in cash missing. \$1500 instalment coming then instalments within a short time period will be made. All equipment, etc. is still in her storage unit. Master accounting software file has been forwarded to Jan then to Frank for the past year.		

<p>Repayment Schedule – a \$1500 payment to be received soon from Jen. Remaining funds to be repaid in instalments over a short period of time.</p>			
<p>All Bravado equipment is still in Jen Bedard’s storage unit but a copy of the master file from accounting software for the past year has been forwarded to Jan Aikins. Frank Hutcheson, who is reviewing our year end, has received a copy of the file.</p>			
Action Items		Person Responsible	Deadline
1. Ongoing contact with Jen Bedard via Martha Cates.		Jan Aikins	Ongoing
2. Audit Year-end Financial (July 1, 2014-June 30, 2015) information to confirm the amount of monies missing.		Jan Aikins & Frank Hutcheson	Oct 15th
Discussion	Bravado! Visa Card Use Protocol		
<p>Jan Aikins has received card and signing authority. Card is to be used primarily for on-line choir purchases.</p>			
<p>Purchase Protocol – person wanting to use the card must :</p>			
<ol style="list-style-type: none"> 1. sign a sign out log. 2. an email to be sent to Vision Committee re: who has signed it out and reason for use. 3. person must return it promptly accompanied by an invoice. 			
Action Items		Person Responsible	Deadline
1. Create and maintain a sign out log.		Jan Aikins	ASAP
Discussion	Kempenfest Outcome		
<p>\$3387.00 was received from our take of the gate receipts. Everyone is pleased considering the Sunday show was cancelled due to a severe thunderstorm.</p>			
Discussion	Budget Priorities		
<p>Trip Subsidy - Money to come out of next year’s budget. Vision is looking at a \$200 per member subsidy but could be more dependent upon the number going. Jan Aikins is investigating the use of bingo funds to augment the subsidy. She has sent an email to the Bingo people re: permission to use these funds for this purpose. Bingo funds usually run approx. \$4200 over budgeted amount. If we are able to use those funds, it is proposed that any money over the budgeted amount go to the trip subsidy. Members will be asked if we can set aside 3 extra subsidy amounts for members that that need or want financial assistance.</p>			
<p>Storage Unit – our account hasn’t been kept up to date so we no longer get a discount. Do we want to move? Discussion determined that the close proximity to Georgian College plus the convenience of drive up and load, 24 hour access, security and a heated unit makes it too good a location to leave. Paid until end of October 2015. Action: Sponsorship by storage people for a discount? Katie Pergau will contact them re: sponsorship.</p>			
<p>Ensemble Mic Purchase – Need to purchase this for Christmas show. Get model info & quotes</p>			
<p>Water Bottles – It was observed, by a B! member, that the use of disposable water bottles at dress rehearsals is not ecologically viable. It was decided that we should order bottles for all members with our new manifesto on it. See item and action under Administration – Manifesto.</p>			
<p>Workshops & Other Training Events – Vocal Instrumentation Training Session with a Beat Boxer. Another Micha Barnes workshop. A workshop with Cadence, the a Capella jazz choir that offered a workshop that Katie attended this past summer, is out of our price range - \$2500.</p>			
<p>Equipment Storage Bags – approx. \$200</p>			
<p>Costumes – Big Band Christmas - \$2500 is being budgeted. Marie Keeler is looking at purchasing crinolines for women’s dresses.</p>			
Action Items		Person Responsible	Deadline
1. Seek approval from B! membership for 3 extra trip subsidies.		Jan Aikins	ASAP
2. Approach storage unit company regarding B! receiving a fee discount for a sponsorship opportunity for them.		Katie Pergau	ASAP
3. Contact Cadence (a Capella jazz group) re: model of ensemble mic they use.		Katie Pergau	ASAP
4. Retrieve and advise Vision re: ensemble mic info from previous meeting minutes.		Cath Hughes	ASAP
5. Contact Rheal Chiasson, Beat Boxer from our 2015 Christmas show re: vocal instrumentation workshop.		Katie Pergau	ASAP
6. Approach Micha Barnes for another workshop in the new year.		Jan Aikins	ASAP

Discussion	Music Pro Account Setup	
Deferred until a new Treasurer has been appointed.		
Discussion	ArtsVest	
Bravado has received approval for up to \$2000 in ArtsVest funds.		
ArtsVest Sponsoring Details		
<ul style="list-style-type: none"> • Deadline – March 1, 2016. • New cash sponsors matched at 100%. • New in-kind sponsors matched at 50%. • They require proof of payment and deposit. 		
Frank Hutcheson to assist with receipt received from Canadian Tire Corporation.		
Administration		
Discussion	Business Address Change - Update	
The address of 23 Owen Street, Barrie, will continue to be our official address until the building has been sold.		
No decision was made as to what the address will be when the building is sold.		
Discussion	Music Library	
The setup and organizing the library (numerical order) is coming along quite well. Entry of the data into the library database is a work in progress.		
Ensemble music will be bar coded now that the selection has been done.		
Audio file storage – Currently our software doesn't support this yet. Cath Hughes, Music Librarian, is checking with vendor re: availability.		
Compiling of mp3 rehearsal song files is being compiled by Cath and stored on her computer for now.		
A playlist of mp3 files from our Children's matinee is being compiled for the new members. List will be sent to Director, Katie Pergau, for approval before playlist is released to the 'newbies'.		
Learning Aids – The combined use of MuseScore & Learn My Part (application) was extremely beneficial in learning songs last year. Review is needed on how to convert MuseScore files for use with Learn My Part.		
Music Deposit \$20 total for year - \$10 per session.		
Action Items	Person Responsible	Deadline
1. Upon approval by Director send mp3 files to new members.	Cath Hughes	ASAP
2. Contact Gavin Silberman re: learning aid setup review.	Katie Pergau	ASAP
Discussion	Orientation Manual	
Manual has been published and distributed with music. Great looking document but Vision wonders how many people have or will read it.		
Discussion	Bravado's New Manifesto	
Our new manifesto is featured on our Orientation manual. Where else can it be used?		
Ideas for new Manifesto logo: Purchase reusable water bottles for all members with logo and personalized with their name. Tee-shirts, jackets for anniversary cruise.		
Jan Aikins has the graphic file.		
Action Items	Person Responsible	Deadline
1. Obtain quotes for purchase of water bottles, tee shirts & jackets.	Marie Keeler	ASAP
Discussion	Equipment Inventory	
All equipment in the storage unit has now been labeled with colour coded tags. Amanda McLeod will create an equipment database log. Orientation session, on how to take down & store equipment after a show, is being prepared.		
Discussion	Groupanizer – Choir Management Software	
Katie Pergau spoke about this software that combines all aspects of choir management into one web based application. It has the ability to manage & organize member & music information, communicate via email & calendar of events, audio file sharing, choir seating plan and maintain a public website all in one application.		

The cost is \$300 per year. A demonstration and free trial is available.		
Vision decided it was worth looking into to determine if it meets our needs.		
Action Items	Person Responsible	Deadline
1. Sign up for demonstration and free trial.	Katie Pergau	ASAP
2. Add cost to budget for potential purchase.	Jan Aikins	ASAP
Discussion Donation of Our Old Keyboard		
Katie Pergau received a request from the music teacher at West Bayfield Elementary School, Barrie, regarding the need for used musical instruments. After discussion, it was decided that we would donate this keyboard to the school.		
Katie will contact the school and set up the delivery along with a photo that would be posted on our website and social media sites.		
Action Items	Person Responsible	Deadline
1. Contact West Bayfield Elementary School re: keyboard donation.	Katie Pergau	ASAP
20th Anniversary Trip - August 2016 Cruise		
Discussion Next Steps		
Deposit – have been received by Katie Pergau but haven't been deposited yet.		
Fundraising Ideas/Strategies		
<ul style="list-style-type: none"> Bake Sales in RVH Food Court – Eric Dean, RVH Fundraising Coordinator & former Bravado! member, has okayed the use of the food court for our event that was requested via Marie Fisher. Research needs to be done regarding prices. Suggestion made that event should be a 50/50 bake sale. Have half the funds raised go to a charity and the other half to choir. Rather than a set price but a minimum to be paid with the hope that more will be given. 50/50 Ticket Sale at show. Steve Hughes has been volunteered, by Cath Hughes, to sell tickets. Valentine Silent Auction – to be researched. 		
Membership to be asked for fundraising ideas at the Thanksgiving Monday rehearsal. Anonymous ideas from every member will be put in the Suggestion Box.		
Action Items	Person Responsible	Deadline
1. Membership to be advised of fundraising ideas needed for Oct. 12.	Steph McMurren	Oct. 5
Bravado! Big Band Christmas & Kids Concert		
Discussion Budget		
Jan Aikins reviewed budget that is based on selling 700 tickets for both shows. We are hoping for a \$4200 profit.		
Guests - Skyliners - \$5000 from City of Barrie grant; George Jonescu - \$500		
Buffet – budgeting \$5 per head for food/goodies		
Table Decorations - \$2000 for centre pieces, tablecloths		
Discussion Kids Matinee Show - Details		
Show Title – <i>Bravado! Kids Christmas Show</i> – 2pm start time at ANAF – 1 pm crafts. No tables required. Kids will sit on dance floor.		
Ticket Price/Package – same as last year. \$7 per child under 12, \$18 adult or \$45 for a group of any 4. Budgeting tickets sales at 200.		
Pre-Show Crafts – will be offered again commencing at 1 pm Similar concept as last year with face painting, colouring and pre-show sing along. Usher to assist.		
Poster & Tickets – Only kid show tickets will be sold at MacLaren and Music Pro. Looking for additional ticket outlets at local kid related businesses. Ask membership re: potential outlets		
Promotion Avenues Distribute flyers at Santa parade (done last year) or enter a float in the parade – Saturday, November 21 st . Parade theme is <i>favourite Christmas song</i> . B! looking at Sleighride theme. Investigating float rentals.		
Musicians to be determined by Katie Pergau. Budget estimate- \$1000		
Action Items	Person Responsible	Deadline
1. Poll membership for children ticket outlet suggestions.	Jan Aikins	ASAP
2. Checking on float rental with Currie Motors.	Steph McMurren	ASAP
3. Call for a float decorating subcommittee.	Jan Aikins	ASAP

Discussion		Adult Show Tickets	
Price - \$35 individual or table of 8 \$250. Ticket Distribution Date - Thanksgiving Monday rehearsal.			
Skyliner Ticket Distribution Protocol Although they are paid guests they are being given, and have asked for, an allotment to sell. 50 per show will be given. Steve Hughes, Ticket Convener, (thanks, Steve) and Steph McMurren will track and check with Skyliners on a weekly basis. A deadline, TBD, will be given them for return of money &/or unsold tickets. Kids show tickets upon request only.			
Action Items		Person Responsible	Deadline
1. Tracking of Skyliners tickets.		Steve Hughes & Steph McMurren	Ongoing
Discussion		Subcommittees – Sponsorship, Decoration Trees	
Subcommittees are needed to coordinate the strategies discussed:			
Approach businesses to host their Christmas Party with us. A list needs to be compiled of local businesses to contact.			
Sponsorship Packages: various levels to be developed that include more than just advertising and song sponsorship. i.e.) \$500 sponsorship - \$250 table for show which includes snack buffet, advertising, a tree (they sponsor & decorate) plus cash bar tickets.			
Tree Decoration – done by business then raffled as a fundraiser.			
Chocolate Buffet – Should we have this catered? Contacting Cravings & Collier's Table.			
Action Items		Person Responsible	Deadline
1. Convene subcommittee meeting.		Jan Aikins	ASAP
2. Contact Cravings & Ruth McDonald re: Collier's Table.		Jan Aikins	ASAP
Discussion		Dance Lessons - Update	
Lessons for Bravado! – 4 sessions – start late October on a Tuesday or Wednesday evening.			
Jan Aikins is awaiting response from Lakeside.			
Vision also investigating the use of 'ringers'. Hired dancers to dance among and with patrons.			
Action Items		Person Responsible	Deadline
1. Explore the hiring of additional dancers (ringers).		Katie Pergau	ASAP
Discussion		Costumes	
Vintage dresses in jewel tones for the ladies. To be purchased by women. Pre-approval of dress must be made with Costume Committee by October 21 st . Shoes – Member's choice that is suitable with dress (not character shoes).			
Men will wear formal black suits & white shirts and shiny black shoes.			
Action Items		Person Responsible	Deadline
1. Costume committee to send out vintage dress samples, colour & on-line ordering information.		Marie Keeler	ASAP
Discussion		Advertising and Programme	
Karen Flynn discussed changing the format for the programme for this show. Also expanding levels of advertising sponsorship levels was discussed.			
Subcommittee to be struck to brainstorm new ideas and coordinate this with advertising sales. People to include Jan Aikins, George Jonescu, Scott Herman – meet next week.			
Action Items		Person Responsible	Deadline
1. Contact Scott Herman re: advertising sponsorship meeting.		Karen Flynn	ASAP
Discussion		Stage Manager	
Flo Delkus has volunteered to assist with stage managing. She will be advised that it is a low key management show due to the unique setting.			
Action Items		Person Responsible	Deadline
1. Contact Flo Delkus re: stage management.		Katie Pergau	ASAP

Discussion			
Show Promotion & Advertising			
Advertising should start now for adult and later for kids show. Jenny Senior, Promotions, to be contacted.			
Display Case at Barrie City Hall has been reserved for our use by Walther Fischer. Discussed items for display. Ask Sue Heath & Mary Lou Ruttan to coordinate.			
Action Items		Person Responsible	Deadline
1. Contact Jenny to start promotions.		Jan Aikins	ASAP
2. Contact Sue & Mary Lou re: display case setup.		Jan Aikins	ASAP
Discussion			
Extra Friday Rehearsal Schedule - Tentative			
Dates are tentative because there is the need to have join rehearsals with Skyliners which are usually on a Saturday.			
Choir only - Friday, October 16, Friday, November 6, Friday November 26			
Spring Show – May 13 & 14, 2016 – 20th Anniversary			
Discussion			
Georgian Theatre			
Booked from May 11 th until the 14 th for tech & dress rehearsals and two evening shows.			
Discussion			
Show Theme 'Water'			
All songs are associated with and to 'water'. A show title is needed so that graphic can be created for inclusion in Christmas programme. Out of this discussion H2O would be used in the title since it is water related and the 2 and 0 could be used as part of our 20 year celebration.			
Action Items		Person Responsible	Deadline
1. Contact Brandyn Aikins re: graphic design for Christmas programme.		Jan Aikins	ASAP
Discussion			
Creative Ideas			
Show Format: Pre-Show - Instrumental music by band Show Start - B! members commence dancing then move to singing formation Mics & Band still be in stationary positions. B! Off Stage – during band numbers B! members will be dancing &/or off to the side. B! will never be off stage this show.			
Set list to be determined by Katie Pergau and Ron Robbins, Skyliners Director.			
Meeting Adjourned – 10:30 pm			
Next Meeting	Tuesday, October 13, 2015	Location: Ruttan Residence (tentative)	