

Vision Committee		
Tuesday, October 13, 2015	7:15 pm	Sue Heath's Residence
Attendees	Jan Aikins, Katie Pergau Cath Hughes, Marie Keeler, Brian Cloes, Karen Flynn, Sue Heath, Steph McMurren, Flo Delkus (guest)	
Regrets	Mary Lou Ruttan	
Adoption of Minutes		
Discussion	Review of September 29 th , 2015 Minutes	
Motion to approve, with changes from discussion, by Cath Hughes, seconded by Marie Keeler. All in favour. Passed		
Action Items	Person Responsible	Deadline
1. Minute taker assigned.	Karen Flynn	ASAP
Suggestion Box – Fundraising Ideas from October 12 th Rehearsal		
<p>Fundraising Ideas – Here are just a few of the themes submitted but not all:</p> <ul style="list-style-type: none"> Christmas caroler, board game tournament, silent auction at show, bingo, no fundraising I wil pay, sing valentines, garage Manitoulin jams and jellies, perform at local event, valentine-o-gram, B! car wash – H2O event, recipe book sale at a VAL, singing show at Rama, perform at lounge where Terry Terrien plays, Valentine duet, RVH bake sales, raffles, buy a dance with a B! member, Maycourt consignment shop sales, partner with kidney foundation of Canada – used clothing – paid per pound; raffle tickets for dinner anywhere in Canada. 		
<p>Fundraising Committee – So far no one has volunteered. Vision feels that members would prefer a fundraising 'event' rather than individual sales of fundraising items.</p>		
Action Items	Person Responsible	Deadline
1. Email membership with a full list of suggestions submitted.	Steph McMurren	ASAP
Suggestion Box		
<p>Can We Not Have Practices on Holiday Mondays We appreciate the circumstances but unable to avoid having a rehearsal due to our limited number of rehearsal prior to shows.</p>		
<p>Rehearsal Schedule Prior to Monday – so we know what to practice at home. Working on setting up new Groupanizer software which will be available soon to all members.</p>		
<p>This is becoming quite expensive for people. New people are expected to pay \$160 for dues, \$90 for shoes and a dress as well. If any member finds that they need financial assistance, please see a member of the Vision Committee to discuss a payment plan.</p>		
Financials		
Discussion	Year End – Update & AGM	
Frank & Jan to meet this week to consolidate their findings re: year end. Need to confirm the exact amount outside of Jen's declaration of \$2300 cash missing.		
Oct 5 th payment of \$1500 due from Jen Bedard hasn't been received nor a response from her yet. Costume & Librarian to contact Jen, via email, re: return of music and costumes.		
<p>AGM – need to elect Treasurer – date to be determined once year end is done. Target date: Monday, Nov 9, 2015</p>		
<p>Sue Heath asked if the position of Treasurer will be held by one person or divided into a second position. Vision has discussed that a second person, possibly bookkeeper with no signing authority is a possibility. This position would be strictly volunteer and not a member of Bravado!. Vision agrees that it will pursue this new process.</p>		
Action Items	Person Responsible	Deadline
1. Follow up overdue October 5 th payment from Jen Bedard.	Jan Aikins	ASAP
2. Email Jen Bedard re: return of music and costumes.	Cath Hughes & Marie Keeler	ASAP
Discussion	Review Draft Budget	
Currently we are \$5000 over budget. Discussion ensued over what can be cut. Show must haves were discussed too.		
Costume Committee feels that the budget can be kept to under \$1000.		
New Music Library Setup increased the budget this year but was a one-time initial expense.		
Music for Spring Show – Katie Pergau said that while the ordering is extensive it can be kept to under the \$900 budgeted.		

Budgeted bingo revenue is always undervalued but any overage which there has been in the past will be used.		
Future grant submissions have not been included.		
After discussion, it was estimated that there is still \$2850 short of balancing. Jan Aikins will review it again.		
Action Items	Person Responsible	Deadline
1. Continue reviewing budget.	Jan Aikins	Ongoing
Discussion	ArtsVest – Next Steps	
Katie Pergau spoke about future sponsorship sessions that available through ArtsVest. Good ideas have come from these sessions. She feels that our current ‘song’ sponsorship program is good.		
It was shared that any garnered table sponsorship can be used toward ArtsVest funds.		
Jan Aikins to obtain the ArtsVest sponsorship form from their website.		
Action Items	Person Responsible	Deadline
1. Obtain sponsorship form from ArtsVest website.	Jan Aikins	ASAP
Discussion	Membership Dues Collection Protocol	
Jan Aikins will be collecting the dues and issuing receipts for both cash and cheques. Deadline: Monday, October 26.		
Dave O’Halloran, Vista Coordinator, will also issue receipts too.		
Action Items	Person Responsible	Deadline
1. Collecting & issuing receipts for membership dues of \$160 (\$150 + \$10 music deposit).	Jan Aikins	October 26th
Discussion	Overdue Receivables - Update	
Outstanding Spring & Christmas Advertising Cheques – no further update on overdue/outstanding Spring ads.		
Overdue Christmas Ad – Crabby Joes – Sponsor is checking with corporate office re: whether cheque was issued.		
Action Items	Person Responsible	Deadline
1. Keep tracking outstanding advertising cheques from Spring show.	Karen Flynn	Ongoing/ASAP
Administration		
Discussion	Manifesto – T-Shirts & Water Bottle Quote Update	
Marie Keeler has been in contact with a t-shirt supplier who is determining a cost effective tee-shirt brand. Sample sizing for next Monday’s rehearsal.		
No information on water bottles yet.		
Discussion	Storage Unit - Update	
Storage unit has been paid to December 2015.		
Discussion	Tear Down Routine – Membership Orientation Date	
Jan Aikins has discussed with Amanda McLeod and felt that a 15 minutes orientation, for membership, could be done a rehearsal close to show time. i.e.) a tech or dress rehearsal.		
Katie Pergau to advise when this can be fit into the rehearsal schedule.		
Discussion	Groupanizer – Choir Management Software	
Katie Pergau has taken the initial tutorial and has signed us up for a 2 week trial for this web based application. It has the ability to manage and organize member& music information, calendar and more.		
Once she has done the initial setup it will be shared with Vision to review and then open up to the general membership.		
If the trial goes well, it should be up and running by January.		
They can also create a new website for us or copy over our existing website template. \$500 to create a new one or could move our over for a lesser amount.		
Action Items	Person Responsible	Deadline
1. Continue with setup.	Katie Pergau	Ongoing
Discussion	Dropbox Access	
This application is full. Gavin Silbermans has to confer with Mike Howe re: storage space.		
New members are anxious for audio files.		

Action Items		Person Responsible	Deadline
1. Follow up with Gavin Silberman.		Jan Aikins	Ongoing
Discussion	Donation of Old Keyboard - Update		
This has been given to West Bayfield Elementary school. Picture has been taken with Mr. Touchette for social media distribution. They are extremely appreciative of our donation.			
Action Items		Person Responsible	Deadline
1. Post picture on social media & website.		Cath Hughes & Karen Flynn	ASAP
Discussion	Loan of Risers to Barrie Concert Band (BCB)		
BCB has asked to borrow our risers again for their upcoming show on November 21 st , 2015.			
Loan agreement to be signed and ensure that risers are properly stored by them and picked up and returned at our convenience.			
Vision approved the loan but asked Cath Hughes to see what their intention is for frequency of use in the future. Do they intend to use them at all of their shows?			
Action Items		Person Responsible	Deadline
1. Reply, via email, approval to borrow risers and what their intention for frequency of future use.		Cath Hughes	ASAP
20th Anniversary Trip – Next Steps			
Discussion	Deposit Protocol and Schedule		
Deposit protocol and schedule discussed. Katie Pergau sent a \$6200 US certified cheque (Cdn funds \$8304.34) to secure cabins with names & DOB. Company will invoice us in April 2016 for \$200 ea / \$6200 total. Balance due in June 2016.			
Bravado! member catch up deposit will be made in January to pay back the exchange rate difference for the initial deposit.			
Treasurer, when appointed, is to assume deposit collecting of cruise money. Katie Pergau to ask Kate Lapierre to assist with collecting and will email all participants with details regarding the Miami hotel.			
Choir members to book their own flight. Must arrive the day before cruise ship sets sail – Friday, August 19 th			
Amanda McLeod was overwhelmed by our offer to compensate her income and is happy to join us on the cruise.			
Action Items		Person Responsible	Deadline
1. Email B! 'Cruisers' with Miami hotel information.		Katie Pergau	ASAP
2. Ask Kate Lapierre to assist with collecting funds.		Katie Pergau	ASAP
Discussion	Subsidy Protocol		
Discussion deferred.			
Bravado! Big Band Christmas & Kids Concert			
Discussion	Ticket Distribution		
Tickets have been distributed to membership and outlets.			
No reserved tables except to \$500 sponsors. Advertising Coordinator will advise Ticket Convener when sponsor tables should be reserved.			
Marie Keeler to look after floor planning for tables in conjunction with Ticket Convener.			
Action Items		Person Responsible	Deadline
1. Advise Advertising Coordinator to notify Ticket Convener re: reserving sponsorship tables.		Jan Aikins	ASAP
Discussion	Kids Concert – Confirm Details		
Santa & Grinch have been confirmed. Tom Aikins - Santa and Jaydon Yerex – Grinch. Grinch honourarium - \$75			
Crafts & Face Painting – Update			
Discussed what we felt was successful last year.			
Face painting – call for names – Karen Flynn to look up name of face painter from last year's minutes.			
Noise Makers & Mural (colouring stations).			
A Craft Coordinator is needed from the choir.			

<p>Set List & Intro’s – Show will be adapted from last year’s script and set list. Tentative Kids Show Set List Swinging with Santa; Happy (no choreo – conga line style with kids); You’re a Mean One, Mr. Grinch; Walking in the Air; Frozen; Jingle Bell Rock; Charlie Brown Medley; Rockin’ Around the Christmas Tree; Believe. Letters from Santa will be incorporated again.</p>														
<p>Matinee Snacks–Katie P. to contact Burton Ave. United Church ladies re: serving snacks.</p>														
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<p>Discussion Santa Claus Parade Plan – Saturday, November 21st, 2015</p>														
<p>Parade Coordinators – Kate Lapierre and Cath Hughes</p>														
<p>We have access to an 18 ft flatbed trailer & truck. Our favourite song will be Big Band Santa /Swinging with Santa. All float people will dress as Santa. Canned Christmas music to be played when not singing. Encourage the use of set decorations from storage unit to decorate float. Decoration Timeline is morning of parade. A generator is needed.</p>														
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<p>Discussion Promotion</p>														
<p>Display Case at City Hall – Sue Heath & Jenny Senior setting up on Thursday using musical instruments, promotional material.</p>														
<p>Video Clips (Weekly) for Social Media – Jan Aikins shared her notes from the Promotions meeting held last week. One minute ‘themed’ video clips from weekly rehearsal will be taken and posted on our Social media sites. For example, Jump Jive and Wail – tape percussion group, singers and then combined performance; rehearsing with Skyliners; Choreo for Big Band Santa; interview with George Jonescu (our MC) and more. Marie Keeler, official videographer will send videos to Cath Hughes for posting.</p>														
<p>Rogers TV Rehearsal Taping – November 2nd. Jenny Senior liaising with Rogers.</p>														
<p>Contact phone number is incorrect on small (bookmark type) flyers. The correct exchange is 737 not 726. Members to correct it themselves.</p>														
<p>Discussion Sponsorship Strategy</p>														
<p>Tree Raffle – themed tree. Do we want to do this? 50% of the raffle total to be given to the charity of the winner’s choice.</p>														
<p>Tree and decoration donations needed. Contact local businesses.</p>														
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<p>Discussion Food</p>														
<p>Beth Allen and Amy Keith have volunteered to coordinate the food buffet.</p>														
<p>Tea and coffee will be served too.</p>														
<p>Discussion Dance Lessons - Update</p>														
<p>Lakeside Dance Studio responded to Jan Aikins. Due to their limited personnel they are unable to accommodate us at their studio. Cost - \$189 for 45 minute class. Jan will ask if they are available on a Saturday to give us basic dance steps. Looking at 2 Saturdays, one for dance instruction without band and a second with band.</p>														
<p>\$500 budgeted for ballroom dance choreo.</p>														
<p>Barrie Ballroom Dance Club – contact to participate as dance partners for our guests.</p>														
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Discussion	Costumes - Update		
Men's costumes still need to be finalized.			
New women need black pants			
Matinee costume – black slacks/pants & Christmas sweater – could be ugly or not ugly!			
Discussion	Stage Manager - Update		
Flo Delkus and Lorrie Ridley will be assisting stage crew.			
Contacting former Bravado! members Sheila Crosby and Debbie Klemm to assist with lights and sound board.			
Action Items	Person Responsible	Deadline	
1. Contact Sheila Crosby and Debbie Klemm.	Jan Aikins	ASAP	
Discussion	ANAF Venue Tour		
A venue tour is being set up for November 2 nd for sound and staging logistics.			
Mike Smith and Flo Delkus to join Jan Aikins.			
Action Items	Person Responsible	Deadline	
1. Contact ANAF to schedule visit for November 2 nd .	Jan Aikins	ASAP	
Discussion	Joint & Extra Rehearsal Schedule		
Katie Pergau to send out rehearsal schedule			
Action Items	Person Responsible	Deadline	
1. Email schedule to membership.	Katie Pergau	ASAP	
Discussion	Set List Review & Staging Ideas		
Set List – Katie Pergau meeting with Skyliners personnel on Thursday to finalize set list.			
Staging Ideas – Discussion Outcome off stage area will be setup with chairs for choir. Charlie Brown Medley – need props; need a Schroeder. Matinee rehearsal will be held the Monday rehearsal before tech / dress rehearsal.			
Action Items	Person Responsible	Deadline	
1. Contact Laurie Perkins, Prop Coordinator, re: prop requirements.	Jan Aikins	ASAP	
Discussion	Choreo Assignment		
Viewing choreo from previous shows for Big Band Santa and Jump, Jive and Wail.			
Spring Show			
Discussion	Georgian Theatre – May 11 to 14, 2016 - 'Water' Theme		
Tagline – Discussed ideas for a tagline for H ₂ O. Nothing definite yet.			
Graphic Idea – deferred until tagline selected.			
Suggested that we have an alumni song be sung at the end of this show to celebrate our anniversary – Bridge Over Troubled Water chosen.			
Meeting Adjourned – 10:30 pm			
Next Meeting	Tuesday, October 27 th , 2015	7:15 pm	Location: TBD