

Vision Committee		
Wednesday, November 25, 2015	7:15 pm	Aikin's Residence
Attendees	Jan Aikins, Katie Pergau (Skype), Cath Hughes, Marie Keeler (Skype), Brian Cloes, Karen Flynn, Sue Heath	
Regrets	Stephanie McMurren, Mary Lou Ruttan	
Check In & Adoption of Minutes		
Motion made by Sue Heath and seconded by Brian Cloes to accept the November 10, 2015 minutes without changes. All in favour.		Passed
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1. Minute taker assigned.	Karen Flynn	ASAP
Suggestion Box		
Discussion	None Available	
Administration & Financial		
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Cirque de Noel – Sue has researched local 'circus' schools and outlined possible types of acts available. She will be attending a similar type show at Roy Thomson Hall. General consensus is that it would be an effective visual show but unsure of musical side. Involve local buskers (buskerfest) or involve local gymnastics club with a Christmas theme. Ideas discussed.		
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Sue Heath to create and distribute cheques & floats.		
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Mike has mic receipts and needs to be reimbursed.		



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<p>Katie Pergau to get the intermission music CD to Mike Smith on Saturday.</p>			
<p>End of Intermission Protocol – Flo Delkus to coordinate start of set 2 with ushers. Flo to flicker light on last song of intermission CD music.</p>			
<p>See raffle and ticket pricing in item under Administration &amp; Financial.</p>			
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<p>Marie Keeler is coordinating these tables.                  Steve Hughes, Ticket Coordinator, has list of B! members who sold tables of 8. This list will be used for table seating. B! members will be asked to advise their table ticket holders that the sellers name is to be used for identification.                  Balloons will be placed on reserved table which will be placed throughout the hall. Ushers will escort to table and then remove balloons (once entire table has been seated).</p>			
<p>Phone line ‘table’ sales could be an issue. Marie Keeler to check with Mary Lou Ruttan for possible table sales.</p>			
<p>25 silver balloons need to be purchased. (21 tables reserved as of November 5<sup>th</sup>). Cath Hughes has offered to help with transporting of balloons along with Marie Keeler.</p>			
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<p>Discussion   Ushers Duties &amp; Debriefing</p>			
<p>Jan Aikins is making a list of duties. Ushers are required at the tech rehearsal at 5:30 pm for debriefing.</p>			
<p>Discussion   Technical Tear Down Demo</p>			
<p>Katie Pergau will work it into our technical rehearsal on Wednesday the 2<sup>nd</sup>.</p>			
<p>Discussion   Catering Update</p>			
<p>Cheese Tray for Boardwalk Table – They have sponsored a \$500 table and require a tray.                  Jan Aikins to ask Holly’s Sweets &amp; Eats (the chocolate buffet provider).</p>			
<p><b>Cup Pick Up/Drop Off</b> – Pete Bogle will assist with transporting to and from Midhurst United Church (official cup loaner).</p>			
<p>Laurie from Holly’s is sending in the required insurance documentation required for use of ANAF kitchen.</p>			
<p><b>Tablecloths</b> – extras are available for a change out (soiled) and for our own table.</p>			
<p><b>Kid’s Matinee Snack</b> – a group from Burton Ave. United Church are organizing cookies &amp; juice but will need to know approx. number of kids attending. Katie Pergau to liaise with them. Tables will be set up in the Starlight room.</p>			
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logos will be on each side. Deadline – weekend of November 28 <sup>th</sup> /29 <sup>th</sup> . Submit in pdf format to Tom.		
The usual member name, thank you list, show roster & matinee set list will not be printed/included in the programme. Thank you list will be part of our large sponsor board.		
Brandyn Aikins will send a programme ad for spring show to Karen Flynn.		
<b>Action Items</b>	<b>Person Responsible</b>	<b>Deadline</b>
1. Submit pdf files to Tom Aikins via email.	Karen Flynn	No later than Nov. 29th
<b>Discussion</b>	<b>Load In Plans</b>	
Tuesday, December 1st – 7 pm load in ANAF Starlight available 7pm Dec 1st 8:30 am Wed, Thurs & Friday – ANAF open until 1 am (bar times). Table to be set up – Thurs a.m. Complete decorating on Friday.		
<b>Discussion</b>	<b>Call Times</b>	
B! Members – Wed. Dec. 2 <sup>nd</sup> (Tech Dress) – 5:30 pm; Thurs. Dec. 3 <sup>rd</sup> – 6:00 pm (Dress – wear show shoes with street clothes); Friday, Dec. 4 <sup>th</sup> – come dressed because no change rooms are available. Sat. Dec. 2 <sup>nd</sup> - Matinee – 11:30 am; Evening – 6:30 pm Band – their choice of call times		
<b>Meeting Adjourned – 10:55 pm</b>		
<b>Next Meeting</b>	TBD in the new year.	

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<p>\$2242.60 ANAF                  Skyliners \$5000 JA to find out who is the payee                  MLR – Lydia Nye – craft person \$                  Darlene Steingard, Facepainter has been paid.                  George \$500                  Mike Smith \$500</p>		
<p>Floats – 3 individual floats needed – kids show, evening show &amp; print raffle/50/50                  50/50 – \$5 for 1 &amp; 3 for \$10 – Armslength \$20</p>		
<p>Print Raffle – \$ 5 each or combo ticket price - \$20 - \$15 arms length 50/50 + \$5 print raffle</p>		
<p>Print Raffle Information: Vic Gibbon (friend of George Jonescu) donated 2 prints. Paul Sadlon has pledged \$300 to frame the prints.                  Framing approx. \$400 take money out of proceeds. Display in Starlight Room.                  Need to know value of prints.</p>		
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1. Ask Stephanie McMurren to purchase tickets for raffle and formulate a marketing strategy.	Jan Aikins	ASAP
2. Contact Vic Gibbons re: print values.	Jan Aikins	ASAP
<p>Discussion      Storage Mart Payment &amp; Sponsorship</p> <p>Storage Mart needs December payment. Sue Heath will get it to them.</p> <p>Katie Pergau spoke with Bryn, Manager @ Storage Mart. Will to be a season sponsor \$2500 logo and other benefits listed. 2016 storage rental of \$368 rental will be reduced to \$258.00 per month \$110 less. In-kind sponsorship.                  Storage Mart to receive 24 free tickets over 2 shows, 30 minute exclusive show for sponsorship.                  Commence in January 2016 for Spring and Christmas shows. \$1400 claimed with ArtsVest and we get \$700 in return.</p> <p>More Sponsorship Tips – Katie Pergau outlined suggestions from Hot Docs. Our advertising rates are way too low. She is willing to review any of our sponsorship proposals to her for review before we submit, if we want to.                  Suggested that we put together a list of people who would be interested in sponsoring and invite them to come to our Christmas show. At this point in time, the Spring show would be better.</p>		
<p>Discussion      Salvation Army Gig(s)</p> <p>Tuesday, December 8, 2015 at Big Bay Point Zehrs. Estimated time 6 pm to 8:30. Katie Pergau to confirm actual times.</p>		
Action Items	Person Responsible	Deadline
1. Confirm gig time and email to membership.	Katie Pergau	ASAP
<p><b>Big Band Christmas &amp; Kids Concert</b></p>		
<p>Discussion      Set List Review X 2</p> <p>Set 2 run through last night was good. Looking forward to running Set 1. Difficult to talk through all the changes. Flo Delkus has been continually updating the master set/ stage list.</p> <p>Ensemble sight line a concern – will be standing on floor level.</p>		
<p>Discussion      Technical Requirements</p> <p>Mike Smith’s primary concern is visual line to see the stage. The sound board &amp; techs need to be on a small riser for visibility. Mic placement – keep ensemble mics stationary – other 2 on side.</p> <p>Placement of floor cable mats and light bars discussed. Two ceiling mics need to be suspended above risers – need a ladder.</p>		
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1. Check with ANAF re: ladder to use.	Flo Delkus	ASASP
<p>Discussion      Matinee &amp; Evening Scripts</p> <p>Reviewed and discussed. Notes taken by Jan Aikins. Evening script – George Jonesu      Matinee – Santa &amp; Grinch</p>		
<p>Discussion      Kid’s Matinee Issues</p> <p><b>Props &amp; Character Costumes</b> – Mary Lou Ruttan and Sue Heath have them.</p> <p><b>Setup (vs Evening)</b> – musician setup – they will be on our stage right between us and the Skyliners bandstand.</p> <p><b>Grinch Hat Distribution Process</b> – on hat racks used last year and boxes on floor. Best effort to have female/male sorted out.</p> <p><b>Craft</b> – person has a helper. Items to be made – small shaker ball; cup (drum); cup puppets; mural – mounted on wall for kids to colour on it while standing.</p>		
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