Wednesday, November 25, 2015 7:15 pm Akin's Residence Attendes Jan Akins, Katie Pergau (Skype), Cath Hughes, Marie Keeler (Skype), Brian Cloes, Karen Fynn, Sue Heath Regrets Stephanie McMurren, Mary Lou Rutan Stephanie McMurren, Mary Lou Rutan Check In 4 Adoption of Minute Leker assign. Person Responsible Deadline Attion favour. Person Responsible Deadline Suggestion Box None Available Karen Flymn ASAP Suggestion Box None Available Stephanie (Stephanie (Stephanie)) Deadline Administration & Financi Stephanie (Stephanie) Stephanie) Stephanie Obsension None Available Stephanie (Stephanie) Stephanie) Viggestion Box Stephanie (Stephanie) Stephanie) Stephanie) Discussion None Available Stephanie) Stephanie) Stephanie) Viggestion Box Keny Keny Keny Keny Keny Keny Keny Keny	Vision Committee				
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			pursed.		

November 25, 2015 - B! Vision Committee Meeting Minutes - Approved.docx

Skylinere ¢ 5000 IA to find out who is the newse		
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		
Floats – 3 individual floats needed – kids show, evening show & print raffle/50/50 50/50 – \$5 for 1 & 3 for \$10 – Armslength \$20		
Print Raffle - \$ 5 each or combo ticket price - \$20 - \$15 arms length 50/50 + \$5 print		
Print Raffle Information: Vic Gibbon (friend of George Jonescu) donated 2 prints. Paul Sa Framing approx. \$400 take money out of proceeds. Display in Starlight Room. Need to know value of prints.	adlon has pledged \$300 to t	frame the prints.
Action Items	Person Responsible	Deadline
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
Discussion Storage Mart Payment & Sponsorship		
Storage Mart needs December payment. Sue Heath will get it to them.		
Katie Pergau spoke with Bryn, Manager @ Storage Mart. Will to be a season sponsor \$25 storage rental of \$368 rental will be reduced to \$258.00 per month \$110 less. In-kind Storage Mart to receive 24 free tickets over 2 shows, 30 minute exclusive show for spon Commence in January 2016 for Spring and Christmas shows. \$1400 claimed with ArtsV	sponsorship. sorship.	
More Sponsorship Tips - Katie Pergau outlined suggestions from Hot Docs. Our advertig 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 a At this point in time, the Spring show would be better.).	_
Discussion Salvation Army Gig(s)		
Tuesday, December 8, 2015 at Big Bay Point Zehrs. Estimated time 6 pm to 8:30. Katie	Pergau to confirm actual tin	nes.
Action Items	Person Responsible	Deadline
1. Confirm gig time and email to membership.	Katie Pergau	ASAP
Big Band Christmas & Kids Concert		
Discussion Set List Review X 2		
Set 2 run through last night was good. Looking forward to running Set 1. Difficult to tall continually updating the master set/stage list.	through all the changes. F	lo Delkus has been
Ensemble sight line a concern - will be standing on floor level.		
Discussion Technical Requirements		
Mike Smith's primary concern is visual line to see the stage. The sound board & techs no placement – keep ensemble mics stationary – other 2 on side.	eed to be on a small riser fo	r visibility. Mic
Placement of floor cable mats and light bars discussed. Two ceiling mics need to be sus	spended above risers - need	l a ladder.
Action Items	Person Responsible	Deadline
1. Check with ANAF re: ladder to use.	Flo Delkus	ASASP
Discussion Matinee & Evening Scripts		
	Matinee – Santa	& Grinch
Reviewed and discussed. Notes taken by Jan Aikins. Evening script - George Jonesu		
Discussion Kid's Matinee Issues		
Discussion Kid's Matinee Issues Props & Character Costumes – Mary Lou Ruttan and Sue Heath have them.	Skyliners bandstand.	
Discussion Kid's Matinee Issues Props & Character Costumes – Mary Lou Ruttan and Sue Heath have them.		orted out.
Props & Character Costumes – Mary Lou Ruttan and Sue Heath have them. Setup (vs Evening) – musician setup – they will be on our stage right between us and the	ffort to have female/male s	

20 minute intermission	hers at intermission, position by bar throughout pre-show and th	en at intermission.	
Chocolate buffet opens	at intermission but it will remain open for the remainder of the s	how.	
	ats - 3 separate - ticket float, 50/50, raffle float then matinee	float. Denomination- 100 S	\$5 - \$500
Jan Aikins has cash box			
	ed at last intro by George Jonescu before Katie Pergau and Ron R		
take the centerpiece ho		k a number and if their nun	nber is picked they
	intermission music CD to Mike Smith on Saturday.		
End of Intermission Pro music.	tocol - Flo Delkus to coordinate start of set 2 with ushers. Flo to	flicker light on last song of	f intermission CD
See raffle and ticket pri	cing in item under Administration & Financial.		
Discussion	Ticket Sales Update		
Steve Hughes re: memb	lot many tickets are available. We need to ensure that all unsold ers with outstanding ticket. They will be called by the following: Alto & Bass - Cath Hughes; Tenor - Brian Cloes.	tickets are returned. Jan A	likins to contact
Action Items		Person Responsible	Deadline
1. Contact Steve Hug called.	hes re: members with outstanding/unreturned tickets to be	Jan Aikins	ASAP
Discussion	Reserved Table Protocol - 40 Tables in Total		
be asked to advise thei	pordinator, has list of B! members who sold tables of 8. This list r table ticket holders that the sellers name is to be used for iden on reserved table which will be placed throughout the hall. Ush	ification.	-
Phone line 'table' sales	could be an issue. Marie Keeler to check with Mary Lou Ruttan	or possible table sales.	
	to be purchased. (21 tables reserved as of November $5^{\mbox{\tiny TH}}$). Cath		o with transporting
Action Items		Person Responsible	Deadline
1. Purchase 25 silver	balloons.	Marie Keeler	Dec. 3
Discussion	Ushers Duties & Debriefing		
Jan Aikins is making a l	ist of duties. Ushers are required at the tech rehearsal at 5:30 p	m for debriefing.	
Discussion	Technical Tear Down Demo		
Katie Pergau will work i	t into our technical rehearsal on Wednesday the 2 nd .		
Disquestion	Catoring Undato		
Discussion Catering Update Cheese Tray for Boardwalk Table – They have sponsored a \$500 table and require a tray.			
	Sweets & Fats (the chocolate buffet provider		
lan Aikins to ask Holly's	s Sweets & Eats (the chocolate buffet provider. Pete Bogle will assist with transporting to and from Midhurst Ur	ited Church (official cup lo	aner).
lan Aikins to ask Holly's Cup Pick Up/Drop Off -	Pete Bogle will assist with transporting to and from Midhurst Ur	· ·	aner).
Jan Aikins to ask Holly's Cup Pick Up/Drop Off - Laurie from Holly's is se	Pete Bogle will assist with transporting to and from Midhurst Ur ending in the required insurance documentation required for use	· ·	aner).
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Jan Aikins to ask Holly's Cup Pick Up/Drop Off - Laurie from Holly's is se Tablecloths - extras are Kid's Matinee Snack - kids attending. Katie P	Pete Bogle will assist with transporting to and from Midhurst Ur ending in the required insurance documentation required for use available for a change out (soiled) and for our own table. a group from Burton Ave. United Church are organizing cookies &	of ANAF kitchen. juice but will need to knov	
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	ovember 28 th /29 th . Submit in pdf format to Tom. thank you list, show roster & matinee set list will not be printed	l/included in the programm	e. Thank you list
Brandyn Aikins will send	a programme ad for spring show to Karen Flynn.		
Action Items		Person Responsible	Deadline
1. Submit pdf files to T	om Aikins via email.	Karen Flynn	No later than Nov. 29th
8:30 am Wed, Thurs & Fr	7 pm load in ANAF Starlight available 7pm Dec 1st iday – ANAF open until 1 am (bar times). s a.m. Complete decorating on Friday.		
Discussion	Call Times		
			ay, Dec. 4 th – come
Next Meeting	TBD in the new year.		

Wednesday, November 25, 2015 7:15 pm Akin's Residence Attendes Jan Akins, Katie Pergau (Skype), Cath Hughes, Marie Keeler (Skype), Brian Cloes, Karen Fynn, Sue Heath Regrets Stephanie McMurren, Mary Lou Rutan Stephanie McMurren, Mary Lou Rutan Check In 4 Adoption of Minute Leker assign. Person Responsible Deadline Attion favour. Person Responsible Deadline Suggestion Box None Available Karen Flymn ASAP Suggestion Box None Available Stephanie (Stephanie (Stephanie)) Deadline Administration & Financi Stephanie (Stephanie) Stephanie) Stephanie Obsension None Available Stephanie (Stephanie) Stephanie) Viggestion Box Stephanie (Stephanie) Stephanie) Stephanie) Discussion None Available Stephanie) Stephanie) Stephanie) Viggestion Box Keny Keny Keny Keny Keny Keny Keny Keny	Vision Committee				
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. Passed Action Items Person Responsible Deadline 1. Minute taker assigned. Karen Flynn ASAP Suggestion Box Person Responsible Deadline Administration 4 Financial Discussion None Available Discussion None Available Administration 4 Financial Discussion Image and the second provide to the storage unit. Key holders as: Finan, Soc. J. an, Cath, Katie (confirm?) Update re: Bookkeeper / Treasurer Accruiting - Jan confirmed with Any Lewis that she is willing to take on the troasurer's position (studyct to election as a board member in January). Jan to connect with Marce to confirm his willing deas to become the bookkeeper. Vise Prymets - Sue Heach Inder Herindus Could be provided to Stephanie and Dan McMurren re: cancellation of cruise (#S200 each); Sue feath and Mary Lou Ruttan to write cheque; other refunds for Mare Fisher and Scott Boyer still being confirmed with the cruise line (awailing a credit adjustmed). Action Items Person Responsible Deadline 1. Contact Marce Lapierre re: bookkeep provided to Stephanie and Dan McMurren re: cancellation of cruise (#S200 each); Sue feath and Mary Lou Ruttan to write cheque; other refunds Scuid Dearovide to tephanie and Sun Sue available. She w	Wednesday, November 25	5, 2015	7:15 pm	Aikin's Residence	
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November 25, 2015 - B! Vision Committee Meeting Minutes - Approved.docx

Skylinere ¢ 5000 IA to find out who is the newse		
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		
Floats – 3 individual floats needed – kids show, evening show & print raffle/50/50 50/50 – \$5 for 1 & 3 for \$10 – Armslength \$20		
Print Raffle - \$ 5 each or combo ticket price - \$20 - \$15 arms length 50/50 + \$5 print		
Print Raffle Information: Vic Gibbon (friend of George Jonescu) donated 2 prints. Paul Sa Framing approx. \$400 take money out of proceeds. Display in Starlight Room. Need to know value of prints.	adlon has pledged \$300 to t	frame the prints.
Action Items	Person Responsible	Deadline
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
Discussion Storage Mart Payment & Sponsorship		
Storage Mart needs December payment. Sue Heath will get it to them.		
Katie Pergau spoke with Bryn, Manager @ Storage Mart. Will to be a season sponsor \$25 storage rental of \$368 rental will be reduced to \$258.00 per month \$110 less. In-kind Storage Mart to receive 24 free tickets over 2 shows, 30 minute exclusive show for spon Commence in January 2016 for Spring and Christmas shows. \$1400 claimed with ArtsV	sponsorship. sorship.	
More Sponsorship Tips - Katie Pergau outlined suggestions from Hot Docs. Our advertig 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 a At this point in time, the Spring show would be better.).	_
Discussion Salvation Army Gig(s)		
Tuesday, December 8, 2015 at Big Bay Point Zehrs. Estimated time 6 pm to 8:30. Katie	Pergau to confirm actual tin	nes.
Action Items	Person Responsible	Deadline
1. Confirm gig time and email to membership.	Katie Pergau	ASAP
Big Band Christmas & Kids Concert		
Discussion Set List Review X 2		
Set 2 run through last night was good. Looking forward to running Set 1. Difficult to tall continually updating the master set/stage list.	through all the changes. F	lo Delkus has been
Ensemble sight line a concern - will be standing on floor level.		
Discussion Technical Requirements		
Mike Smith's primary concern is visual line to see the stage. The sound board & techs no placement – keep ensemble mics stationary – other 2 on side.	eed to be on a small riser fo	r visibility. Mic
Placement of floor cable mats and light bars discussed. Two ceiling mics need to be sus	spended above risers - need	l a ladder.
Action Items	Person Responsible	Deadline
1. Check with ANAF re: ladder to use.	Flo Delkus	ASASP
Discussion Matinee & Evening Scripts		
	Matinee – Santa	& Grinch
Reviewed and discussed. Notes taken by Jan Aikins. Evening script - George Jonesu		
Discussion Kid's Matinee Issues		
Discussion Kid's Matinee Issues Props & Character Costumes – Mary Lou Ruttan and Sue Heath have them.	Skyliners bandstand.	
Discussion Kid's Matinee Issues Props & Character Costumes – Mary Lou Ruttan and Sue Heath have them.		orted out.
Props & Character Costumes – Mary Lou Ruttan and Sue Heath have them. Setup (vs Evening) – musician setup – they will be on our stage right between us and the	ffort to have female/male s	

20 minute intermission	hers at intermission, position by bar throughout pre-show and th	en at intermission.	
Chocolate buffet opens	at intermission but it will remain open for the remainder of the s	how.	
	ats - 3 separate - ticket float, 50/50, raffle float then matinee	float. Denomination- 100 S	\$5 - \$500
Jan Aikins has cash box			
	ed at last intro by George Jonescu before Katie Pergau and Ron R		
take the centerpiece ho		k a number and if their nun	nber is picked they
	intermission music CD to Mike Smith on Saturday.		
End of Intermission Pro music.	tocol - Flo Delkus to coordinate start of set 2 with ushers. Flo to	flicker light on last song of	f intermission CD
See raffle and ticket pri	cing in item under Administration & Financial.		
Discussion	Ticket Sales Update		
Steve Hughes re: memb	lot many tickets are available. We need to ensure that all unsold ers with outstanding ticket. They will be called by the following: Alto & Bass - Cath Hughes; Tenor - Brian Cloes.	tickets are returned. Jan A	likins to contact
Action Items		Person Responsible	Deadline
1. Contact Steve Hug called.	hes re: members with outstanding/unreturned tickets to be	Jan Aikins	ASAP
Discussion	Reserved Table Protocol - 40 Tables in Total		
be asked to advise thei	pordinator, has list of B! members who sold tables of 8. This list r table ticket holders that the sellers name is to be used for iden on reserved table which will be placed throughout the hall. Ush	ification.	-
Phone line 'table' sales	could be an issue. Marie Keeler to check with Mary Lou Ruttan	or possible table sales.	
	to be purchased. (21 tables reserved as of November $5^{\mbox{\tiny TH}}$). Cath		o with transporting
Action Items		Person Responsible	Deadline
1. Purchase 25 silver	balloons.	Marie Keeler	Dec. 3
Discussion	Ushers Duties & Debriefing		
Jan Aikins is making a l	ist of duties. Ushers are required at the tech rehearsal at 5:30 p	m for debriefing.	
Discussion	Technical Tear Down Demo		
Katie Pergau will work i	t into our technical rehearsal on Wednesday the 2 nd .		
Disquestion	Catoring Undato		
Discussion Catering Update Cheese Tray for Boardwalk Table – They have sponsored a \$500 table and require a tray.			
	Sweets & Fats (the chocolate buffet provider		
lan Aikins to ask Holly's	s Sweets & Eats (the chocolate buffet provider. Pete Bogle will assist with transporting to and from Midhurst Ur	ited Church (official cup lo	aner).
lan Aikins to ask Holly's Cup Pick Up/Drop Off -	Pete Bogle will assist with transporting to and from Midhurst Ur	· ·	aner).
Jan Aikins to ask Holly's Cup Pick Up/Drop Off - Laurie from Holly's is se	Pete Bogle will assist with transporting to and from Midhurst Ur ending in the required insurance documentation required for use	· ·	aner).
Jan Aikins to ask Holly's Cup Pick Up/Drop Off - Laurie from Holly's is se Tablecloths - extras are Kid's Matinee Snack -	Pete Bogle will assist with transporting to and from Midhurst Ur	of ANAF kitchen. juice but will need to knov	
Jan Aikins to ask Holly's Cup Pick Up/Drop Off - Laurie from Holly's is se Tablecloths - extras are Kid's Matinee Snack - kids attending. Katie P	Pete Bogle will assist with transporting to and from Midhurst Ur ending in the required insurance documentation required for use available for a change out (soiled) and for our own table. a group from Burton Ave. United Church are organizing cookies &	of ANAF kitchen. juice but will need to knov	
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	ovember 28 th /29 th . Submit in pdf format to Tom. thank you list, show roster & matinee set list will not be printed	l/included in the programm	e. Thank you list
Brandyn Aikins will send	a programme ad for spring show to Karen Flynn.		
Action Items		Person Responsible	Deadline
1. Submit pdf files to T	om Aikins via email.	Karen Flynn	No later than Nov. 29th
8:30 am Wed, Thurs & Fr	7 pm load in ANAF Starlight available 7pm Dec 1st iday – ANAF open until 1 am (bar times). s a.m. Complete decorating on Friday.		
Discussion	Call Times		
			ay, Dec. 4 th – come
Next Meeting	TBD in the new year.		