

Vision Committee		
Tuesday, January 19, 2016		7:00 pm
Ruttan Residence – Barrie, Ontario		
Attendees	Jan Aikins, Katie Pergau, Cath Hughes, Marie Keeler, Mary Lou Ruttan, Brian Cloes, Karen Flynn, Sue Heath, Amy Lewis, Kate Lapierre	
Regrets	n/a	
Check In & Adoption of Minutes		
<p>Check In – <i>What are your New Year's Resolutions?</i> Random listing. Lose weight; focus on kids; fitness classes to attend; self-reflection; more disciplined in time management; daily good things jar (what I'm grateful for on a daily basis); choose to be happy.</p>		
<p>Adoption of Minutes - November 25, 2015 - Motion to approve these minutes, with changes from discussion, made by Mary Lou Ruttan, seconded by Cath Hughes. All in favour. Passed</p>		
Suggestion Box		
<p>Recent submissions from January 18 rehearsal were as follows:</p> <ul style="list-style-type: none"> • People need to be quiet. • Can every rehearsal be <u>this</u> quiet? (Director Katie Pergau had laryngitis at this rehearsal). • Smoke on the Water! Love Scott xoxo <p>No action discussed at this time.</p>		
Cruise Update		
Discussion	Exchange Rate Woes	
<p>Due to the falling exchange rate, those participating in the cruise were asked whether or not we should still proceed with it or not. Participants, who were present at Jan. 18th rehearsal, were asked to place their comment in the Suggestion Box (names omitted). Those that were absent are being contacted. 20 members have confirmed so far.</p>		
<p>Member Vote from Suggestion Box - most responses are positive.</p> <ul style="list-style-type: none"> • Cruise – still want to go – any subsidy or fundraising would help lots. • I'm still interested and willing to help fundraise. • Yes, I still want to go but my 'posse' may back out. • Yes to cruise. Flight paid for. • We're still in. • It would be such a shame after all the hard work so far for us to pull out. The 'reserve' from B! will help a lot. I say Let's go for is and fundraise! fundraise! fundraise! • We have our flight booked. It can be changed. I did like the Bay of Fundy Choral Festival. But okay either way. • Let's go for it. • Enter Kiwanis Music Festival in Toronto. • Love to go but I have the issue that I am a single so I would like to see the actual cost please. As it is higher than others sharing accommodation. • I say suck it up buttercups. If you've paid your deposit you should stay in. If we keep changing things, the cruise line will not be happy and not let us go at all. 		
Need to confirm Amanda MacLeod's re: cruise participation.		
Action Items	Person Responsible	Deadline
1. Confirm Amanda MacLeod's participation re: cruise.	Katie Pergau	Feb. 1, 2016
Discussion	Payment Schedule	
Actual re-payment schedule will be determined once subsidy has been approved by the general membership including those not participating.		
Cruise Confirmation Cutoff date – Monday, February 1, 2016.		
Due to the falling dollar, B! will pay the remainder of the cruise cost for all confirmed participants. Members will then issue postdated cheques to repay their portion. Final payment – June 30, 2016 (B! year-end).		
A couple of members have not paid their initial deposit yet. They will be asked to confirm by Feb. 1.		
Next Steps:		
<ol style="list-style-type: none"> 1. Flights to be booked on own. Should have a list of arrivals though for tracking. 2. Meeting Times on Cruise Day – TBD 3. Deadlines for Changes – Monday, February 1, 2016 Secured Deposit required with dates to reimburse B! This is a must if B! pays cruise line up front. 		

Refunds have been given or are in the works for those who have already cancelled their cruise prior to meeting date.		
Discussion	Bravado! Subsidy	
<p>Jan Aikins reported that there is \$47,000 in our reserve account. After discussion, it was proposed that \$10, 000 (25% of our reserve) be used for the subsidy. That leaves \$37,000 which is enough to run a year's worth of shows on, if needed. Amount was decided upon by reviewing the reserve totals. Membership to be advised of subsidy and be ready to discuss at next rehearsal. A motion was made by Amy Lewis and seconded by Mary Lou Ruttan that Bravado! use \$10,000 CAD from reserve to supplement cruise pending approval from the general membership. All in favour. Passed.</p>		
Kate Lapierre stated that there aren't any members that have asked for financial assistance in order for them to participate.		
Action Items	Person Responsible	Deadline
1. Email general membership to tell them about this subsidy and be ready to discuss next Monday's rehearsal (Jan. 25).	Amy Lewis	Jan. 23
Discussion	Fundraising Ideas	
<p>Charity Bingo Event – Jan Aikins overviewed the Special Event Fundraising Charity Bingo (Boardwalk Gaming Centre) to take place on 3rd Thursday of a given month. Tickets sold by us plus we get the usual walk in funds too. Ticket price - \$35 for bingo package (all games) where we get \$15 of the ticket price. Selling 100 tickets would net us \$1500 Our contribution would be: 35 minute performance with 2 10 minute breaks & 15 minutes pre-game. Songs from spring show. Looking at a June timeline. With this timeline in mind, the membership needs to be advised that the B! performing commitment is extended until the end of June, if this event is booked.</p>		
Carwash – Burton Ave. United Church Parking Lot – June timeline. Katie Pergau is seeking approval from church & neighbouring school.		
Curling Bonspiel – Kate Lapierre said that she has participated in this type of fundraising event and it has been highly successful. Could be done the end of March depending on venue availability. Amy Lewis to check out curling fees in Orillia and poll for subcommittee members. Event could include a karaoke night and/or 50/50 raffle.		
Action Items	Person Responsible	Deadline
1. Investigate curling fees in Orillia.	Amy Lewis	ASAP
Bravado Big Band Christmas – Loose Ends		
Debrief pros and cons - enjoyed the music, hall was an issue, patrons found that they couldn't appreciate us enough – felt like they were invited to a wedding where they didn't know anyone; we accomplished what we wanted but wouldn't replicate the experience; chocolate buffet – serve tables instead of help themselves – some patrons found that some people took more than their share.		
Print Raffle Winners' donations - Raffle donations to be made to the <i>Navy League of Canada (Barrie Branch)</i> and <i>Barrie Humane Society</i> . Raffle totals for each show were \$115 & \$135 respectively. Vision decided to increase the donation to \$200 each. Sue Heath and Karen Flynn to arrange and make the donations with photos. Jan Aikins gave donation forms to Sue Heath to arrange contact with Navy League and Humane Society.		
Ticket summary Tickets sales budget was set at \$25,000 but currently the revenue is \$23,369 although we don't know if all our show expenses have been accounted for yet. Tickets Sold – Friday 328; Matinee 138 (down from last year); Saturday 330. Slightly more 'table' tickets were sold than single. Refund to Members - Due to a ticket table error, two members, Linda Blom & David O'Halloran need to be reimburses. The amount is \$175 in total.		
Donation Received at Ticket Table – Steve Hughes, Ticket Coordinator, reported that a \$125 donation was made by a Steve Daynes of Peterborough. Vision would like to send a thank you card to him but doesn't know how to reach him. Poll general membership to see if they know him.		
Funds Raised for Cruise 50/50 Draw Total (Both Nights) is \$799.90. Centrepiece Donation Total is \$111.75.		
Action Items	Person Responsible	Deadline
1. Contact raffle donation recipients and arrange a time for photo op.	Sue Heath	ASAP
2. Send email to general membership re: contact information for Steve Daynes.	Jan Aikins	ASAP
Financial		
Discussion	Treasurer/Bookkeeper – next steps	
Addition of Signing Authority – Amy Lewis needs to be added as a signing authority. Sue Heath requested that she be removed as a signing authority. Cath Hughes agreed to replace Sue Heath. All signing authorities must go to the bank together. A 2016 list of Directors will also be taken. Tentative date: January 27 th – 11:30 to 1 pm.		

Action Items		Person Responsible	Deadline
1. Amy Lewis, Sue Heath, Cath Hughes & Mary Lou Ruttan to go to bank.		All Signing Authorities	Jan. 27th
2. Compile Board of Directors list for banking purposes and acquire signatures at January 25 rehearsal.		Jan Aikins	Jan. 27th
Discussion	Gathering of Financial Documents		
The gathering of financial documents (cheque book, ticket summary information, etc) needs to be done in order to hand over to Marcel Lapierre, our new bookkeeper position.			
Action Items		Person Responsible	Deadline
1. Collect all pertinent financial documents.		Various Vision Members	Before Financial Team Meeting
Discussion	Meeting with New Financial Team re: Transition of Duties & Documents		
A meeting is being planned to discuss the logistics of the job division between the Treasurer and the new bookkeeper position and to give the above mentioned financial documents to bookkeeper.			
Tentative dates for initial meeting are: Friday, January 22 or Saturday, January 23; Friday, February 5 or Saturday, February 6.			
Meeting attendees: Jan Aikins, Sue Heath, Frank Hutcheson, Amy Lewis and Marcel Lapierre			
List of Duties to be discussed: Treasurer – cheque issuing to Vista, Bingo & other sources. Bookkeeper – data entry, report generation and invoicing.			
Action Items		Person Responsible	Deadline
1. Arrange and confirm date for initial meeting.		Jan Aikins	ASAP
Discussion	Financial Software – Out with Old and In with the New		
After discussion, it was decided that our new financial software will be Quick Books. Both the Treasurer and Bookkeeper are familiar with this software. Previously, Simply Accounting was used. Before transitioning to Quick Books, Vision wants to ensure that we have access or hard copy of the historical records from it.			
Treasurer will look into purchasing a corporation copy of Quick Book.			
Action Items		Person Responsible	Deadline
1. Investigate Quick Books corporation copy for purchase.		Amy Lewis	ASAP
Discussion	Repayment Schedule for Jen Bedard		
Jan Aikins circulated Jen Bedard’s email response, prior to meeting, that she is unable to meet our first deadline due to her current financial situation. Vision discussion outcome is that we need to get this cleared up by our year end (June 2016) but feel we need to do it in a compassionate way. We also need the return of Bravado! property, music and costumes. Decision made to request the return of property first then send our repayment decision.			
Action Items		Person Responsible	Deadline
1. Email Jen Bedard re: return of Bravado! property outlined above.		Marie Keeler	ASAP
2. Email Jen Bedard re: Vision’s decision re: repayment.		Jan Aikins	After Action 1 done.
Discussion	Miscellaneous Financial		
Music Director Fees for Katie Pergau– Postdated cheques are required for the remainder of the season.			
Storage Mart rental fee is now \$229.95/monthly. They are one of our new 2016 sponsors.			
Action Items		Person Responsible	Deadline
1. Arrange for the distribution of postdated cheques for Music Director.		Amy Lewis	ASAP
Administration			
Discussion	Jan Aikins’ Church Key		
Jan Aikins is unable to locate her key to Midhurst United Church (MUC) and needs to notify the church of it’s loss.			
It is recommended that a list of key holders be created for both the church and the storage unit for reference and be stored on Groupanizer.			
Action Items		Person Responsible	Deadline
1. Contact MUC re: missing key.		Jan Aikins	ASAP
2. Create key holder list for both church and storage unit.		Katie Pergau & Cath Hughes	ASAP

Discussion		City of Barrie Grant	
For the record, Jan Aikins stated that the grant type we have applied to is different than discussed at our November 25, 2015 meeting. Due to the uncertainty of 2016-2017 show themes and potential guests, it was decided to go for an organizational project grant. Funds from this grant will help us <i>do what we do all year</i> rather than funds for a specific show.			
Discussion		Official Corporation Address	
With the pending sale of building of our current corporation address, 23 Owen Street, it was decided that we need to have new official address.			
Amy Lewis, Treasurer, offered the use of her post office box. P.O. Box 19, Cumberland Beach, ON L0K 1G0			
Discussion		Groupanizer - Maximizing Use of Website & Administrator Access	
To fully utilize this site, access for the storage of documents such as minutes, keyholder list, Board of Director, basic music library info and member manifesto needs to be created. Plus use member polling feature and calendar of events.			
Action Items		Person Responsible	Deadline
1. Meet to organize document storage and more on Groupanizer.		Katie Pergau & Cath Hughes	ASAP
Discussion		Events Calendar – Performances & Administrative Tasks	
Upcoming Events:			
<ul style="list-style-type: none"> • WinterFest – Sunday, February 7 – 1:30 pm – MacLaren Art Centre with Simcoe Contemporary Dancers • ChoralFest – April 2, 2016 – Fisher Auditorium – Barrie. Rehearsal dates to be released soon. Dates to be determined: <ul style="list-style-type: none"> • Burton Ave United Church – fundraising • Workshops – Micha Barnes & Etobicoke School of Arts (ESA) 			
Jan Aikins has offered to update this events calendar when it becomes active on Groupanizer.			
Membership Fees Dues Deadline: February 15, 2016			
Action Items		Person Responsible	Deadline
1. Update Groupanizer calendar of events, when it is activated.		Jan Aikins	TBD
Discussion		Public Website – Next Steps	
Gavin Silberman has looked at the templates offered via Groupanizer and doesn't feel they suit our needs (pretty boring). He is looking into other free templates.			
Jan Aikins will get the external hard drive from Mike Howe. This drive is used to back up all B! pictures and potentially financial and music library software.			
Action Items		Person Responsible	Deadline
1. Retrieve external hard drive from Mike Howe.		Jan Aikins	Next Vision Meeting
2. Investigate current backup process for music library software.		Cath Hughes	Next Vision Meeting
Discussion		ArtsVest Applications Due – March 2016	
We have 3 qualifying 'in kind' sponsors that require the completion of the official ArtsVest forms by the following Vision members. Storage Mart – Katie Pergau AM740 – Jan Aikins Canadian Tire Corporation – Cath Hughes			
Completion of forms deadline – end of February.			
Action Items		Person Responsible	Deadline
1. Forward ArtsVest forms to Katie Pergau & Cath Hughes for completion by the end of February.		Jan Aikins	ASAP
Discussion		Manifesto Merchandise	
Marie Keeler has member shirt sizing completed and is ready to order and want to know the quantity and sizing of the spare tee shirts. After discussion a definite number was not agreed upon but Marie plans on ordering 5 extras for both men and women.			
Shirts are to be paid from by members once a price has been determined.			
Check tee shirt graphic to ensure that 'light switch' graphic is on it.			
Investigate the purchase of stainless steel water bottles, personalized with member names.			
Action Items		Person Responsible	Deadline
1. Investigate pricing of stainless steel water bottles.		Marie Keeler	ASAP

2. Check logo for 'light switch' graphic.		Marie Keeler	ASAP
Discussion	Loaning of Music & Equipment		
Request to Borrow Music Katie Pergau received a request from Scott Boyer to borrow Footloose. Cath Hughes will look after the request.			
Equipment On behalf of the Barrie Music Festival, Katie Pergau, has requested the use of our keyboard and amp for a Rogers TV spot on January 20 th . Also, the use of the Bose stick next week at Georgian Mall for their Music In the Mall event. Equipment will be stored at Shoppers Drug Mart. A loan agreement will be completed.			
Action Items		Person Responsible	Deadline
1. Take care of Footloose music request.		Cath Hughes	ASAP
2. Complete loan agreement for equipment.		Katie Pergau	ASAP
Discussion	Rehearsal Assistants		
Val Thornton is unable to sing in the Spring show but has agreed to stay on until mid April to assist Katie with rehearsals. Katie Pergau will be absent on February 15 th rehearsal. Amanda MacLeod will lead sectionals along with Val. Suggested that this be used as a choreo/movement rehearsal. Mary Lou Ruttan offered to make choreo notes for Summer Fun piece (Beach Boys).			
		Person Responsible	Deadline
1. Make choreo notes for Summer Fun.		Mary Lou Ruttan	February 2016
H₂O – 20 Years of Choral Rehydration			
Discussion	Georgian Theatre – May 11 to 14, 2016		
Showtime: 7:30 pm		Doors Open: 7:00 pm	
Discussion	Show Tag Line & Graphic Finalized		
After much discussion, the following will be used as show title tag line: <i>H₂O A Choral Rehydration – Celebrating 20 Years of Singing Upstream</i>			
Current graphic was distributed for discussion. Ideas and changes were discussed and noted by Jan Aikins.			
Action Items		Person Responsible	Deadline
1. Forward graphics changes to Design Cabin.		Jan Aikins	ASAP
Discussion	Band		
Ian Ross, Allan Halford and Jay Rothenburg have committed to all shows, Monday rehearsal, dress and a weekend rehearsal. They will be paid same rate as Spring 2015. Jan Aikins to confirm amount from last year's. It is believed to have been \$400 each. Potential Guests – Approach Quammie Williams' Family to do the opening drumming in Let the River Run. They were well received at Grandmother to Grandmothers.			
Action Items		Person Responsible	Deadline
1. Approach Quammie Williams re: guest appearance.		Katie Pergau	ASAP
Discussion	Ticket Issue Date		
Tickets to go on sale at City of Barrie box office on March 21 st .			
Action Items		Person Responsible	Deadline
1. Update ticket availability on Bravado! website.		Karen Flynn	ASAP
Discussion	Contract - Deferred		
Discussion	Ad Sponsorship – Water Theme / Confirm Spring 2016 Ad Rate Card		
Scott Herman, Advertising Coordinator, is anxious to start soliciting for sponsors. Ad Rate from Spring 2015 – ¼ page was \$75 other rates weren't handy for discussion. Review of ad rates needs to be done. It was suggested by Jen Shaw of Hot Docs that we should increase our ad fees by \$25. It was felt that it would be difficult to get a lot of water related song sponsors so other ideas were discussed. Such as sponsors to donate items like bottles of water, food stuff, etc.			
Action Items		Person Responsible	Deadline
1. Update Spring 2015 ad rates get Vision's approval then give to Scott Herman.		Karen Flynn	ASAP

Discussion		Set List – Learning Aids	
These need to be posted immediately. Cath Hughes to investigate and create audio files from YouTube and upload to Groupanizer &/or Dropbox.			
For songs that Cath can't find on line, have Amanda MacLeod create MuseScore files. Cath to assign a file creation deadline for Amanda, if required.			
Action Items		Person Responsible	Deadline
1. Create and upload files. Contact Amanda MacLeod re: MuseScore, if applicable.		Cath Hughes	ASAP
Discussion		Etobicoke School of the Arts (ESA) Workshop - Choreography	
ESA Choreo song – <i>Singing in the Rain/It's Raining Men</i> mashup. Music will be ready this Monday. ESA needs a copy of music. This workshop should take place on a Saturday afternoon following a ChoralFest rehearsal.			
Other songs with movement &/or choreo <i>It's Raining on Prom Night</i> – Sue Heath has VHS of the choreo and is willing to coordinate this song with the women. <i>Under the Sea</i> <i>Proud Mary</i> – movement Potential new piece available from our library – <i>Summer Fun</i> , Beach Boys. Cath Hughes to retrieve for Katie Pergau.			
Amy Lewis is willing to assist with choreo.			
We all agreed that providing choreo videos is the best home rehearsal tool.			
Action Items		Person Responsible	Deadline
1. Forward copy of mashup music to ESA & arrange a date for choreo session.		Katie Pergau	ASAP
2. Look up Summer Fun music for Katie Pergau to review.		Cath Hughes	ASAP
3. Contact ESA re: availability once ChoralFest rehearsal dates are released.		Jan Aikins	ASAP
Discussion		Micah Barnes Workshop - Date	
Katie Pergau has been in contact with him re: availability in March or the first part of February. Could also be late March or early April.			
Need to know B! member availability via membership poll.			
His rates: 5 hours - \$750 3 hours - \$500			
Workshop Fee for B! Members – increase to \$20 per member from original \$10 rate. This will cover 5 hours for Micah Barnes and the ESA workshop.			
Action Items		Person Responsible	Deadline
1. Poll membership re: availability for workshops.		Katie Pergau	ASAP
Discussion		Staging Ideas	
Not using scaffold for band; will be using piano; possible riser and band configuration discussed but no decisions made.			
For <i>Under the Sea</i> , Katie Pergau would like it done with black light (neon sea creatures on black background). Discussion logistics of who would do the black light actions. Sue Heath has a contact re: black light performing.			
Action Items		Person Responsible	Deadline
1. Contact black light person.		Sue Heath	ASAP
Discussion		Stage Management	
Approach Flo Delkus.			
Action Items		Person Responsible	Deadline
1. Approach Flo Delkus re: stage manager position.		Katie Pergau	ASAP
Discussion		Costumes	
Committee hasn't met yet. Approx. budget for show \$2700. Would like to use a blue (water) coloured theme.			
Christmas at the Movies – Christmas Show 2016 – Deferred			
Venue Reservation – ANAF dates; Kids Matinee; Film Clips			
Meeting Adjourned – 11:10 pm			
Next Meeting	Tuesday, February 23, 2016	7:00 pm	Ruttan Residence

Minutes submitted by Karen Flynn