

Vision Committee		
Tuesday, February 19 2016 Wednesday, March 2, 2016	7:00 pm 7:30 pm	Ruttan Residence
Attendees	Jan Aikins, Katie Pergau, Cath Hughes, Marie Keeler, Mary Lou Ruttan, Brian Cloes, Karen Flynn, Sue Heath, Amy Lewis, Roger Heath (Stage Manager – Feb. 23 & Mar. 2), Flo Delkus (Asst. Stage Manager – Mar. 2)	
Regrets	n/a – February 23 Amy Lewis, Marie Keeler – March 2	
Adoption of Minutes		
Discussion	January 19, 2016 Minutes	
Motion to approve, without changes, made by Amy Lewis, seconded by Cath Hughes. All in favour.		Passed
Action Items	Person Responsible	Deadline
1. Post January 19, 2016 Minute on Groupanizer.	Karen Flynn	ASAP
Suggestion Box		
Cath Hughes read the submissions		
B! Rehearsal Related:		
<ul style="list-style-type: none"> For Beach Boys women need to sing – is there any reason they aren't – there is not costume change or anything ☺ Would it make sense to put the good dancers in front? For our encore, could we do Waterloo (with choreo) Time is precious could Carmen practices not be held on B! time. Discussed feasibility of this but it's dependent upon Music Director's availability. Katie Pergau has taken this suggestion under advisement. 		
ChoralFest Related:		
<ul style="list-style-type: none"> anything but opera e.g. gospel, rock Gilbert & Sullivan feature 1 or 2 composers at a time – Webber, Sondheim Gershwin, Kirby, etc. Easter cantata (in English) or musical Vision Comm. Suggestions; Les Mis, Jesus Christ Superstar. Individual choir presentations, like last time; invite outside choirs i.e.) Nathaniel Dett Chorale; Vision feels City needs to revisit the intent/rationale of ChoralFest. It needs to broaden the net for this event. 		
Cruise Update		
Discussion	Bravado Subsidy	
We did poll our members re: using \$10,000 reserve to subsidize B! members going on the cruise. Friends and family are excluded from subsidy. It is noted that there were a couple of members who communicated the question of fairness of using funds for only those who are going.		
Discussion	Statements and Payment Schedule	
Amy Lewis, Treasurer said that the final payment to Rock the Boat has been sent but still in transit. Cheque sent in USD \$13,016.00 which is \$18,490.53 CND (approx. exchange rate paid \$1.42). Members will reimburse Bravado!		
Amy Lewis has a spreadsheet with individual cost breakdown for invoicing. Marcel Lapierre, Bookkeeper, will produce the invoice for participant.		
Since we have booked more than 20 rooms we received a free room worth \$705 USD value. It was decided that this bonus will be used to towards the \$100 CND for alto discount. Altos won the spring show ticket contest by selling the most tickets. Amount will be deducted from their invoice (no money transaction). Kate, Jan, Cath, Linda, who else?		
Final payment deadlines were discussed but a final decision was not made. Suggested date- May 31, 2016 but concern made that there are still fundraising events to take place in June.		
Action Items	Person Responsible	Deadline
1. Treasurer to draft a payment schedule for postdated cheque submission.	Amy Lewis	ASAP
Discussion	Fundraising Events - June 2016	
Bravado season is extended beyond Spring Show due to these events.		
Charity Bingo Event – Schedule for Thursday, June 16, 2016 at Boardwalk Gaming Centre. Discussed potential events - silent auction Jan Aikins mentioned that there is a private company that can arrange a silent auction on our behalf and then takes a cut from funds raised.		
Burton Ave. United Church Spring Show in June. Similar to last year's show. We would use this as a pre-cruise rehearsal.		
Car Wash is a go at Burton Ave. Church. We have access to the entire parking lot. Date to be determined.		

<p>Curling Bonspiel – Amy Lewis contacted Barrie Curling Club. Rates - \$600 for a day - \$400 for half day; 150-200 people not all will be on the ice at one time. Ice time is difficult to get at this time of year. Food is extra. It was suggested that we start with a smaller event 50-60 people. Kathleen, Linda Blom’s partner, is willing to coordinate this event. Fall 2016 is better time for this event.</p>			
Action Items		Person Responsible	Deadline
1. Advise membership that the Bravado! season extends beyond May show.		Katie Pergau	ASAP
2. Contact Barrie Curling Club re: Fall 2016 dates.		Amy Lewis	Next Meeting
Discussion			Cruise Performances
<p>Rock the Boat –Katie Pergau reported that on board we will have a 1 hr. dress rehearsal with stage manager only. It’s \$25 extra to have sound/light at dress; 1 hr. show on board (stage manager, light and sound); 1 hr. port show. Actual schedule availability 2 months before. Need to rent keyboard (Katie to play) in Miami. Off Boat performance in a outdoor public square in Nassau. Rock the Boat person will meet us. FYI - We don’t have a Rock the Boat rep on board (we needed 30 rooms rentals to have this service). Suggestion: non performing family members could be available to arrange keyboard transport, etc.</p>			
Action Items		Person Responsible	Deadline
1. Check out keyboard rental fee in Miami, FL.		Katie Pergau	Next Meeting
Financials			
Discussion		Jen Bedard Re-Payment Schedule – Next Steps	
<p>Re-Payment – Jan Aikins reported that she has not heard from Jen Bedard regarding her reply that B! needs to be repaid by June 2016. Jan to connect with Jen’s mother regarding repayment.</p>			
<p>Return of Property – Marie Keeler received Bravado property from Jen Bedard and brought it tonight. All costumes returned; financial documents, music returned along with printer/scanner. Amy Lewis, Treasurer, to take financial documents and Katie Pergau the printer/scanner.</p>			
Action Items		Person Responsible	Deadline
1. Contact Martha Cates, Jen Bedard’s mother, regarding repayment by family.		Jan Aikins	March 1st
Discussion		Treasurer / Bookkeeper Meeting & Financial Reports	
<p>QuickBooks Software Purchase made by Treasurer via B! Visa for a total of \$338.00. She has cheque ready for Visa payment. Treasurer, Amy Lewis, spoke on what has been done and is in the works: Signing Authority: removed Sue Heath, added Amy Lewis and Cath Hughes. Mary Lou Ruttan is still a signing authority. Bank needed a list of directors on B! letter head which has been submitted. Ticket Refund Money from Big Band Christmas (BBC) to Dave O’Halloran & Linda Blom. O/S Ad Invoices – Bliss – \$100 & BBC Sponsorship - 60 days overdue from Paul Sadlon Motors \$300 donation for prints. Membership Fee for Valerie Thornton – Treasurer to produce a reduced invoice for her. She is unable to participate in the show but is staying on to assist with rehearsal, etc. when needed by Music Director. Financial Reports: Treasurer reviewing all financial reports – unable to provide profit/loss for Christmas show yet. Priority is cruise statements and Christmas show profit/loss (needed asap). Treasurer would like to meet with Frank Hutcheson in the near future. Jan Aikins emailed latest bank statements to Vision and mentioned that they are now available online.</p>			
<p>Bingo Infraction - January 2016, we were forfeited ½ the share for that segment – only one volunteer was present when there should have been two. Bingo volunteers met to review process for manning shifts. We are awaiting for training dates for new volunteers.</p>			
Action Items		Person Responsible	Deadline
1. Send BBC advertising invoices to Treasurer.		Karen Flynn	ASAP
Discussion		City of Barrie, Department of Culture Grant - Feedback	
<p>We were successful. We asked for \$5000 & received \$4000. Submitted under a different category of organizational rather than project oriented. Feedback: Good application, have a revamped website & use social media; should focus more on the description of the group but we did attach extra sheets for description; suggested we include bios on our website; this group and their audience look like they are having fun; not enough diversity within the group; financial reports – wanted more previous information.</p>			
Administration			
Discussion		Honourarium – Floydd Ricketts	
<p>A \$50 honourarium and thank you note to be sent to Floydd Ricketts by Amy Lewis. Karen Flynn has a blank B! thank you card and will sent to Amy.</p>			
Action Items		Person Responsible	Deadline
1. Send blank B! thank you card in pdf format to Amy Lewis.		Karen Flynn	Feb. 26

Discussion		Website Template	
Jan Aikins & Gavin Silberman reviewed Groupanizer templates and found them boring and cluttered. A template has been found but it isn't part of Groupanizer. Jan Aikins wonders if we can get a refund.			
Gavin created a mock up from Wix which is uncluttered & clean. He suggested that Sandra, his wife who has considerable experience with this software, could be the one to work on this for a fee. Vision suggested deferring the money to Sandra instead of Groupanizer. All agreed that this is worth looking at. Would like to have new website up and running before Spring tickets go on sale.			
Action Items		Person Responsible	Deadline
1. Contact Groupanizer re: refund of website building fee.		Katie Pergau	ASAP
Discussion		Music Return Protocol	
Cath Hughes spoke about refund/return of music deposit for members who leave the choir – should we return deposit if all music (and costumes) have been returned? Yes, deposit should be returned but not until music and costumes have been accounted for. Return deadlines discussed. Music Librarian generates missing music reports. What is the replacement cost of lost music? Determined it should be invoice cost of piece. Expectation is that director & accompanist should return their music unless they express an interest to keep it for future use.			
Discussion		Groupanizer	
Jan Aikins, Karen Flynn, Cath Hughes and Katie Pergau currently have site-admin roles. Documents page created – looks good. Yes, the current year Minutes have been posted along with copies of member manual and more pertinent B! related information. To have a peek, go to Menu and select Documents. Visa Form – use to track use of card by Vision Committee members. Member Roster – outdated and needs to be updated.			
Action Items		Person Responsible	Deadline
1. Update member roster.		Cath Hughes	ASAP
Discussion		ArtsVest Application Review	
ArtsVest submission forms are ready to go for our in kind sponsorship. We get 50% back of the sponsorship dollars. We qualified for \$2500. Storage Mart – Katie Pergau is still awaiting the final amount but feels it is approx. \$1200. CTC – (Cath Hughes) \$1000 Bertram – (Jan Aikins) \$900 AM740 –(Jan Aikins) \$1125			
Action Items		Person Responsible	Deadline
1. Submit completed ArtsVest forms.		Jan Aikins	March 1st
Discussion		Manifesto Merchandise	
Tee Shirts cost is \$627.00. It was decided that the choir will pay since it is promotional. Suggested that some of the \$4000 City of Barrie grant could cover costs. Water Bottles –Marie Keeler to proceed with obtaining a quote for these. These will be purchased by members due to the personal nature of usage. Logo with H2O title plus names.			
Action Items		Person Responsible	Deadline
1. Complete tee shirt order and obtain quote for water bottles.		Marie Keeler	ASAP
Christmas at the Movies			
Discussion		Venue Reservation – December 2 nd & 3 rd , 2016	
ANAF is being sold so they are unable to honour our dates at this time. Other potential venue were discussed with the following actions: Highway Pentecostal (no windows) – acoustics aren't prime for choirs. Katie Pergau to call. Mapleview Community Church – Cath Hughes will contact them. Uptown Theatre (Downtown Barrie) Amy Lewis reported that the max. number of people in a theatre is 60 people. Kids Matinee - deferred			
Action Items		Person Responsible	Deadline
1. Gather venue information for next Vision meeting.		Katie Pergau & Cath Hughes	Next Meeting

H2O – A Choral Rehydration – Spring 2016 Show		
Discussion	Workshops	
Etobicoke School of the Arts (ESA) – Choreo Day – Saturday, March 12 th – Burton Ave. United Church – 1:30 to 4:30 pm Katie sending score/file for Singing in the Rain/It’s Raining Men.		
Micah Barnes – Sunday, March 20 th – Midhurst United Church – 1:00 to 4:30 pm		
Budgeted \$750 for both and we are paying \$500 to each. Members will be charged \$10 for each workshop to recoupe.		
Videography discussed – We require a really good quality with good learning vantage point for this to be a success as a learning tool. Cath Hughes suggested, former member, Stephanie McMurren’s son who has experience.		
Action Items	Person Responsible	Deadline
1. Advise membership of workshop fees.	Amy Lewis	ASAP
2. Contact Stephanie McMurren’s son re: videography for both sessions.	Cath Hughes	ASAP
Discussion		
Georgian Theatre – Intent to Rent Contract & Ticket Prices		
Intent to Rent – reviewed and filled in accordingly from discussions. Lighting, tickets, sound, video, piano tuning (yes), hours of use & how we schedule our time re: load in and more. Jan Aikins completed the form during discussion.		
Ticket Prices - \$25; Group Rate 10+ \$22 March 21 st Ticket Sale Date. Renter Tickets – Concern that we bought more than were sold. Member policy – unsold renter tickets service charge must paid by member who did not sell tickets. 8 tickets per show per member.		
Action Items	Person Responsible	Deadline
1. Submit Intent to Rent contract.	Jan Aikins	City Deadline
2. Post ticket sales date of March 21 st on website.	Karen Flynn	By Next Meeting
Discussion		
Show Graphic Design - Review		
Everyone loved the new graphic. The B! phone number will be removed since the City handles calls without charging extra fees like online ticket ordering does.		
Discussion		
Advertising Rate Card & Season Sponsorship		
The rates have increased by \$25 across the board to:		
Advertising Rates as of Spring 2016	Cost	Size
1/4 page black & white	\$ 100	4.75" w x 1.75" h or 12 cm x 4.25 cm
1/2page black & white	\$ 175	4.75" w x 3.5" h or 12 cm x 9 cm
Full page-inside cover (B & W)	\$ 275	4.75 w x 7.5
Full Page - back cover (colour)	\$ 375	5 x 7.5 (5.13 x 7.83)
includes song sponsorship byline in program & on ad.		
Ad Coordinator, Scott Herman’s, idea of selling 2 ads for a season at a reduced rate was discussed. Sponsors would save approx. 25% if they purchase 2 ads. It was decided to defer this to the fall season.		
Action Items	Person Responsible	Deadline
1. Advise Scott Herman re: ad rates.	Karen Flynn	ASAP
Discussion		
Charity Tie In		
Canadian & local charities with a water theme that could benefit from funds raised at show were discussed. Fundraising method not defined yet.		
<ul style="list-style-type: none"> • Water Aid Canada • Lake Simcoe Conservation – talk with them for ideas. Mary Lou Ruttan has a contact name. 		
Action Items	Person Responsible	Deadline
1. Contact Lake Simcoe Conservation.	Mary Lou Ruttan	ASAP
Discussion		
Guests		
Katie Pergau has not heard back from Quammie Williams re: drumming. It was suggested that she contact former B! members, Maggie Torelli and Liz Levine. Mary Lou Ruttan will get their contract info for Katie.		
Action Items	Person Responsible	Deadline
1. Contact Maggie & Liz re: drumming.	Katie Pergau	ASAP

Discussion	Promotion	
<p>Social Media Posts - Suggestions: gargling with water; workshop x 2; shark attack; singing in the shower (shower caps); Easy A shower scene; rubber ducky See what you miss when you don't attend a Vision meeting!!</p>		
<p>International Water Day – Tuesday, March 22, 106 – B! would like to donate but need to know more information such as what charities it sponsors.</p>		
<p>ChoralFest – needs a ½ page ad for their program. Deadline is tomorrow, Feb. 24th. If unable to get an updated one, use the one that was in KCPs Mary Poppins.</p>		
Action Items	Person Responsible	Deadline
1. Investigate information re: International Water Day.	Cath Hughes	ASAP
2. Get updated graphic for ChoralFest.	Jan Aikins	ASAP
Discussion	Stage Manager & Crew	
<p>Stage Manager – Roger Heath; Assistant Stage Manager – Flo Delkus; Roger and Flo will work together and attend Vision meetings and rehearsals. Vision is thrilled to have both Roger and Flo back with us. Stage Crew – Lori Ridley. Other potential crew suggestions – Mitchell Klemm, Elin Hughes, former members, Rita Kolpak, Jenn Burns (who stage managed KCPs Mary Poppins).</p>		
Action Items	Person Responsible	Deadline
1. Contact Jenn Burns re: potential stage assistant.	Roger Heath	ASAP
Discussion	Set List	
<p>Set list order has not been set yet. Stage Manager will create and maintain the stage set list once the order has been confirmed by Katie Pergau.</p>		
<p>No scaffolding to be used this show. Using piano.</p>		
Discussion	Intro Schemes & Opening Set Songs, etc.	
<p>Items that were discussed, in no particular order. Pre-show/Opening – Water related video – Ester Williams, Nature of Things Sponsor logos on video, if using. Storm/Water sounds, rippling lighting, Set 1 Opener - Choir in the Rain Set 2 Opener - Let the River Run End – Bridge Over Troubled Water</p>		
Discussion	Staging Ideas – Black-light, Skits, Etc.	
<p>Under the Sea – black light – Sue's contact person is interested. Katie Pergau wants to contact her. Sue will email info to her. Synchronized Swimming Skit (band only) Origins of River Dance skit Singing in the Rain (use of fly with umbrellas) / It's Raining Men – (famous men lowered from fly) Gilligan's Island/Love Boat skits</p>		
Action Items	Person Responsible	Deadline
1. Email black light contact info to Katie Pergau.	Sue Heath	ASAP
2. Contact black light person.	Katie Pergau	ASAP
Discussion	Costume Update & Ideas	
<p>Previewed tops. Women's dresses to be made in aqua tones.</p>		
Discussion	Stage Configuration	
<p>Discussed location of risers, piano & set lighting. Katie Pergau to review music with piano to determine best location on stage and in set list.</p>		
Discussion	Meeting Continuation – Set List Order	
<p>Due to the lateness of the meeting and the need to confirm set list order, it was decided to continue this meeting next week.</p>		
<p>Meeting Adjourned – 10:50 pm</p>		
Next Meeting	Wednesday, March 2 nd , 2016	7:30 pm
		Ruttan Residence

Vision Committee Minutes - Continuation from February 23, 2016		
March 2, 2016	7:30 pm	Ruttan Residence
Suggestion Box		
Box empty – no discussion.		
Cruise Update		
Discussion	Member Statements	
Statements have been prepared by our Bookkeeper, Marcel Lapierre, with a payment schedule.		
Band track – we will need one for our cruise. Accompanist Amanda MacLeod is not coming with us so do we need to pay them extra for a special recording session?		
Action Items	Person Responsible	Deadline
1. Confer with accompanist re: need for special recording session for band track.	Katie Pergau	ASAP
Financials		
Discussion	Invoices from Big Band Christmas	
Deferred – Treasurer absent.		
Discussion	Groupanizer – Refund of Website Development Fee	
We received a refund of \$653 from them but it was issued as a PayPal refund. Since Bravado! doesn't have this type of account Jan Aikins received the money and transferred money to Treasurer, Amy Lewis. It was decided that B! should create a PayPal account.		
Action Items	Person Responsible	Deadline
1. Ask Treasurer to create a PayPal account for Bravado!.	Jan Aikins	ASAP
Administration		
Discussion	ArtsVest	
Forms submitted by Jan Aikins. The amount of \$2342.75 is our pending rebate. Once rebate has been granted we will come in over our budget at \$2502. Total savings breakdown: \$1660 savings + \$2342 = \$4002 - \$1500 (budgeted) = +2502.		
Thank you cards to be send to the 4 sponsors. Need sponsor information.		
Action Items	Person Responsible	Deadline
1. Forward sponsor information for thank you cards.	Jan Aikins	ASAP
2. Create & send thank you cards to ArtsVest sponsors.	Karen Flynn	ASAP
Discussion	Thank You Card to Floydd Ricketts	
Blank card was given to Amy Lewis by Karen Flynn.		
Discussion	New Public B! Website Meeting	
Jan Aikins announced that a meeting was held and the development has started on our new public site. Committee members are Jan Aikins, Gavin Silberman, Rita Kolpak and Karen Flynn.		
Release date is March 21, 2016 which is the date our tickets go on sale.		
Discussion	ESA Workshop Venue	
Katie Pergau has not heard from Burton Ave United Church yet. Discussed other possible venues: Moving Art Studio (\$60/hr charge); Collier St. United Church Hall.		
Action Items	Person Responsible	Deadline
1. Contact possible venues.	Jan Aikins	ASAP
Christmas at the Movies – December 2016		
Discussion	Venue Update	
Cath Hughes is meeting with Mapleview Community Church next Wednesday. Rates range from \$500 to \$1500 a day. She is to offer them an opportunity for fundraising by serving refreshments during intermission.		
H2O – Choral Rehydration – Spring Show		
Discussion	Georgian Theatre – Intent to Rent Contract	
Jan Aikins has completed but is awaiting insurance contract. We have to submit a 50% deposit cheque now.		

Discussion	Charity Tie In		
Ladies of the Lakes – Mary Lou Ruttan has contacted and will be meeting with them on March 9th. They wanted to set up a world class water education centre.			
Discussion	Guests		
Mary Lou Ruttan has contacted Maggie Torelli. Katie Pergau hasn't heard from Quammie Williams yet. \$100 Drummer honourarium determined.			
Discussion	Stage Crew		
Roger Heath, Stage Manager, reported that: Jenn Burns is not available for stage crew for this show but willing to consider it at a later time. He hasn't heard from Rita Kolpac yet. Elin Hughes has confirmed and looking forward to working with us. Mitchell Klemm - unconfirmed. Availability is dependent upon his work schedule.			
Discussion	Set List		
Set List was discussed in detail. Listed below is the song set list for member viewing. It is also available on Groupanizer.			
Set 1 The Choir in the Rain Water Night Wade in the Water Gilligan's Isle (Skit) The Water is Wide Summer Fun River in Judea Singin' in the rain/It's Raining Men Outhouse Riverdance (Skit) River of Dreams		Set 2 Proud Mary The Love Boat (Vignette) Take Me to the Water Sittin' on the Dock of the Bay It's Raining on Prom Night Synchronized Swimmers (Skit) Under the Sea Let the River Run Bridge over Troubled Water (Encore), including ex-members.	
Discussion	Intro Schemes, Staging Ideas, Costume Update/Ideas		
Items were discussed in detail but are too numerous to list. Notes made by appropriate members.			
Discussion	Stage Configuration		
Discussed in detail keeping in mind the placement of acoustic piano in a set 1.			
Riser skirts to be ordered			
Action Items	Person Responsible	Deadline	
1. Order riser skirts.	Sue Heath	ASAP	
Discussion	Anniversary Invitation to Former Members		
Jan Aikins gave Katie Pergau a list for her to contact re: singing Bridge Over Trouble Water.			
Action Items	Person Responsible	Deadline	
1. Contact former members.	Katie Pergau	Ongoing	
Meeting Adjourned – 10:00 pm			
Next Meeting	Tuesday, March 15, 2016	7:15 pm	Ruttan Residence

Minutes submitted by Karen Flynn