

Vision Committee			
Tuesday, April 5, 2016		7:15 pm	Ruttan Residence
Attendees	Jan Aikins, Katie Pergau, Amy Lewis, Cath Hughes, Marie Keeler, Mary Lou Ruttan, Karen Flynn, Sue Heath, Roger Heath (Stage Manager), Flo Delkus (Asst. Stage Manager)		
Regrets	Brian Cloes		
Adoption of Minutes			
Motion to approve, with changes from discussion, by Marie Keeler, seconded by Mary Lou Ruttan. All in favour.			Passed
Suggestion Box			
Discussion	No discussion - Box was empty.		
H2O Spring Show			
Discussion	Contract Update		
We still don't have signed contract from city.			
Jan Aikins found out that our show is not on the Georgian College site while others that take place after ours are posted. Plus the website address they recently gave us is different than the one they gave us for the posters. She will be contacting the City regarding this matter as part of the next agenda item. No action listed here. Note: our current (soon to be obsolete) website does take patrons directly to ticket hub for purchase.			
Discussion	Ushers Role in Customer Service		
Voucher Collection – Jan Aikins to approach City regarding the collecting of vouchers at showtime.			
In order to streamline the process and promote good customer service, Jan to ask the City if our Ushers could collect the vouchers directly from patrons and surrender them to the box office once everyone has been seated.			
Debbie Klemm will be coordinating the ushers.			
Action Items		Person Responsible	Deadline
1. Contact the City Box Office re: posting of our show on Georgian Theatre website and the collections of voucher by our ushers.		Jan Aikins	ASAP
Discussion	Videographer		
Debbie Klemm said that there is a good chance Karl Klemm would not be able to tape our Spring shows due to his work schedule. Jan Aikins to check in with Debbie again regarding Karl's availability.			
Alternative videographer options were discussed: Amy Lewis to approach Audio Visual Department at Georgian College (GC). We could offer a \$100 honourarium both shows. Note: we don't usually pay because videographer recoups a fee from CD/DVD sales. GC students would not be able to do this. She said that her father in law could produce audio for CD/DVD from taping.			
Action Items		Person Responsible	Deadline
1. Contact Debbie Klemm re: Karl's availability to tape our shows.		Jan Aikins	Next Meeting
2. Contact Georgian Collage AV Department re: taping of shows.		Amy Lewis	ASAP
Discussion	Rehearsals		
Dates/Venue Friday, April 22 nd – (tentative) City Hall – 2 rooms upstairs Friday, April 29 th – Voice at Large (VAL) City Hall Rotunda			
Band – Apr 17 th Katie Pergau to rehearsal with band. May 9 th only band rehearsal with choir. Note: Mike Smith interested in attending rehearsals that involves the band as per Roger Heath.			
Risers - Jan Aikins reported Midhurst United Church is allowing us to park trailer there but not until after April 23, 2016. Trailing assistance is needed since Brian Cloes is unable to participate in this show. Amy Lewis offered to trail it to the church. Logistics discussed for show time load in. Dave O'Halloran has a vehicle available to tow, if needed. April 25 th Rehearsal – 1 st time with risers. Invite stage hands to attend to practice set up of riser reconfiguration and load out. Stage hands should also attend May 2 nd and 9 th rehearsals.			
Choreo Review - Jan Aikins mentioned how excited she is that we have choreo done in advance. Kudos to Samantha Wallace for taking on choreo.			
Action Items		Person Responsible	Deadline
1. Contact Walter Fischer re: City Hall room rentals for April 22.		Jan Aikins	ASAP
2. Invite stage hands to April 25 th rehearsal for riser configuration setup.		Roger Heath	ASAP

Discussion	Promotion	
City Hall Display Case - Available last 2 weeks of April until show time. It is a good way to showcase our upcoming show. Content discussion – posters, sand (lined); sea shells (Cath Hughes buy play sand, blue plastic tablecloth), love boat (forward graphic to Tom for printing), waves of material. Flo Delkus & Marie Keeler to gather items at next rehearsal.		
Voice at Large (VAL) – Friday, April 29, 2016 – 7 pm Flo Delkus offered to advertise this at Collier Place and Barrie Library (close proximity).		
Online Postings – Members to be asked to better utilized the use of Bravado! FaceBook posting by copying and pasting rather than sharing. Show promo videos to commence this week. 'Like' Orillia Silver Band FaceBook page – they are promoting us on their website.		
Radio Campaign Zoomer AM 740/ Classical - \$600 to be spent at radio spot (some are free); they will produce feature vignettes. Rock 95 - Ozz will tape an interview with Katie Pergau on April 28 th . Flo Delkus to confirm Katie's arrival time. Bingo Media Challenge - April 16th – Noon Ozz of Rock95 has agreed to be our representative for this event. B! stands to win \$1000 from this event & Ozz's participation.		
Action Items	Person Responsible	Deadline
1. 'Like' Orillia Silver Band FaceBook page by B! FaceBook page.	Cath Hughes	Next Rehearsal
2. Get a VAL specific poster ready for distribution.	Jan Aikins	ASAP
3. Confirm display case date availability with Walter Fischer.	Jan Aikins	ASAP
4. Confirm Katie Pergau's arrival time for Rock 95 taping interview.	Flo Delkus	ASAP
5. Gather information and email it to general membership re: Bingo Media Challenge.	Jan Aikins	ASAP
Discussion	Charity Tie In – Ladies of the Lakes	
Mary Lou Ruttan spoke on Ladies of the Lake and the information contained in the email she was sent and forwarded to Vision prior to tonight's meeting. She will let them know that they can do a display in the lobby. Need to check whether or not Georgian College would collect the 15% sales fee, outlined in our contract, if they chose to sell items for their fundraising projects.		
Discussed possible donation. No action.		
Action Items	Person Responsible	Deadline
1. Confirm with College re: sales fee.	Jan Aikins	ASAP
Discussion	Guests	
Drummers – Quammie Williams and his family have confirmed their participation in River of Dreams and Let the River Run. Honourarium - \$150 each show for family of 4.		
Action Items	Person Responsible	Deadline
1. Email Quammie Williams re: family honourarium.	Katie Pergau	ASAP
Discussion	Sponsorship	
Water Depot Offer – offered 50 L of water to everyone who buys a ticket. Discussion ensued re: What are we benefiting by this? Right now it is a benefit to Water Depot and to our patrons but not us. If not a financial sponsorship (ad), would they be willing to promote us on their website, stores, promote our show to their patron mailing list, water coolers for intermission. If they agree, we could put it on our FB page for 7 to 10 days.		
Action Items	Person Responsible	Deadline
1. Negotiate with Water Depot.	Cath Hughes	Next Meeting
2. Enquire about the use of water coolers and cake serving at GC.	Jan Aikins	ASASP
Discussion	Refreshments	
Anniversary Cake will be offered to patron as part of our celebration.		
Use of water coolers (sponsor to provide?) instead of selling in plastic bottles (from Georgian College).		

Discussion	Program – Inclusions & Ads	
Ads – on paying ad received so far. Amy Lewis offered to make a list of potential ad sponsors and create a sign up list to assist Scott Herman with sales. These ads cover the cost of printing.		
Bios – from each member will be put in the program this show. Asking members to write your personal bio around water related pun/metaphor.		
Inclusion: Water Fact Sheet. Ask Ladies of the Lake for a list.		
Action Items	Person Responsible	Deadline
1. Get sponsor list from Scott Herman.	Karen Flynn	ASAP
2. Create advertising sign up list from acquired sponsor list.	Amy Lewis	ASAP
3. Email members re: submitting a personal bio. Deadline: Monday, April 25 th rehearsal.	Karen Flynn	ASAP
4. Request Ladies of the Lake for a water fact sheet.	Mary Lou Ruttan	ASAP
Discussion	Lobby Display / Stage Decoration	
Backdrop Ideas – discussed in detail during venue tour & set list update.		
Headshot Ideas & Date – Jumping (up) at Barrie Bayfield St. wharf or Dock Road dock. Date not determined but needs to be done before the end of April.		
WaterShed Art Project has agreed to display artwork. There is a logistics issue as to how to hang them and delivery of pieces. Suggested that they bring items during Friday afternoon of show. Approach GC art department to use their easels. Need permission to use the room off the lobby where we had the tea last year.		
Action Items	Person Responsible	Deadline
1. Discuss headshot logistics with Tom Aikins, photographer.	Jan Aikins	ASAP
2. Contact Rita Kolpak at the College regarding use of room off lobby and art department re: easels.	Jan Aikins	ASAP
Discussion	Alumni – Contact Update	
Katie Pergau listed names that will attend. She will send out another message for more. Frank Hutcheson is keen to help. Katie to approach him. Add an all-call for former members on our FB page.		
Action Items	Person Responsible	Deadline
1. Contact Frank Hutcheson re: assistance.	Katie Pergau	ASAP
3. Update FB page with former member all-call.	Cath Hughes	ASAP
Discussion	Venue Tour –Feedback # 2	
Both Roger Heath and Flo Delkus visited the theatre again and summarized the outcome in detail. Detail is extensive so it is not included in the minutes. Summary document will be stored with minutes but not published on Groupanizer.		
Thanks to Roger and Flo for the extensive footwork that they have done so far.		
Discussion	Set List	
Stage Manager is updating and maintaining the set list matrix. This working document is not being distributed to general membership due to its changing format.		
Action Items	Person Responsible	Deadline
1. Stage Manager to forward updated set list to Secretary.	Roger Heath	ASAP
Discussion	Technical Requirements	
Technical Requirements - Ensemble mic – holding off renting one. Theatre has shotgun mics that may work better. Mike Smith, B! sound technician likes the idea of using theatre monitors.		
Cath Hughes to approach Maplevue Community Church to rent/borrow their ensemble mic. Also send Mike Smith previous ensemble mic model # for potential purchase.		
Mike Smith to start attending rehearsals soon. Don Cameron will be available as a tech dress technician.		
Action Items	Person Responsible	Deadline
1. Contact Maplevue Community Church re: ensemble mic use/rental.	Cath Hughes	ASAP
2. Send mic ensemble info to Mike Smith to research rental &/ or future purchase.	Cath Hughes	ASAP

Discussion	Lighting	
GC recommended that Sponsor logos on curtain should be transparent with white lettering. Details outlined in venue visit document.		
Lighting Designer's Availability - Emily is on the road and not available.		
Black Light (Under the Sea) Val Thornton joined us via skype to discuss black lighting needs. Mary Lou Ruttan demonstrated samples she has made so far. Looks good but scale needs to be larger. Props need to be ready by April 22 nd for run through. Choir outfits – entire choir can use available stinky black and Garth Brooks style shirts. No purchase required at this time.		
Black Light Needs – Quantity Discussed - purchase 3 lights from Spencers (Georgian Mall).		
Action Items	Person Responsible	Deadline
1. Meet with Val Thornton to further discuss black light needs.	Mary Lou Ruttan	ASAP
2. Check prices online & purchase 3 lights from Spencers (Georgian Mall) or best price option. B! visa card to be used by Amy Lewis.	Amy Lewis	ASAP
Discussion		
Intros & Skits		
Intros & Skits – writing to take place next week headed up by Jan Aikin. Friday, April 22, 2016 – run through of all skits to take place.		
River Dance skit - Jan & Beth Allen scripting this skit. Amy Lewis to coordinate the choreo and ask Ann Lupkoski to assist.		
Video clips – Jan Aikins coordinating these.		
Audio clips – Amy Lewis to ask Steve Lewis if he has any of the audio files listed on theatre venue tour sheet.		
Presenters for intro are needed. Discussion as to which members to approach who may like to do these.		
Action Items	Person Responsible	Deadline
1. Ask Anne Lupkoski to assist with River Dance skit choreo.	Amy Lewis	ASAP
2. Ask Steve Lewis re: audio files.	Amy Lewis	ASAP
3. Approach various members re: interest in being an intro presenter.	Jan Aikins	ASAP
Discussion		
Props and Costumes		
Sue Heath talked about the various items needed such as ‘wellies’ rubber boots, rain bonnets, etc. for Choir in the Rain.		
Proud Mary - Dancers outfit - wear a shrug or short bolero over spaghetti strap dress would be fine.		
Umbrellas – Katie Pergau/Marie Keeler ordering 6 small black ones for use in Choir in the Rain and Raining medley.		
Synchronized Swimming skit costumes – Mary Lou Ruttan unable to find suitable outfits. Alternatives discussed: Use a muscle shirts &/or spandex bike shorts. Found striped tee shirts at Old Navy on line. Marie Keeler ordering via B! visa card from Old Navy on-line. \$71.		
Gilligan's Island skit – need inflatable palm tree.		
River Dance skit – need an outhouse that is easy to move on stage.		
Action Items	Person Responsible	Deadline
1. Ordering shirts from Old Navy on line using B! visa card.	Marie Keeler	ASAP
2. Ask Marie Fisher re: borrow her tree.	Jan Aikins	ASAP
3. Ask Gavin Silberman to ‘craft’ an outhouse.	Jan Aikins	ASAP
Financials		
Discussion	Year to Date Report & Miscellaneous Financial Information	
Treasurer reported that most of it is done. Vista is difficult to reconcile but it’s coming along. Hope to be done the end of this week.		
Bingo Revenue – Jan Aikins reported we have already reached our budgeted yearly amount.		
Discussion		
SOCAN		
Vision decided that we will file both for both after the Spring show.		
Discussion		
Dues – Refunds?		
Kate Lapierre will be refunded\$75 of her spring fees plus music deposit.		
Action Items	Person Responsible	Deadline
1. Treasurer to repay Katie Lapierre by cheque.	Amy Lewis	ASAP

Cruise Update			
Discussion	Band Track - <i>Deferred</i>		
Administration			
Discussion	Riser Skirt Order - Status		
Sue Heath informed us that the order is in transit.			
Discussion	Camphill Equipment Loan		
Scott Hurst, on behalf of Camphill, asked if we would loan them a keyboard for Thursday, April 7, 2016.			
No action taken since we haven't heard from him since and the event is 2 days away.			
Discussion	ArtsVest Update		
Jan Aikins stated that all applications have been approved.			
Discussion	Bonspiel Fundraiser- Winter 2017		
Amy Lewis said that we need to decide on a date as soon as possible to ensure we get the one we want. The Barrie Curling Club books up quickly.			
Action Items		Person Responsible	Deadline
1. Contact Kathleen, Bonspiel Coordinator, regarding her date preference.		Jan Aikins	ASAP
Discussion	New Bingo Chair		
Peter Bogle would like to retire as Chair. A replacement is needed as soon as possible because of the importance of funds that are raised.			
Action Items		Person Responsible	Deadline
1. General membership will be asked for a volunteer for a Bingo Chairperson.		Jan Aikins	ASAP
Discussion	Burton Ave. United Church Gig		
Date has been confirmed – Saturday, June 4, 2016			
Discussion	Micah Barnes Workshop - Feedback		
The general consensus of Vision was that it was a very good workshop. Apparently, Micah is following us on Twitter too.			
It was discussed as to whether or not we should expand his role with us. His role could be to offer guidance, once we are off page, with various piece (with or without chore) just prior to a show. We could keep him on a 'retainer' for his services so that he would visit us more than once.			
Christmas at the Movies – December 2016			
Discussion	Venue		
Collier Street United has been booked but we need to get the contract. Katie Pergau reported that she has left a couple messages with them.			
Meeting Adjourned – 11:05 pm			
Next Meeting	Tuesday, April 19, 2016	7:15 pm	Ruttan Residence

Minutes submitted by Karen Flynn