

Vision Committee			
Tuesday, May 3, 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 Mgr), Flo Delkus (Asst. Stage Mgr), Mike Smith (Sound Technician)		
Regrets	Brian Cloes		
Check In & Adoption of Minutes			
Motion to approve made by Mary Lou Ruttan, seconded by Marie Keeler. All in favour.		Passed	
Suggestion Box			
Discussion	One Submission		
Add an instrumental number to Set 2 – Purple Rain & Looking for Water (not the intro of ) after Bowie sings (mash up)?			
Item discussed – Vision felt it was too close to show to add anything.			
H2O Spring Show			
Discussion	Ticket Tally		
City Box Office Tally – 4 Friday; 15 Saturday			
Members Tally – 182 Friday – 96 sold + 83 promised; 138 Saturday – 49 sold + 74 promised			
Missing 5 responses at the moment.			
Final Push To Sell – Ask recent members to help sell to their people.			
Social Media Push – Cath Hughes will post water sport related photos on FB.			
Comp. tickets to Steve Lewis.			
Barrie Farmers Market – distribute flyers this coming Saturday. Katie Pergau and Cath Hughes. Assistance needed.			
Action Items	Person Responsible	Deadline	
1. Contact members re: sales push; social media and radio.	Cath Hughes	ASAP	
2. Contact Anne Lupkoski re: assistance at Farmers Market.	Cath Hughes	ASAP	
Discussion	Comps to Watershed Project		
Artist drop off painting. Not sure of afterwards.			
Comp. tickets for Saturday and they can take their work home. Ok'd to offer tickets - Two complimentary tickets			
Discussion	Alumni Update – F = Friday / S = Saturday		
Charlie – S; Paul B – S; Rita – F/S; Laurie – S; Ang – F; Suzanne – S; Garth – S; Debbie K. – F/S; Russ – F; Herman – F/S; Laura H – S; Jim Giffen – F; John Coutts – S; Eric Dean - ?; Mark O'Brien – F; Steph/Dan - S			
Action Items	Person Responsible	Deadline	
1. Send email to group about following up with Alumni.	Cath Hughes	ASAP	
Discussion	Promotion – Radio Campaign		
Ads playing on The New Classical 102.9 FM.			
Discussion	Voucher Protocol		
Jan Aikins had conversation with City Box Office staff. Voucher exchange table needs to be front and centre.			
Steve Hughes will assist City staff at the table.			
Discussion	Videographer		
Wayne Noble for Friday. Cath Hughes is looking for someone for Saturday.			
Steve Lewis can reproduce the videos.			
Action Items	Person Responsible	Deadline	
1. Videographer search for Saturday show.	Cath Hughes	ASAP	

Discussion	Ladies of the Lake	
Arrival and setup needs – Be ready for 7 pm. Need access to tv and a table.		
Discussion	Refreshments – Cake Servers	
Georgian College has given us permission to serve our own cake. Kitchen Fairies to look after this task.		
Cake cost from Zehrs approx. \$70 each x 2 = \$140 plus cost of plates and utensils. Blue cakes with Happy Anniversary B! 200 servings per cake.		
Cake Server Volunteers needed - Someone not involved with the show.		
Water Depot – Cath Hughes picking up coupons on May 11 <sup>th</sup> . They are providing one dispenser. Cath Hughes & Beth Allen providing the other two.		
Need to find small (4 oz.) recyclable cups. 8 jugs of water needed too.		
Action Items	Person Responsible	Deadline
1. Contact Laurie Perkins re: serving on the show date she's attending.	Cath Hughes	ASAP
2. Coordinate pick up/deliver of water coolers, cups & jugs of water.	Cath Hughes	ASAP
Discussion	Load In	
10:30 am on Wednesday, May 11 <sup>th</sup> at Georgian. The over to storage to load then back to Georgian for noon.		
Sign Up Sheet – to be circulated among membership for volunteers.		
Equipment needed from Storage Unit – discussed – no detail.		
Coordination of Tasks – discussed – no detail.		
Safety Gear – discussed – no detail.		
Discussion	Audience Survey	
Unable to find a suitable electronica survey prior to meeting. May have to use paper. Manually collect emails.		
Katie Pergau did discover, during the meeting, that more than one device could record/save an electronic survey.		
Will attempt to create online survey. Will need iPads/tablets.		
Action Items	Person Responsible	Deadline
1. Work on compiling survey.	Jan Aikins	Showtime
Discussion	Programme - Update	
Karen Flynn reported that 12 ads have been received equalling \$1300 in revenue.		
700 copies to be printed.		
Edit notations made for choreo for insertion and skits – 'Sync or Swim' for synchronized swimming & 'The Origins of Celtic Dance' for outhouse dance.		
Action Items	Person Responsible	Deadline
1. Contact Tom Aikins re: printing needs and deadline.	Karen Flynn	ASAP
Discussion	Lobby Display	
7 canvasses from Watershed Project to be displayed. Georgian College to supply easels.		
Balloons – novelty (H2O) and cake table needed.		
Headshots to be displayed.		
Action Items	Person Responsible	Deadline
1. Jan Aikins will coordinate ordering of novelty balloon. Marie Keeler will pick up.	Jan Aikins & Marie Keeler	Prior to show
Discussion	Technical Setup	
<b>Equipment Reserved, Pick Up Arrangements</b> – Roger Heath didn't think Mike Smith needs to rent additional equipment.		
<b>Sound Track Recording</b> – Steve Lewis working with Mike Smith on Wednesday. He will provide sound but not editing.		
<b>Sound effects</b> recorded, player, cued up – Amy Lewis reviewed list of effects she has collected – birds, thunder, ship horn, Blue Danube, Celtic dance music. Debbie Klemm will be playing these.		

<b>Final Stage Matrix</b> - Roger Heath & Flo Delkus will meet tomorrow to finalize the stage matrix and send to Katie Pergau for next step.		
<b>Choir Call Times</b> - Tentative: Tech Dress – 5:30 call with 6:00 pm start – Alumni practice call time for ‘Bridge’ – 7 pm Dress – 6:00 call with 6:30 start – props only but members welcome to wear outfits, if desired.		
<b>Action Items</b>	<b>Person Responsible</b>	<b>Deadline</b>
1. Send stage matrix to Katie Pergau. She will condense for choir.	Roger Heath	ASAP
2. Finalize call times and advise choir.	Katie Pergau	ASAP
<b>Discussion</b>   Miscellaneous Staging Discussions		
<b>Back Drop</b> - Backdrop – 2 pipes only – set 1 – mesh – Set 2 spirals will hang them and be uplighted. Woody of GC will set this up.		
<b>Intros</b> - It is felt that the structure is awesome but are quite lengthy and need editing. Katie has the scripts, will edit them and sent to Flo Delkus and presenters.		
<b>Props:</b>		
<ul style="list-style-type: none"> <li>Gilligan’s Island – palm tree only – not on a stand</li> <li>Love Boat – Use 2 railings with life preserver.</li> </ul>		
<b>Lighting Cue Sheet</b> – Reviewed by Roger Heath and discussed by everyone. Roger will send to Mike McLeod, Georgian College technician.		
<b>Skit Rehearsals</b> – All participants have been rehearsing but more is needed. Call for rehearsal for 6:30 Monday.		
<b>Drummers</b> – Katie Pergau confirmed that Adrinkra Ensemble will attend May 9 <sup>th</sup> rehearsal at 7 pm. Then run entire show.		
<b>Slide Projection</b> – will only be used with intros. Jan Aikins creating a collage for each intro.		
<b>Risers</b> – 20” riser leg needed. Amy Lewis sending email to David O’Halloran to pick up one from trailer and deliver to Roger Heath. Missing riser skirts. Cath Hughes & Jan Aikins checking storage unit and own garage.		
<b>Action Items</b>	<b>Person Responsible</b>	<b>Deadline</b>
1. Contact Gavin Silberman to make stand for railings.	Roger Heath	ASAP
2. Acquire life preserver.	Katie Pergau	ASAP
3. Call for extra skit rehearsal for Monday rehearsal – 6:30 pm.	Katie Pergau	ASAP
4. Confirm tuning of acoustic piano.	Roger Heath	ASAP
<b>Financials</b>		
<b>Discussion</b>	Honourarium List/Cheque Prep	
Musicians - \$450 each – confirmed.		
Amanda McLeod - \$125 at each show – to be invoiced.		
Mike Smith - \$500		
Adinkra Ensemble - \$300 – cheque for Rudi Quammie Williams		
Ladies of the Lake Donation - \$300 but need official name first.		
Dressmaking cost per dress - \$70.		
Usher Gifts being coordinated by Beth Allen.		
<b>Christmas Show Report</b> – Treasurer reported:		
<ul style="list-style-type: none"> <li>\$100 received from Skyliners Big Band.</li> <li>\$300 from Paul Sadlon. He said he would take invoice to Finance and have a cheque produced quickly.</li> <li>Bingo Report filed.</li> <li>Cruise fees have been paid by everyone.</li> <li>Bliss Ad of \$100 still outstanding.</li> </ul>		
Declining Ticket/Seat Sales a huge concern. Loss at Christmas even though it was sold out. Average ticket cost were lower due to group/table rate. Budgeting Process may need to be reviewed/changed.		
<b>Action Items</b>	<b>Person Responsible</b>	<b>Deadline</b>
1. Obtain official charity name for Ladies of the Lake.	Mary Lou Ruttan	ASAP
2. Treasurer to have cheques ready for signature.	Amy Lewis	May 9 <sup>th</sup>

<b>Administration</b>			
Discussion	Georgian College 2017		
We missed the May 1 <sup>st</sup> phone in campaign. City of Barrie said we could email our requests in.			
Katie Pergau has received next year's concert dates from King Edward Choir and Huronia Symphony Orchestra.			
Spring 2017 themes discussed – Possibly B! Unplugged II			
Discussion	Burton Avenue United Church Show – Saturday, June 4 <sup>th</sup>		
Dress Rehearsal – Friday, June 3 <sup>rd</sup> . No rehearsal on May 30 <sup>th</sup> , Katie Pergau is away.			
Barrie City Hall Display Case - Marie Keeler inquired what information about the Burton Ave. United Church event needs to be on the poster label she is creating. Include venue plus Saturday, June 7 <sup>th</sup> – 7 pm.			
<b>Action Items</b>		<b>Person Responsible</b>	<b>Deadline</b>
1. Create label and affix to display case poster.		Marie Keeler	After shows.
Discussion	Singing in the Rain/It's Raining Men – Muscle Shirts		
After discussion and input from members (via email), it was decided to keep the nipples on the shirt.			
Discussion	After Show Party – Monday, May 16, 2016		
Will be held at Gavin Silberman's residence in Barrie.			
<b>Christmas at the Movies – December 2016</b>			
Discussion	Venue – Dates - Friday, December 2 & Saturday, December 3		
Collier Street United Church - dates confirmed.			
Shows – Friday, December 2 & Saturday, December 3. Dress on Wednesday, November 30 <sup>th</sup> . Church not available on Thurs. the 1 <sup>st</sup> .			
All risers and equipment can stay up. Discussed use of inflatable projection screen for movies.			
<b>Meeting Adjourned – 10:30 pm</b>			
Next Meeting	Tuesday, May 24, 2016	7:15 pm	Ruttan Residence

Minutes submitted by Karen Flynn