

Vision Committee			
Tuesday, September 27, 2016		7:15 pm	Hughes' Residence
Attendees	Jan Aikins, Katie Pergau, Amy Lewis, Cath Hughes, Marie Keeler, Brian Cloes, Karen Flynn, Sue Heath		
Regrets	Mary Lou Ruttan		
Check In & Adoption of Minutes			
Discussion	May 24, 2016 Vision Committee Minutes		
Motion to approve, without changes, made by Cath Hughes, seconded by Marie Keeler. All in favour.			Passed
Suggestion Box			
Nothing relevant submitted! :)			
Old Business			
Discussion	Jen Bedard Restitution		
Bravado! has recouped the final payment in the sum of \$1385.00 from Jen Bedard on June 24, 2106. This settles the matter with a total repayment of \$2285.00.			
Discussion	SOCAN Fees for Christmas 2015 & Spring 2016 Show		
Amy Lewis, Treasurer, reported that these fees have been submitted.			
Discussion	Spring Show Video – Steve Lewis		
Amy Lewis said that creating the video did not go as smoothly as planned. Steve Lewis had a lot of work to do because the original audio files from the show weren't able to be used.			
The cheque given to Steve Lewis as returned by him with a letter, read by Jan Aikins, stating the proceeds from DVD sales (\$5 each) was satisfactory payment for him. He asked that we these funds be put back into Bravado's coffers. Thanks, Steve!			
Discussion	Audience Survey Results - Mailing List Additions		
A mailing list database has not been created yet from information received from the survey.			
Action Items		Person Responsible	Deadline
1. Create and update a mailing list database.		Marie Keeler	Next Meeting
Discussion	Water Bottle Order		
Marie Keeler reported that the current vendor is not working out. She has been given the go ahead to research new vendors and order a minimum order of 45 bottles.			
B! Members will pay for their own bottle but Bravado! will assume any of the setup costs (logo print, etc.)			
Action Items		Person Responsible	Deadline
1. Research new vendors.		Marie Keeler	Next Meeting
Discussion	Fundraising Event Wrap Up		
Burton Ave. Church Gig - \$500 was raised from this event. Vision feels that a different partner to do this kind of mini post show gig. Discussed potential venues – Gravenhurst Opera House is an option.			
Boardwalk Bingo Gig - This successful gig netted us approx. \$1500. Katie Pergau commented that it was easy to perform there due to having the show tracks.			
Kempfest Revenue - We haven't received the amount raised yet. However, we do know that it will be less than previous years due to low audience turnout.			
Action Items		Person Responsible	Deadline
1. Contact Gravenhurst Opera House re: venue availability.		Amy Lewis	ASAP
Discussion	New Bingo Chairperson – Flo Delkus		
Flo Delkus has assumed this position replacing Pete Bogle who served as our Chairperson from the beginning. Thanks, Pete and Welcome, Flo!			
Flo visited us at our first rehearsal and signed up additional volunteers for training. Training dates to be sent out by Flo.			

Discussion	Grants	
<p>Canada Council for the Arts – Our intent to acquire this grant, to celebrate Canada’s 150th birthday, was to commission a choral piece by a Canadian musician/composer. Katie Pergau and Jan Aikins conferred Gerard Yun who showed interest. Local group connections discussed too. However, with looming deadline and no definite connections made, we have decided to forgo this grant. After further research we also found out that it is for professional groups.</p>		
<p>City of Barrie – Department of Culture – December 2, 2016 Deadline – Organizational Grant Only</p>		
<p>Jan Aikins is working on getting the grant proposal done prior to the deadline. Thanks, Jan.</p>		
Action Items	Person Responsible	Deadline
1. Work on City of Barrie grant proposal.	Jan Aikins	By Dec. 2nd
Discussion	ChoralFest Update	
<p>Katie Pergau attended with Oliver Balaburska, Scott Hurst and other choir contacts. Can’t promise that there will be a ChoralFest 2018 because the City’s Culture Department is in a major flux so nothing is definite.</p>		
<p>Carmen - Debrief - Overall it was felt that there needs to be a buy-in by all choral participants.</p>		
<p>Katie Pergau suggested a mass choral choir consisting of choristers who are interested in performing and will commit to the schedule.</p>		
<p>Jan Aikins requested that we receive a financial breakdown from all ChoralFest events.</p>		
Action Items	Person Responsible	Deadline
1. Obtain ChoralFest financial reports from Department of Culture.	Katie Pergau	ASAP
<p>Cruise Debrief</p>		
Discussion	Impressions – Likes/Dislikes	
<ul style="list-style-type: none"> • Did go with any expectations; no disappointments; had a good time • First time cruise – impressed with cruising in general. Thought it was wonderful despite the frustration we had with Rock the Boat. Enjoyed cruising with friends. • Lots of fun with travel buddies. B! found it wasn’t a great event for audience but we enjoyed performing. Great time personally and with the choir. • First travel experience with a group of adults was good. Free time to do what we wanted to do but met up a dinner. Performance standpoint – didn’t have high expectations for performance but didn’t feel we got full value from Rock the Boat. (approx. 45 in audience). • Had a blast. First time cruiser. A great time of connection. Know people much better. Performance wise – wasn’t sure what to expect so. Happy to be singing on a cruise ship. • Awesome – first time cruiser too. Wish there was a bigger audience but still enjoyed it. Would do it again. • Cruising is not a favourite vacation but enjoyed seeing how members enjoyed the experience. Fun travelling in a group. Had expectations and felt disappointed with Rock the Boat experience. 		
Discussion	How to Apply the Rock the Boat Refund - \$2000 USD	
<p>Treasurer said refund cheque will be deposited this week. Actual Canadian fund amount will be known then.</p>		
<p>Jan Aikins summarized the members email responses regarding how to apply this refund. Group discussion revolved around these items.</p> <ul style="list-style-type: none"> • Each B! on cruise should get a split • Apply the refund to B! coffers • Katie Pergau reimbursed for managing music and performance on behalf of Rock the Boat. <p>Katie Pergau withdrew from participation in discussion and voting due to conflict of interest.</p>		
<p>Final decision after discussion: funds will be returned to B! account and reimburse Katie Pergau \$400 CDN. Formula used to determine Katie’s amount came from Director’s contact – 15% of performance revenue to a max of \$500. \$400 was agreed upon.</p>		
<p>Motion to pay Katie Pergau \$400 CDN from the Rock the Board refund for her work in advocating and arranging done during the cruise. Moved by Sue Heath, seconded by Amy Lewis. All in favour. Passed</p>		
<p>Inform general membership of decision via email.</p>		
Action Items	Person Responsible	Deadline
1. Send email to membership re: refund decision.	Jan Aikins	Oct. 3rd

Financial		
Discussion	Marcel Lapierre's Resignation	
Since Marcel has submitted his resignation as bookkeeper, Frank Hutcheson is going to provide additional help to keep our books accountable. All are in agreement.		
Discussion	Reporting Routine	
Jan Aikins & Amy Lewis met during the summer to establish a firm reporting routine. This routine includes bank statement & reconciliation report to be delivered electronically before each Vision meeting (Sunday night recommended) or at least once a month if a meeting is not scheduled. Amy Lewis will send reconciliation report to Frank Hutcheson prior to Vision meeting review.		
Action Items	Person Responsible	Deadline
1. Treasurer to electronically submit required financial report to Vision prior to next meeting.	Amy Lewis	Before Next Meeting
Discussion	Year End 2015-2016	
Unadjusted income statement circulated and discussed. Treasurer spoke to details. Summary: Big Band Christmas show made money and H2O Spring show lost money. Overall, B! made a profit.		
Notes: Need to watch budgeted amount through the year. Bingo revenue total too high. June bingo fundraising dollars (cruise fundraiser) were included in this amount and shouldn't be. Bingo fundraising event funds need to be reallocated.		
Action Items	Person Responsible	Deadline
1. Reallocate bingo funds.	Amy Lewis	ASAP
Discussion	Draft Budget for 2016-2017 – Priorities & Initiatives	
Draft budget was compiled by Jan Aikins and Amy Lewis and distributed for discussion. It includes Profit & Loss vs Actual from July 2015 to June 2016.		
Sponsorship ideas discussed– involve local movie stores & cinemas; use remaining water depot coupons		
Etobicoke School of the Arts (EAS) – do 2 half days instead of a full day; reserve funds for Micah Barnes workshop.		
Children's Matinee to be presented again.		
Renew storage unit contract with Storage Mart and inquire re: their continued sponsorship.		
Action Items	Person Responsible	Deadline
1. Obtain contact information for Uptown Cinemas.	Brian Cloes	Next Meeting
2. Treasurer to update report and email to Vision.	Amy Lewis	Next Meeting
3. Renew Storage Mart contract/sponsorship.	Katie Pergau	ASAP
Accompanist & Other Jobs		
Discussion	Accompanist – Probationary Time	
Everyone is pleased with Meaghan Ing's work with us. Probationary time has been waived.		
Discussion	Accompanist Job Description – Revision?	
Katie Pergau to review former accompanist contract and revise where needed.		
Action Items	Person Responsible	Deadline
1. Review and revise Accompanist contract.	Katie Pergau	ASAP
Discussion	Accompanist Contract	
Personal information required to update. Amy Lewis, Treasurer, said she has information.		
Action Items	Person Responsible	Deadline
1. Forward information to Katie Pergau for inclusion in contract.	Amy Lewis	ASAP

Discussion		Stage Manager Needed	
<p>Various ideas of who and how to acquire someone was discussed:</p> <ul style="list-style-type: none"> Amy Lewis and Katie Pergau have some contacts in mind. Advertising tools to use: FaceBook, Choirs Ontario ad, high school students (volunteer hours), word of mouth. <p>2016-2017 – Honourarium for this position has been budgeted - \$300-\$500 dependent upon experience.</p>			
Action Items		Person Responsible	Deadline
1. Research contact avenues.		Amy Lewis & Katie Pergau	ASAP
Discussion		Trailer Transporter Needed	
<p>Brian Cloes announced that his vehicle can no longer safely transport the trailer.</p> <p>Jan Aikins said that this is on the member sign up list that's being circulated at rehearsals. She will monitor this list and task.</p>			
Discussion		Website (Public) Maintenance & Groupanizer (Private) Member Website	
<p>Public Website - Cath Hughes will take on the task with assistance from Gavin Silberman, our webmaster, who is currently not performing with us this show.</p> <p>Accompanist profile needs to be updated for website plus media release required re: Meaghan Ing joining us.</p> <p>Groupanizer (private) member website – A training overview of this site will take place this Fall to ensure that all members are comfortable with accessing site. All rehearsal information and music downloads, where applicable, will be on this site. Training location TBD</p>			
Action Items		Person Responsible	Deadline
1. Meet with Gavin Silberman re: website.		Cath Hughes	ASAP
2. Obtain Accompanist profile for website and arrange media release with Jenny Senior.		Katie Pergau	ASAP
Discussion		Storage Unit – Clean Out & Reorganization	
<p>The unit needs a major clean out. Tentative date set for Saturday, October 22nd.</p> <p>Equipment Inventory - A separate date is needed, after clean out is done, to review items. Amanda MacLeod still has the actual inventory list.</p> <p>Storage streamlining solutions were discussed such as possibly suspending items from ceiling or re-organizing shelving.</p>			
Action Items		Person Responsible	Deadline
1. Visual inspection visit to be done prior to cleanup date to determine cleanup needs.		Sue Heath & Marie Keeler	Before Oct. 22nd
Tiered Membership			
Discussion		By-Law Analysis by Chuck Ruttan	
<p>Chuck reviewed By-law No. 1 of the corporation Bravado Show Choir to determine whether someone (Mary Lou Ruttan for example can continue as a director and for that matter be re-elected) if he/she is not performing with Bravado and not paying dues as a performing member.</p> <p>This review determined that none of the existing by-laws prohibit this type of member. However, it is deemed necessary to institute a tiered member category that includes non-performing members to serve on the Board with a fee.</p>			
Discussion		Membership Fee Structure	
<p>From the above By-Law analysis, Vision decided that dues for a non-performing member should be set at the nominal fee of \$1.00.</p> <p>This will be voted upon at the upcoming Annual General Meeting (AGM).</p> <p>A tiered member application process is being worked on by Jan Aikins.</p>			
Action Items		Person Responsible	Deadline
1. Compile a tiered membership application process for review.		Jan Aikins	By AGM
Discussion		Ratification of Changes at Annual General Meeting (AGM)	
<p>The above mentioned changes will be ratified at this meeting. Fall date to be determined.</p>			

AGM - Annual General Meeting			
Discussion	Poll for Continuing Board Members		
Jan Aikins asked those attending members if they are willing to stand again. All present agreed to stand again with the exception of Brian Cloes.			
Jan Aikins to poll general membership re: vacant positions.			
Discussion	Scale of the Meeting		
It was decided after discussion that the AGM will be for elections & review of financial statements only and will not include a group get together which is due this year. This get together will take place in the new year.			
Date/Venue – will take place the end of October. Need to elect committee.			
Discussion	Challenges/Approaches to Solve		
Groupanizer – need to ensure all members are able to access.			
Fundraising			
Discussion	May Court Consignment		
Marie Keeler spoke about this potential fundraiser that was suggested by B! member Donna Greatrix.			
The May Court takes gently used clothing and accessories (clean, pressed, laundered and on hangers) and sells them in their shop. Bravado! would receive 50% of the sale price and 50% to the May Court Shop. Donna is willing to be our liaison and ensure that all items are ready to sell.			
Vision felt this was a good idea but needed additional information.			
Action Items	Person Responsible	Deadline	
1. Acquire additional information and report back to Vision Committee.	Marie Keeler	Next Meeting	
Discussion	Christmas Vista Campaign		
Vista is an ongoing fundraising program where members purchase gift cards for a wide variety of retail and grocery stores, gas and restaurant, etc. and Bravado! receives a % of the amount purchased.			
It has been decided not to continue with a monthly campaign (effort does not equal return). However, a Christmas blitz will take place in November.			
Action Items	Person Responsible	Deadline	
1. Coordinate Vista Christmas blitz and advise membership of new campaign.	Amy Lewis	Ongoing	
Discussion	Bingo Reprise – February?		
The June bingo fundraiser was so successful it has been decided to do another one in February 2017 with a Valentine theme.			
Jan Aikins will approach Boardwalk Gaming Centre re: dates, etc..			
Action Items	Person Responsible	Deadline	
1. Liaise dates and specifics with Boardwalk Gaming Centre.	Jan Aikins	ASAP	
Discussion	Contact List – Reconciliation of Membership Dues		
An updated contact list is needed for reconciliation of dues. List to include performing member vs non-performing member. Frank Hutcheson will reconcile on behalf of the choir.			
Action Items	Person Responsible	Deadline	
1. Compile updated member list.	Cath Hughes	ASAP	
Christmas at the Movies – December 2016			
Discussion	May Court Ad & Other Promotions		
Jenny Senior, Promotion Coordinator, will be asked to start the show promotional process by approaching the May Court Club and other sponsors.			
Programme Ad Sales - Karen Flynn spoke briefly about a new sales package created by Scott Herman, Programme Ad Coordinator. This package deal offers sponsor 2 ads in our Christmas and Spring programme at a reduced rate.			
Rate schedule wasn't available at meeting time but will be obtained from Scott Herman and distributed to Vision via email.			
Action Items	Person Responsible	Deadline	
1. Obtain ad rate schedule and email to Vision.	Karen Flynn	ASAP	

Discussion	Venue Dates – Reserved		
Venue - Collier Street United Church has been booked for a dress rehearsal, tech dress plus 2 evening shows and a matinee.			
Discussion	Graphic Finalized		
Jan Aikins noted changes for this graphic for tickets and all promotional material.			
May Lou Ruttan has agreed to keep her phone number as the choir contact number.			
Action Items		Person Responsible	Deadline
1. Forward changes to graphic artist, Brandyn Aikins.		Jan Aikins	ASAP
Discussion	Tickets		
Pricing – Evenings: \$25 all ages; \$22 for Group of 10+ Children’s Matinee: \$18/adult, \$7/child and \$45 for 2 adults/2 kids			
Steve Hughes will assume the role of Ticket Convener. Thanks, Steve.			
Distribution – after Thanksgiving.			
Discussion	Intro Schemes / Movie Clips		
Availability of clips – places to check – MacLaren Art Centre, Barrie Film Festival			
Musicians – would like to invite Bruce Rumble (double bass player) for Hot Chocolate & ukuleles for Mele Kalikimaka.			
Discussion	Children’s Matinee – Saturday, December 3, 2016		
Scope/Script – similar programme as in previous year but will use songs from current show. Frosty sing-a-long will be included along with pre-show craft making. Approach Mary Lou Ruttan to lead sing-a-long.			
Crafts – Subcommittee – Sound makers again.			
Action Items		Person Responsible	Deadline
1. Approached Mary Lou Ruttan re: sing-a-long.		Jan Aikins	ASAP
Upcoming Schedule			
Discussion	October 1 st Choreo Session – 9:00 am - Noon		
Katie Pergau working with Scott Hurst re: choreography. She will bring tablet to create video.			
Discussion	Extra Rehearsals - Groupanizer		
Extra Rehearsals have been schedule and have been posted to our Groupanizer calendar by Katie Pergau.			
Discussion	Gilbert Centre Gig Request – December 1 st , 2016		
Bravado! has been asked to perform on this date but since we have a dress rehearsal booked we have sent our regrets.			
MacLaren Christmas Gig – are they interested in having us perform again?			
Action Items		Person Responsible	Deadline
1. Check with Peter Bogle, MacLaren, re: Christmas gig.		Jan Aikins	ASAP
Discussion	VAL – Voices at Large - Locations		
Bayfield Mall Cinema’s – inside courtyard available.			
Succession Planning			
Discussion	Music Director’s Resignation		
Our director, Katie Pergau, has tendered her resignation as of the end of June 2017.			
Discussion took place re: process to replace.			
Vision decided to announce this at the end of the October 3 rd rehearsal.			
Action Items		Person Responsible	Deadline
1. Announce Director’s resignation.		Jan Aikins	October 3 rd
Meeting Adjourned – 10:50 pm			
Next Meeting	Tuesday, October 18, 2016	7:15 pm	Location: TBD