

Vision Committee			
Wednesday, October 26, 2016		7:15 pm	Ruttan Residence
Wednesday, November 2, 2016		7:15 pm	Pergau Residence
Attendees-Oct. 26	Jan Aikins, Katie Pergau, Amy Lewis, Cath Hughes, Marie Keeler, Mary Lou Ruttan, Brian Cloes, Karen Flynn, Sue Heath Stephanie McMurren, Donna Greatrix, Frank Hutcheson, Chuck Ruttan		
Regrets	n/a		
Check In & Adoption of Minutes			
Discussion	September 27, 2016 Minutes		
Motion to approve, without changes, made by Marie Keeler, seconded by Mary Lou Ruttan. All in favour.			Passed
Action Items		Person Responsible	Deadline
1. Minute taker-Amy Lewis & Karen Flynn to re-format and distribute.		Amy Lewis & Karen Flynn	ASAP
Suggestion Box			
<ul style="list-style-type: none">Can we get actual measurements of Collier for choreo preparation?Scott Herman for new music directorCould it be discussed about limiting choreo members for people who excel or enjoy it. Have others stand in clumps with no or limited choreo – better sound, more room for choreo. Maybe members should be able to opt out or choreographer selects the members who dance. – Suggest that we tape Sam doing the choreo from behind, to show a different perspective – Kudos to Katie to starting choreo early.			
Spring Show Name Brainstorm			
Discussion	Vegas Theme		
<ul style="list-style-type: none">Bravado on the StripBraVegas!Bravado Goes to VegasBravado Lights Up VegasBravado : What happened in VegasBravado Brings VegasBravado presents : Viva Las VegasBravado Aces Vegas			
Old Business			
Discussion	Water Bottle Update		
Water bottles update – EmbroidMe quote. Decided to go with 2 colour and charge members \$15/bottle <ul style="list-style-type: none">\$14.60/bottle for 2 colour\$12.13/bottle for 1 colour			
Action Items		Person Responsible	Deadline
1. Order water bottles as discussed.		Marie Keeler	ASAP
Discussion	Storage Clean-up / issues		
Left a pile of lumber that needs to be taken out. It is the old platform.			
Need to purchase bins with good handles and locking mechanism for the riser legs, with inventory record.			
Action Items		Person Responsible	Deadline
1. Ask Brian Lewis to assist in picking all items that need to be removed.		Amy Lewis	ASAP
2. Purchase bins for riser legs.		Cath Hughes	ASAP
Discussion	Equipment Purchases		
Need: Storage/Speaker bags (2) \$35; Light Stands (2) (telescope) \$134 – Jan will order **action– Cath to look into rental **action**;			
Ensemble Mic – should we purchase? Rent for this season to decide if we want to purchase.			
Keyboard stand – Katie will contact Music Pro to purchase. Meaghan Ing will borrow a keyboard from Moving Arts for the show.			

Action Items		Person Responsible	Deadline
1. Order storage/speaker bags & light stands.		Jan Aikins	ASAP
2. Research purchase prices of ensemble mic.		Cath Hughes	ASAP
3. Contact Music Pro re: purchase of keyboard stand.		Katie Pergau	ASAP
Financials			
Discussion	Statement and Current Figures		
Reviewed current budget figures and Year To Date Financials Currently have an operating profit of \$5165.			
2015 – 16 Fiscal year Unaudited Statement of Operations			
<ul style="list-style-type: none">Rev - \$77,700 Exp - \$79,164 Loss (1,464)Cruise (5,289) Total Loss (6,754)<ul style="list-style-type: none">Tax implication for the subsidy to cruisers – T4 slip should be issued from Bravado for gift over \$500 – cruise refund is to divided and applied to the cruise subsidy paid to each member, to avoid members paying for the monies received.Overall Year End Profit of \$2400 before depreciation.Financials should be approved by the Board. Frank Hutcheson will provide Jan Aikins with final financial statements to be circulated to the group.			
Should we be spending more money rather than accumulating it for so long? What are the thresholds for Not for Profit organizations.			
Sponsors - No energy from members to search out sponsors. Could we hire someone to do our promotions and build a connection with sponsors and build publicity?			
Action Items		Person Responsible	Deadline
1. Circulate final financial statements to membership, when ready.		Jan Aikins	ASAP
Discussion	Review and Ratify Budget		
Review and Ratify Budget <ul style="list-style-type: none">Amy Lewis, Treasurer, made necessary changes and the bottom line is (1280).Are we ok with being in the red? - OKWe haven't considered a possible grant amount from the City of Barrie. A motion to accept the budget, with changes, was made by Cath Hughes and seconded by Mary Lou Ruttan. All in favour. Passed			
Action Items		Person Responsible	Deadline
1. Treasurer to make changes and circulate budget to membership.		Amy Lewis	ASAP
Annual General Meeting (AGM)			
Discussion	Date & Agenda		
Date set for Monday, November 21, 2016. Need to provide 2 weeks' notice to the membership.			
Action Items		Person Responsible	Deadline
1. AGM notice and resolution to be sent out to membership.		Jan Aikins	By Nov. 7th
Discussion	By-law Changes for Tiered Membership		
Chuck Ruttan spoke on this topic.			
Mary Lou Ruttan to serve on the Board and Frank Hutcheson stands as our accountant. Chuck provided a disclaimer that all advice is within his own opinion and not an official legal advisor.			
New 'Non-Performing' Membership Tier being created. Non-performing members that will pay an annual fee of \$10. There has to be board approval to be a non-performing member and has to abide by a code of ethics.			
Discussion: What do we have to do to establish a new level of membership? Amending by-law is a big deal... we could pass a resolution as an executive and then submit to membership at AGM to confirm. Maybe have a member application or screening process.			
Chuck suggests that we adopt the resolution and then make a presentation at the AGM to see if there is agreeance. He will investigate any amendments to this resolution.			
Be it resolved, that a new class of membership be established and known a non-performing member, who shall pay an annual fee of \$10.			
Motion by Sue Heath and moved by Amy Lewis. All in favour. Passed			
Accompanist & Other Jobs			
Discussion	Amendments to Accompanist Contract		
Katie Pergau reviewed the contract and stated the following: Meaghan Ing has agreed to provide a keyboard, as per 3.6 of contract plus she will take responsibility to contact band members and hold band rehearsals.			

Katie gave contract to Jan Aikins to be printed and ready for signature.			
Action Items		Person Responsible	Deadline
1. Print Accompanist contract.		Jan Aikins	ASAP
Discussion	Accompanist Announcement – Media Release		
Vision reviewed release received from Jenny Senior, Promotion. The release announces the arrival of Meaghan Ing and combines the show release info too. Minor changes to be made prior to release to media, social media and our public website.			
Action Items		Person Responsible	Deadline
1. Review announcement and send to Jenny Senior and Cath Hughes (website) for release.		Jan Aikins	ASAP
2. Post revised release on website and social media.		Cath Hughes	ASAP
Discussion	Member Task List		
Trailer – Amy Lewis to check with husband, Brian, about being responsible for trailer.			
Stage Manager - Katie Pergau contacted school about stage manager but no response from student yet. She will ask Meaghan Ing if she knows anyone associated with Moving Art. Brian Cloes to ask Vera Cloes to stage manage.			
Promotions – Jenny Senior doesn’t want to continue after the Christmas show. Currently, no one from membership has offered to assume this position. Could this be done by someone if we decided to hire someone for public relations? Hire them on commission, ticket seller for commission.			
Action Items		Person Responsible	Deadline
1. Continue seeking Stage Manager.		Katie Pergau & Brian Cloes	ASAP
Discussion	Succession Planning		
Subcommittee – Meet separately from the Board but reconvene with the Board. Mary Lou Ruttan, Stephanie McMurren and Jan Aikins will stand on this committee. Tentative meeting date, Tuesday, November 1.			
Duties <ul style="list-style-type: none">List of potential candidates to approach.Audition/Interview process.Create a job ad for distribution to search outwardsStrategize – recruitment, announcement			
Official announcement of Katie’s departure. Decided to wait until we post the job or when we find someone new.			
Fundraising			
Discussion	May Court Consignment		
Fund allocation should it be to costumes or to the general budget? May Court provides a print out of money distributed for clothing. Decided by Board to add funds to the costume budget.			
Treasurer to create line item for “consignment fundraising” for accounting purposes.			
Create announcement for our FaceBook page for the public to contact Bravado or their member to donate their items.			
Donna Greatrix will coordinate donations.			
Action Items		Person Responsible	Deadline
1. Treasurer to add line to account.		Amy Lewis	ASAP
2. Create FB announcement.		Cath Hughes	ASAP
Discussion	Christmas Vista Campaign		
Cutoff date is November 14 th . Email will be sent to membership re: deadline.			
Purchase B! ‘Operational’ Cards: <ul style="list-style-type: none">Beth Allen needs cards for volunteers for both shows.Refreshments by Bravado and shows.Gas cards for our ‘friends.			

Action Items		Person Responsible	Deadline
1. Send reminder & deadline email to membership.		Frank Hutcheson	ASAP
2. Contact Frank Hutcheson about additional cards to be purchased.		Amy Lewis	Before deadline
Discussion	Bingo Reprise		
February 2017- June fundraising was a success and we have been offered a timeslot in February to perform again. Theme – Love Songs.			
December 5, 2016 – We have been invited to perform at Boardwalk Gaming Centre to launch their 12 Day of Christmas event. Sound tracks would not be available this time so have Meaghan Ing on keyboard. We are being offered \$500 to perform for approx. 20 minutes.			
Action Items		Person Responsible	Deadline
1. Announce December Bingo gig to membership.		Katie Pergau	Oct. 30 rehearsal
Discussion	Curling Club Event		
Amy Lewis has been given two dates for potential curling fundraising event – Jan. 28 or March 25. Since Kathleen, who offered to coordinate, is not able to assist it was decided to hold off until 2018.			
Action Items		Person Responsible	Deadline
2. Contact Curling Club re: postponement of event.		Amy Lewis	ASAP
Discussion	Bravado! on The Road		
After discussing details presented by Amy Lewis. This is the outcome:			
<ul style="list-style-type: none">Gravenhurst Opera House – not the best option. They offer hall rental with no assistance with ticket selling and promotion.St Paul’s Centre, Orillia – could be a possible venue. Closer to home.			
Christmas at the Movies – December 2016 Show			
Discussion	Administration		
Contract – Katie Pergau sending contract to Jan Aikins.			
Ushers – Deb Klemm unable to assist anymore. Katie Pergau to contact Jane Sullivan about ushers.			
Refreshment Scheme – Have Collier’s Table provide refreshments and possibility of providing ushers too.			
Audience Participation/Contest/Donation – elf theme was the favoured idea - Treblemaker the Elf replaces Grinch. More to follow.			
Action Items		Person Responsible	Deadline
1. Send Collier United Church contract to Jan Aikins.		Katie Pergau	ASAP
2. Contact Jan Sullivan re: ushers.		Katie Pergau	ASAP
Discussion	Promotion		
Radio – no discussion.			
City Hall Display Case – Available November 7 – Poll membership for use of movie covers/poster, etc.			
Voices at Large (VAL) – Friday, November 25 th (extra rehearsal). Possible venue – Bayfield Mall Cinema Courtyard			
Sponsorship – Not possible from Uptown Theatre. Posters will be printed without sponsor.			
Social Media Campaign Ideas – Cath Hughes has already got this campaign started with the first FB posting made this week.			
Action Items		Person Responsible	Deadline
1. Poll members re: movies, etc.		Jan Aikins	ASAP
2. Contact Bayfield Mall re: VAL rehearsal.		Katie Pergau	ASAP
Discussion	Costumes		
Costume Plan for each set:			
Set 1 – theme is black, silver, sparkle, and grey apparel – black or silver shoes (women). Men – black pants with coordinating shirts.			
Set 2 – Women – red tops with shortened sleeves, open with black underneath; Bottoms – pant types discussed – leggings Ricki pants or maybe lycra pants. Black shoes for everyone			
Do we want everyone to be the same or do we want to give them a choice?			
To ensure that sleeve shortening is ‘done right’; Costume Committee is investigating having last show’s dressmaker to do it.			
Props – distribution of hot chocolate packets during Hot Chocolate.			

Action Items		Person Responsible	Deadline
1. Contact dressmaker, Karen McDonough, re: cost of shortening sleeves.		Sue Heath	ASAP
Discussion	Set List		
Intro Scheme – movie clips? Copyright law doesn't permit us to show the videos. Maybe show stills? YouTube clips? Elf who doesn't speak as the Emcee, holds signs, text messages that show on the screen.			
Children's Matinee Mary Lou for a sing along with Beth, and possibly former B! member, Paula. Scope, script – similar to last year but updated with Treblemaker the Elf theme. Subcommittee for crafts - Mary Lou Ruttan is willing to help. Make elf hats instead of noise makers. Face painter – contact D. Steingard (Daisy) from last year.			
Action Items		Person Responsible	Deadline
1. Contact face painter.		Jan Aikins	ASAP
2. Contact Paula McDonough re: matinee sing-a-long.		Katie Pergau	ASAP
Discussion	Review order, insert breaks, staging ideas		
Started to review but deferred to next meeting due to late time of day – 11:00 pm.			
ChoralFest			
Discussion	2017 Planning Meeting		
Katie Pergau attended with this meeting along with others from Lyric, King Edward Choir & Huronia Symphony Orchestra.			
Observation: First time we did ChoralFest, we charged the city for some of the rehearsals, because we couldn't afford it but have done it differently the last two shows. No monitoring of the ticket monies and Bravado concerned that it never sees an amount from that. B! would like to see the essence of ChoralFest preserved by featuring choirs instead of orchestra & soloist.			
Outcome resulted in options to choose for 2017: Option 1 – ChoralFest Director paid by the city and decides on music together. Participants would have to have complete buy in from all groups. Option 2 – ChoralFest chorus with no recognition from individual directors. Choir members could participate upon their own choice.			
Meeting Adjourned – 11:00 pm			
Next Meeting	Wednesday, November 2, 2016	7:15 pm	Pergau Residence

November 2, 2016 - Vision Committee - Continued			
Attendees	Jan Aikins, Katie Pergau, Amy Lewis, Cath Hughes, Marie Keeler, Karen Flynn, Sue Heath Stephanie McMurren, Ang Welsman-Stage Manager		
Regrets	Mary Lou Ruttan, Brian Cloes		
Business Follow Up from October 26, 2016 Meeting			
Discussion	City Hall Display Case Setup – Monday, November 7		
Theme – Display Christmas movie sleeves, Christmas decorations; B! posters (large) from Jenny Senior; popcorn containers/popcorn strings.			
Committee - Katie Pergau, Marie Keeler, Amy Lewis and Walter Fischer to do setup. Meeting 12:30 in Rotunda.			
Action Items		Person Responsible	Deadline
1. Meet with acquired decorations at 12:30 pm for setup.		Committee	Nov. 7-12:30 pm
Discussion	Water Bottle Design		
Jan Aikins passed around 3 sample graphics for approval. Decision – one colour (less expensive) black with the longer style.			
Action Items		Person Responsible	Deadline
1. Send approved graphic to Marie Keeler.		Jan Aikins	ASAP
Discussion	Collier Street United Church Contract		
Insurance certificate has been acquired by Jan Aikins for submission to Collier St. Sending it to Katie Pergau.			
Action Items		Person Responsible	Deadline
1. Submit insurance certificate to Collier St. United Church with contract.		Katie Pergau	ASAP
Discussion	By-law Changes for Tiered Membership		
Chuck Ruttan submitted his findings on creating tiered membership via email. See Appendix A for copy of email text.			
Vision Committee decided that an exemption for Mary Lou Ruttan will be made for now with continued review of by-laws.			
Be it resolved that the resolution passed on October 26, 2016 regarding two classes of membership, performing and nonperforming membership, is amended and replaced with the following: That Mary Lou Ruttan be permitted to continue as a member of Bravado Show Choir upon the payment of a reduced annual fee of \$10 as she is not performing with the choir, and that this resolution be put to a meeting of the members for their approval. Moved by Amy Lewis and seconded by Sue Heath. All in favour. Passed			
Discussion	Financial Query from October 26 th – Non-Profit Organization & Reserve Amount		
October 26 th Query to Frank Hutcheson: Should we be spending more money rather than accumulating it for so long? What are the thresholds for Not for Profit organizations. Jan Aikins reported that Frank’s findings it that there is no issue with our reserve as it stands.			
Discussion	Programme Ads		
Placement of acquired BDO ad will need to be changed from back cover to inside front or back cover. As per our sponsorship contact, StorageMart has the back page for this show.			
Karen Flynn passed around programme samples, from Rita Kolpak’s BC jazz choir, re: different format ideas in particular the business card ad size.			
Action Items		Person Responsible	Deadline
1. Contact Frank Hutcheson re: BDO ad placement to inside cover.		Jan Aikins	ASAP
Christmas at the Movies – December 2016 Show			
Discussion	Miscellaneous		
Lobby Pictures – Ideas: ‘eflies’ with Treblemaker; stage shots from a movie with Treblemaker photo bombs. Home Alone-iconic facial expressions ; Scrooge-ghosts; Grinch-hats; Nightmare Before Christmas-props.			
Costumes – Set 2 – Men – suits and red ties Women – red tops and black pants.			
Evening Show Emcee – Treblemaker the elf and choir members.			
Hanging Projection Screen at Collier St. Church – connect with Collier St. re: usage. Sue Heath distributed a document with Collier ‘stage’ dimensions including screen.			
Props – detailed discussion took place re: props during Set List review. To detailed to list.			

Action Items		Person Responsible	Deadline
1. Contact Tanner Greatrix, Treblemaker, re: schedule for photo shoots.		Cath Hughes	ASAP
2. Call Collier St. Church re: use of their projection screen.		Katie Pergau	ASAP
Discussion	Set List – Evening Show		
Set 1 Grinch Medley/ Joy Who Would Imagine a King Carol of the Bells <i>Intro/Script</i> Frosty & Friends Home Alone -Somewhere in My Memory Sparklejollytwinklejingley <i>Intro/Script</i> Song for a Winter's Night Sisters Thank You Very Much Set 2 Hot Chocolate <i>Intro/Script</i> Nightmare Before Christmas Medley Blue Skies Home Alone-Star of Bethlehem Home for the Holidays <i>Ticket Draw</i> Audience Sing-Along Stop! In the Name of Love It's the Most Wonderful Time of the Year Encore: Auld Lang Syne (Celtic rendition)	Movie How the Grinch Stole Christmas The Preacher's Wife The Preacher's Wife The Santa Clause 3 Separate Movies Home Alone Elf Miracle on 34th Street White Christmas Scrooge, The Musical Polar Express Nightmare Before Christmas White Christmas Home Alone Four Christmases/A Muppet Family Christmas White Christmas One Magic Christmas Jingle all the Way	Misc. Notes Where Are you Christmas-ensemble <	

Appendix A

Chuck Ruttan's Membership Resolution email – November 1, 2016

I spoke with Paul Wessenger about the plan to create a another class of membership specifically to deal with the fact that Mary Lou is prepared to continue to stand as a director even though she is not performing with the group. There are really two ways to proceed. One way is to amend the bylaws to permit another class of membership, such as a non-performing member. This was the gist of the resolution passed at the previous meeting. Paul indicates that he would have to review bylaw number 1 and see what formal requirements would have to be undertaken.

The second way to proceed, and the one that he recommended, was the simpler one. He suggested we pass a resolution at a meeting of members providing that Mary Lou Ruttan could continue as a member who is not performing with the choir and would pay a reduced annual fee of \$10. This would not require an amendment to the bylaws. If in the future, there were other members for whom it was appropriate to charge a reduced fee for some reason then another resolution could be passed at a meeting of members permitting those individuals to have a reduced fee.

The difference between the two is that if you create different classes of membership (as opposed to simply reduced fees for membership), then you have to deal with the rights of those members such as whether they can vote or not. If you leave it at one class of membership, then you're simply providing for a reduced fee for some reason. In this case there is therefore no issue as to whether Mary Lou is a member; the fact simply is that she will pay a reduced fee. Consequently there is no issue with her she has the right to vote, because all members have a right to vote etc.

The choice is yours as to how you would like to proceed. If you prefer the simpler approach, then I would suggest you amend the resolution passed on October 26 to provide as follows:

“Be it resolved that the resolution passed on October 26, 2016 regarding two classes of membership, performing and nonperforming membership is amended and replaced with the following:

That Mary Lou Ruttan be permitted to continue as a member of Bravado Show Choir upon the payment of a reduced annual fee of \$10 as she is not performing with the choir, and that this resolution be put to a meeting of the members for their approval.”