

Vision Committee		
Tuesday, November 15, 2016	7:15 pm	Pergau Residence
Attendees	Jan Aikins, Katie Pergau, Amy Lewis, Cath Hughes, Marie Keeler, Karen Flynn, Sue Heath, Stephanie McMurren, Brian Cloes	
Regrets	Mary Lou Ruttan	
Check In & Adoption of Minutes		
Discussion	October 26 & November 2, 2016 Minutes (Combined Meeting)	
Motion to approve, without changes, made by Cath Hughes, seconded by Marie Keeler. All in favour.		Passed
Suggestion Box		
Discussion	No Submissions	
Spring Show Name		
Discussion	Finalized Title for Promotion	
After a 'fun' discussion of title ideas from members that official title is: Vegas! Just the Right Amount of Wrong		
Graphic to be created for insertion into programme.		
Action Items	Person Responsible	Deadline
1. Send title info to Graphic Artist at Design Cabin.	Jan Aikins	ASAP
Old Business		
Discussion	Accompanist Contract	
Meaghan Ing has signed the contract.		
Discussion	Not For Profit Accumulation of Revenue - Outcome	
Frank Hutcheson forwarded the opinion from a colleague, via email, to Vision that there isn't an issue with the amount we have accumulated. See Appendix A for message detail.		
Discussion	City of Barrie Grants - Programmes	
Jan Aikins needs additional previous show programmes for insertion into the grant package.		
Recent FaceBook (FB) pictures needed for grant collage.		
Action Items	Person Responsible	Deadline
1. Gather programmes and give to Jan Aikins.	Karen Flynn	ASAP
2. Send FB pictures to Jan Aikins.	Cath Hughes	ASAP
Discussion	ChoralFest Update	
Katie Pergau attended yesterday's meeting		
Outcome – there will be one artistic director with a ChoralFest chorus; no individual choirs; City to hire and pay a producer and artistic director.		
Venue is an issue – Mapleview Community Church is being looked at.		
Repertoire Suggestions – need to do more in English; lighter repertoire.		
Choristers to be given a chance to buy in or not to participate in massed choir.		
Discussion	StorageMart Sponsorship	
Katie Pergau reported that Tabea Goemans, General Manager of Bell Farm Road, has confirmed that they will renew sponsor at the \$1500 rate for Spring 2017 & Christmas 2017.		
Financials		
Discussion	Treasurer Role	
Amy Lewis has resigned as Treasurer & choir member for the Spring season.		
From Vision nominations, 8 so far, one of us would/could assume the position. Need someone who is familiar with our financial software.		
Discussion	Annual General Meeting (AGM) – Monday, November 21, 2016 - Nominations	

Jan Aikins to ask Chuck for agenda. At this time, he won't be attending.		
Action Items	Person Responsible	Deadline
1. Request AGM agenda from Chuck Ruttan.	Jan Aikins	ASAP
Discussion	Statements & Current Figures	
No questions raised from previously distributed, via email, reports.		
Succession Planning		
Discussion	Process Update	
The Success Planning Committee, consisting of Stephanie McMurren, Jan Aikins and Mary Lou Ruttan met last week.		
Process Plan:		
<ol style="list-style-type: none"> 1. Follow up with mentors & leads – tasks divied up 2. Check on current director rates 3. After show – compile ad and placement by Feb 4. Want someone in place by March to shadow to be September ready 		
Paul Aikins, Etobicoke School of the Arts forwarded a candidate Marianne Derow. Jan Aikins interviewed her& Marianne is extremely interested (Toronto resident). Jan circulated her bio for review. Highly qualified. Jan asked her to forward a resume and covering letter. Candidate has requested a video of something we have done currently. Jan Aikins sent her Singing In the Rain/It's Raining Men video.		
Equipment Purchases		
Mic Stand Bags –have been received		
Light Stands – original stands are no longer available. Order has been cancelled. Mike Smith has ordered different ones and will pick them up.		
Sale of Instrument Mics – Mike Smith said that we have never used these mics but could be used as trade-in allowance of \$120 at Long and McQuaid.		
Jan Aikins is interested in purchasing these mics and withdrew from further discussion on this topic. A motion to sell instrument microphones to Jan Aikins for \$100 was moved by Cath Hughes and seconded by Marie Keeler. All in favour. Passed		
Ensemble Mics – Vision has given the go ahead for Mike Smith to purchase 2 mics.		
Christmas at the Movies - Administration		
Discussion	Video	
Ask members if they know of anyone that can be show videographer.		
Action Items	Person Responsible	Deadline
1. Ask members re: videographer and if no names are forthcoming then approach Karl Klemm.	Jan Aikins	ASAP
Discussion	Ushers	
Jane Sullivan, Front Of House, has 4 ushers lined up but 6 are needed.		
Ushers to wear B! manifesto tee shirts.		
Action Items	Person Responsible	Deadline
1. Contact St. Joseph's High School re: volunteers.	Cath Hughes	ASAP
Discussion	Refreshments	
Collier's Table will serve refreshments but need to know our intermission timing for both evening and matinee. Matinee – juice and cookies.		
Popcorn Machine has been acquired by Amy Lewis through Georgian College. Purchase popcorn kernels from college. \$1.35 each or \$45 for 36 carton – case = 250 Popcorn bags - \$20 for 500 bags. Need machine operator. KP to contact a person. Charge\$2 per bag and funds given to Collier's Table.		
Action Items	Person Responsible	Deadline
1. Advise Collier's Table representative of intermission times.	Jan Aikins	ASAP
2. Contact a person to operate popcorn machine.	Katie Pergau	ASAP
Discussion	Stage Crew – Rehearsal Attendance	
Angela Wagner, Stage Manager. Crew - Elin Hughes, Mitchell (Projector), Lorrie Ridley & Flo Delkus Rehearsal schedule – starting attending Nov. 28 th , tech and dress plus shows.		

Discussion	Audience Participation - Contest	
B! to donate \$250 to local charity of winner's choice. Elf sticker will be placed in the programmed – one for each night.		
Audience Sing a long – White Christmas (words in programme) & Silent Night (words on screen).		
Discussion	Load In Schedule & Logistics	
From Storage - need risers and fireplace (needs painting – Walter Fischer working on this), large screen tv. Sound equipment & red tv.		
Lobby Display – fireplace, Elf on the Shelf on mantle, Santa's empty chair. Backlit movie posters in stands from Tom Akins.		
Action Items	Person Responsible	Deadline
1. Call for assistance for Wednesday, noon, load in.	Jan Aikins	ASAP
Discussion	Programme & Ads	
Due to outstanding ad sales, thanks to Scott Herman and Frank Hutcheson, Karen Flynn reported that the programme will be expanded to 16 pages instead of 12. Ad deadline is November 18 th and print is November 28 th .		
Christmas at the Movies - Promotion		
Discussion	Newspaper Ads	
Going with newspaper ads only.		
Future Outdoor Ad Ideas -		
Black ad board (trailer) \$149 + \$35 city placement licensing.		
Billboard – Corner for Dunlop & Bradford Streets by old Barrie Central. Huronia Symphony Orchestra has contact information.		
Discussion	Voices at Large (VAL) – Friday, November 25 – Bayfield Mall	
Cinema Court – insurance certificate required and the amount is being discussed. There is a possibility that another venue may be needed.		
Katie Pergau unable to attend so Meaghan Ing will run the music part but someone else needs to do the dialogue.		
Sound Equipment Needed: Bose 4 piece system – tall stick speaker, sub woofer and rectangular box and our keyboard		
Costume: tee shirts, black pants, Christmas hat.		
Action Items	Person Responsible	Deadline
1. Send VAL repertoire to Meaghan Ing.	Katie Pergau	ASAP
Discussion	Mannequin Challenge Video – Monday, November 28, 2016 Rehearsal	
Decision has been made to create this type of video for social media show promotion at this rehearsal. The mannequin challenge is the trending video this season.		
Script to be created by Cath Hughes and Stephanie McMurren.		
The scripted video will be done during break time using an iPad with the assistance of Ang Wagner, Stage Manager.		
Action Items	Person Responsible	Deadline
1. Create script, video and upload to B! social media links.	Cath Hughes & Stephanie McMurren	Nov. 28
Christmas at the Movies - Set List		
Discussion	Intro Scheme	
Movie Clip Strategy – sample clips collected by Katie Pergau were reviewed. Angela Wagner, Stage Manager, made notes on cut offs, etc. and will update PowerPoint file.		
Extensive discussion took place that included this item plus staging and cues (below). Notes made in master stage matrix set list.		
Discussion	Staging & Stage Direction Cues	
Stage matrix set list and intro information updated by Stage Manager. Too many details to list.		
Discussion	Children's Matinee	
Craft Update – Mary Lou Ruttan suggested that same crafts as last year be used. There are a lot of noise maker material leftover.		
Room – Crafts will take place in the Lower Church Hall. Room we used last year has been booked by the Girl Guides. Location signage will be needed. Suggestion: use large inflatable Santa Clause near entrance.		
Face Painter – Jan Aikins is awaiting the response from Deb Steingard. Reassigning this task to Mary Lou Ruttan and Rita Kolpak.		
Script – possibly use an abbreviated version of the Elf on the Shelf story plus update previous script to include Treblemaker the Elf.		

Action Items	Person Responsible	Deadline
1. Advise ML Ruttan and Rita Kolpak that more than one station will be needed.	Katie Pergau	ASAP
Upcoming Schedule		
Monday, December 5 th at Bingo Hall gig has been cancelled. After party to be scheduled here. Venue to be determined.		
Wednesday, December 7 th - Holly Days at Holly Community Centre - 6:30 - 9 pm		
Thursday, December 15 th - MacLaren Art Centre - 5:30 - 6 pm		
Meeting Adjourned – 10:42 pm		
Next Meeting	TBD	

Minutes Submitted by Karen Flynn

Appendix A

Not For Profit (NPO) Revenue Accumulation email response from Kerri Graham, BDO – October 2016

No problem accumulating cash, no specific NPO rules on it.

CRA has starting looking at NPO's for accumulating profits, but nothing has been done or communicated on any rules/guidance.

Looking at your statements briefly (very impressive by the way, even a statement of changes in net assets!), I don't believe you have any issues to worry about with regards to accumulating cash/profits.

Keep up the good work!!