

Vision Committee		
Tuesday, January 31, 2017	7:15 pm	Ruttan Residence
Attendees	Jan Aikins, Katie Pergau, Cath Hughes, Marie Keeler, Mary Lou Ruttan, Karen Flynn, Stephanie McMurren	
Regrets	Sue Heath, Beth Allen	
Check In & Adoption of Minutes		
Discussion	January 14, 2017 Minutes	
Motion to approve, with changes from discussion, by Marie Keeler, seconded by Stephanie McMurren. All in favour. <span style="float: right;">Passed</span>		
Suggestion Box		
<ul style="list-style-type: none"> <li>As a Director in B! probably has to do more than any other Director in any other choir around here, because we are off page. Examples – choreo, transposing set design input, etc. maybe we are burning our Directors (Katie?). B! is like no other group. May be an assistant Director could lighten the load. I don't know how a remote control Director could do what is required of a B! Director. Vision felt this was an interesting perspective and will be on the agenda for our Visioning Day.</li> <li>When we do encore songs after shows, I feel we need to do real songs, not singalongs or a singalong after the real song. We are doing Wayne Newton's Danke Schoen</li> </ul>		
Vision for the Season		
Discussion	Now and 5 Years from Now	
Vision members were asked what their vision is: Now / 5 Years More Sparkle/ more gigs or extra shows Off page sooner / solo confidently without worry / Exchange with an American show choir Keep having fun / keep doing what we do now. Get a handle on the costumes / inventory Keep line of communication open / better at sight reading Search for new director & getting right fit so we can continue to be B! / a lot of ideas but more energy is needed to bring it to fruition		
Discussion	Visioning Meeting	
<b>Date:</b> Saturday, February 25 <b>Venue:</b> Midhurst United Church <b>Time:</b> Visioning Meeting 8:30 – 11:30; lunch Choreo with Adele from ESA12:00 to 5:00		
<b>Agenda Items:</b> Email etiquette By-Law Amendment & Proposal by Frank Hutcheson – Special Meeting Notice to be sent out no later than 10 days prior to Feb. 25, 2017. Furthering our Vision Statement – Constructive discussion what constitutes B! member participation within the choir as a whole. Lunch – Ruth McDonald is organizing with assistance from Stephanie McMurren.		
Action Items	Person Responsible	Deadline
1. Secretary to email Special Meeting Notice to B! membership.	Karen Flynn	Feb. 14
Spring Show – Vegas!		
Discussion	Theme Promotional Ideas	
<b>Intro/Storyline Theme</b> – use of Elvis impersonator, dancers for specific songs. Set 1 more historic Vegas performers (Rat Pack) and Set 2 more contemporary performers (Cirque, Celine Deon, etc.) Selfie Booth in Lobby – Drive Thru Wedding Chapel theme.		
<b>Guests</b> <ul style="list-style-type: none"> <li>Russ Clayton, Elvis impersonator, is 99% sure he can do it.</li> <li>Katie Pergau is exploring the use of acrobats for the Cirque portion. She was recommended too contact Ryan Jacobs guy who does a singing and spinning (acrobatic) act.</li> <li>Northern Stars Gymnastics – Katie has been in contact with this group and was asked to send details of staging, etc.</li> <li>Carl Tucker of Moving Art Dancers is checking to see if she can recruit 3 of her senior boys for Mr. Bojangles soft shoe routine.</li> </ul>		
<b>Band</b> - Band 4 members including (\$450 each) Meaghan Ing. Ian Ross not available but Meaghan has got a line on a guitarist. Allan Halford & Jay Rothenburg asked but have not confirmed.		
Action Items	Person Responsible	Deadline
1. Confirm Russ Clayton's participation.	Katie Pergau	ASAP
2. Talk with Ryan Jacobs.	Katie Pergau	Feb. 2
3. Send staging details to Northern Stars Gymnastics.	Katie Pergau	ASAP

4. Follow up with Carla Tucker re: dancers.		Katie Pergau	ASAP
Discussion	Set List Review & Staging Ideas		
<b>Stage Management</b> – Ang Wagner is willing to assist Roger Heath, Stage Manager. Roger and Ang will be asked to gather stage crew. Honorarium for Mike Smith of \$500 discussed. Treasurer is checking budget.			
<b>Staging Ideas</b> – Viva La Diva – use of Drag Queens. Sam Wallace is doing choreo. Beach balls during All You Need It Love. Audience participation. Drive My Car – use a car. Mr. Bojangles – soft shoe dancers. Blackbird – modern/contemporary style dancers. Band possibly on scaffolding which prompted discussion re: backdrop use and band sight line issues.			
<i>Set List – Tentative</i>			
<b>Set 1</b>		<b>Set 2</b>	
Viva Las Vegas - Elvis Impersonator with Choral backup		Drive My Car	
Route 66		Blackbird	
Ain't that a Kick		All You Need Is Love	
Come Fly With Me		Rock With You	
My One & Only Love		Celine Dion Medley	
Mr Bojangles		Viva La Diva	
That's Why the Lady is a Tramp		Elton John Medley	
The Gambler - Russ Clayton		And So It Goes	
Jersey Boys Medley		It Takes Two	
Forever Polyester		Don't Stop Believin'	
A Little Less Conversation		Encore - Danke Schoen	
<b>Action Items</b>		<b>Person Responsible</b>	<b>Deadline</b>
1. Ask Roger and Ang to recruit stage crew.		Jan Aikins	ASAP
Discussion	Choreo Notation for Forever Polyester		
Mary Lou Ruttan provided choreo notes she found. Marie Fisher loaned DVD and VHS tapes of previous shows when this song was performed. Katie Pergau will use both these resources to review and then teach the moves.			
Discussion	Costumes		
Costume – Committee hasn't met yet. Colour theme discussed. Set 1 – sparkly & Set 2 – more modern style.			
Discussion	Delta Sponsorship Offer		
Jan Aikins spoke about the sponsor grid that was sent to Vision, via email, for review prior to the meeting. Discussion was on the granting of the \$1500 sponsorship for \$1000 commitment from Delta. Due to Delta's ongoing support for B! Vision felt that the \$1500 level should be granted. At this level Delta will be mentioned as the presenting sponsor for this show. Awaiting confirmation from Rita Kolpak re: room availability for casino. If room not available, lobby will be used.			
Discussion	Administrative – Intent to Rent Questions		
<b>Load in Times</b> – Wed noon to 10 pm; Thurs & Friday 2 pm to 10 pm & Sat 4 pm to 12 pm.			
<b>Ticket Prices</b> - \$25 across the board Group 10+ \$22 Prices include \$2.16 City box office surcharge.			
<b>Sponsorship</b> – Confirm Delta sponsorship with City.			
<b>Insurance Update</b> – Jan Aikins contacted insurance company for certificate and inquired re: increase to \$5 million (\$2 million currently). It would be an increase of \$200.			
<b>Action Items</b>		<b>Person Responsible</b>	<b>Deadline</b>
1. Forward Intent to Rent document to City.		Jan Aikins	ASAP
Discussion	Choreo Saturday Plans – February and Follow Up		
Video Recording/Notation – any tablet or phone will be good to record final choreo. Adele Mackenzie (ESA) will be asked for a copy of her final choreo notes too.			
Follow Up Date – tentative – Saturday, April 29. Micah Barnes to be approached to assist us in polishing our songs.			
Payment – Adele to bring invoice for payment that day.			

Action Items		Person Responsible	Deadline
1. Contact Adele Mackenzie re: above notations.		Katie Pergau	ASAP
2. Contact Micah Barnes re: availability on April 29 <sup>th</sup> .		Katie Pergau	ASAP
<b>Promotion</b>			
Discussion	Chair & Helpers		
Richard Pearson and Rita Kolpak have offered to take over promotions.			
Discussion	KCP Ad & Sign Boards		
<b>KCP</b> (Kempfenfelt Community Players) ad deadline is this week for programme.			
Jenny Senior gave sign board information she received from Curbex. \$149/month – Vision felt this was reasonably priced but would like to know who is responsible for placement of sign, B! or Curbex.			
Possible Location discussed – check with Storage Mart (B! sponsor)			
Action Items		Person Responsible	Deadline
1. Submit ad to KCP.		Jan Aikins	ASAP
2. Contact Curbex for details.		Jan Aikins	ASAP
Discussion	Chamber of Commerce Guide		
Deadline – February 6, 2017 for placing Spring and Christmas show ads.			
Christmas 2017 Show title will be <i>A Canadian Christmas, Eh!</i>			
Discussion	Billboard		
No discussion.			
Discussion	Social Media Chair & Campaign Ideas		
Social Media is still vacant.			
Campaign Ideas for what ‘Just the right amount of wrong’ represents to B!: Harley Davidson Food Indulgences Spa Day – Saturday Out – Singing in the Shower – badly Shoe Closet – too many shoes Ice Cream store – sponsorship			
Tickets go on sale: March 20 <sup>th</sup> - Campaign to start after ticket sales commence.			
<b>Valentine Day Gig – Tuesday, February 14 – Delta Bingo</b>			
<b>Costumes</b> – Women – pink tops & Ricki’s pants; Men – Stinky black shirts & black pants. Looking into purchasing pink ties for men.			
<b>Load In</b> – Equipment – risers, Bose stick, mic, keyboard and stand. Trailer is needed along with load in help.			
<b>Show Promotion</b> – Spring show poster including Delta sponsorship will be created and available for this gig.			
<b>Choir Call</b> – 5:30 pm for 6:15 pm performance.			
Action Items		Person Responsible	Deadline
1. Investigate the purchase of inexpensive pink ties.		Mary Lou Ruttan	ASAP
2. Approach Gavin Silverman re: trailer pick up and poll members to help.		Jan Aikins	ASAP
3. Work with graphic designer to create show poster for gig.		Jan Aikins	ASAP
<b>Christmas Show Wrap Up</b>			
<b>SOCAN</b> – Mary Lou Ruttan reported that cheque for \$538.06 is ready for submission.			
<b>Charity Donations &amp; Photos</b> – Sue Heath and Karen Flynn will contact charities and submit photo for website and social media posting.			
Action Items		Person Responsible	Deadline
1. Arrange cheque presentations with charities.		Sue Heath	ASAP
2. Take photos and send for posting.		Karen Flynn	ASAP After Presentation

Financials		
Discussion	Update on Transition Tasks	
Stephanie McMurren, Treasurer, spoke about tasks discussed at the transition meeting with Jan Aikins and Amy Lewis, former Treasurer and now Bookkeeper.		
<b>Task Highlights</b> – signing authority done; adjustments made to financial reports; music deposit refund cheques done; Bingo reporting updated; new process for expense invoicing and cheque payment (members will need to be advised of change); tracking of Kitchen Fairy gift cards.		
Discussion	Quick Books Online	
Amy Lewis is testing this app. Budgeted banking charges will be used to pay for this.		
Discussion	Budget Revision	
Financial reports were distributed and discussed with changes. Highlight - An extra \$800, resulting from Storage Mart sponsorship discount, will be used to finance the Micah Barnes workshop.		
Action Items	Person Responsible	Deadline
1. Update reports with changes.	Stephanie McMurren	Next Meeting
Discussion	Asset Inventory	
A comprehensive list is needed of all our assets, equipment, etc. and where it's located.		
Succession Planning		
Discussion	Article	
Everyone felt that this media release, announcing Katie's leaving, in the Barrie Examiner was excellent.		
Discussion	Deadline – January 31, 2017	
Today is the deadline and Jan Aikins announced that we have received one resume from a Marianne Derow.		
Action Items	Person Responsible	Deadline
1. Forward cover letter and resume to Vision Members for review.	Jan Aikins	ASAP
Discussion	Interview Schedule & Audition	
Interview questions discussed and some formulated but felt more are needed and advice from a Human Resources person would be good. Scott Herman will be asked for guidance.		
Interview to be conducted by Jan Aikins, Mary Lou Ruttan and Stephanie McMurren.		
Tentative Date for Interview/Audition – Monday, February 13 – 5:30 to 6:30 pm for interview; 6:30 for audition.		
Audition – Conduct choir warm up and rehearse 'And So It Goes'.		
Followed by questions from general membership.		
Action Items	Person Responsible	Deadline
1. Contact applicant regarding interview/audition date.	Jan Aikins	ASAP
2. Contact Scott Herman.	Stephanie McMurren	ASAP
Discussion	Job Description Review & Pay Scale	
Katie Pergau did a thorough job and submitted example with pay scales.		
Reviewed by Vision – current hours allotted: approx. 47 hrs. per month. Current salary \$6,000 annually. Salary for similar positions averaged \$11,000 +		
Jan Aikins voiced Beth Allen's that Katie may be leaving due to insufficient salary paid. Katie Pergau assured Vision that this was not the case for her resignation.		
Salary for new Director will be significantly higher ranging from \$10,000 to \$15,000. Salary will be negotiated during interview.		
Applicant will be given a copy of our Members Manifesto and Director's job description.		
Discussion	Job Description Manual – Finalization	
This document needs to be finalized. Karen Flynn offered to review and edit. Currently, Scott Herman has the draft copy with changes made by Jan Aikins.		
Suggestion made that an organization chart be created detailing whom interacts with whom.		

Action Items		Person Responsible	Deadline
1. Retrieve job description manual from Scott Herman.		Jan Aikins	Next Meeting
<b>Discussion</b>			
Welcoming Event for New Director			
Logistics were discussed for a media release ‘party’ inviting local people in the Barrie and area Arts community to meet our new Director. i.e.) City of Barrie – Department of Culture rep, local choir directors, media etc.			
<b>Other Stuff</b>			
<b>Performance Rate Card</b> - Need to find and possibly update this card.			
<b>Equipment Loan to Barrie Music Festival</b> – Sound equipment was loaned to this group with Vision’s approval. They were very grateful to have access to this equipment.			
<b>Keyboard Stand – Purchase</b> – Katie Pergau reported that this item is still out of stock at Music Pro.			
<b>Trade Show</b> – deferred.			
<b>Future Gig</b> – Skyliners offer. Jan Aikins has been in touch with Scott Boyer and is meeting him on a Saturday after their band practice to discuss this.			
<b>Costume Inventory App</b> - Costume Committee is looking for software, similar to our music library program, for tracking costumes.			
<b>B! Member Manual</b> – changes needed prior to posting on Groupanizer. Cath Hughes will edit and send to Vision for final review before posting.			
Action Items		Person Responsible	Deadline
1. Check previous years’ minutes for this item.		Karen Flynn	ASAP
2. Update and post approved Members manual to Groupanizer.		Cath Hughes	ASAP
<b>Meeting Adjourned – 10:35 pm</b>			
Next Meeting	Tuesday, February 21, 2017	Ruttan Residence	

Minutes submitted by Karen Flynn