

Vision Committee			
Tuesday, January 16, 2018		7:15 pm	Ruttan Residence
Attendees	Jan Aikins, Cath Hughes, Marie Keeler, Mary Lou Ruttan, Karen Flynn, Sue Heath, Stephanie McMurren		
Regrets	Beth Allen, Marianne Derow		
Check In & Adoption of Minutes			
Discussion	Check In		
Vision was asked to use one word that they would like to see/feel happen this season – one personal and the other for the choir. Personal – relaxed, enjoyment (more than one person chose this), delegate Group – professional, efficient, preparedness, polished, initiative			
Discussion	November 21, 2017 Minutes		
Motion to approve, without changes, by Marie Keeler, seconded by Stephanie McMurren. All in favour.			Passed
Suggestion Box			
Discussion	No Suggestions - NIL		
A Canadian Christmas Eh!			
Discussion	Ticket Sales Review		
Ticket Coordinator, Steve Hughes' Summary Ticket Sales = \$17, 460.28 which came in over our budgeted amount. Sales by Show Breakdown: 353 Friday, 130 Matinee and 303 Saturday. 92 were sold via phone line, 59 door sales and by 69 MacLaren. Overall, we did a good job. Expenses were down.			
Discussion	Post Show - Round Table Summary		
Reviewed the notes taken by Secretary – many good points were made by members especially the new ones but felt that the discussion got off topic. Vision needs to take initiative to ensure that we stay on topic at this type of event. One item discussed in detail was about solo assignments. To offer more solo opportunity to all members, the possibility of granting no more than one solo per person per show; double casting of soloists – 2 soloists – one performs the Friday show and the other Saturday.			
Discussion	Show Setup and Tear Down (Strike)		
There is need to improve the set up and tear down plus a better process is needed at the storage unit. Suggestions: <ul style="list-style-type: none"> <li>Assign Captains/supervisors for specific areas. To ensure proper packing of bins, etc.</li> <li>Volunteer rotations of unpacking/packing task list – Need a coordinator for each area i.e.) lobby, tech stuff, costumes,</li> <li>Tear Down Coordinator – Assigned tasks beforehand.</li> </ul>			
Action Items	Person Responsible	Deadline	
1. Start creating a process matrix with assistance from Stephanie McMurren.	Marie Keeler	Spring Show	
Discussion	Indigenous Welcome Payment		
Due to the performers 'now show' on Saturday, Wayne Monague, was paid \$200 of \$400 budgeted.			
Discussion	Brian Backland - Videographer Payment		
Good feedback overall on the DVD. It was noted that we didn't like zooming in on special groups or specific soloists. Suggestion: make notes in stage matrix similar to lighting notes to ensure the videographer knows what we would like. We would like him back. Vision felt he should be hired again. Chuck Ruttan sold 30 copies @ \$20 each. The original total was 20-\$500. For Spring it was agreed that members should pay up front. Vision agreed that he be paid \$100 (from staging budget) extra because he had to make 10 extra DVDs – total \$600. Chuck Ruttan to be asked to negotiate with Brian Backland to video tape the Spring show.			
Action Items	Person Responsible	Deadline	
1. Send Brian Backland an extra payment of \$100.	Stephanie McMurren	ASAP	
2. Ask Chuck Ruttan to ask Brian Backland to tape our Spring Show.	Jan Aikins	ASAP	
Discussion	RVH and MacLaren Gig – Feedback		
RVH – Event went really well. Lovely setting. Accompaniment would have been nice. MacLaren – There weren't many people in attendance and we found it difficult to sing to a half empty venue.			

General Administration		
Discussion	Miscellaneous Items	
<b>Collier Street United Church</b> – Christmas Show dates of Nov.30 & Dec. 1, 2018 have been reserved. Deposit has been made.		
<b>Directors' Insurance</b> – has been purchased, the endorsement received and it came within budget.		
<b>ChoralFest</b> - Marianne Derow and Jan Aikins attended the latest meeting. There has been a lot of challenges involved in the planning of this event for April 2108. The City of Barrie doesn't want to be involved but agreed to support this year as long as a budget is created. Update - City is only funding a portion that was in the budget. To reduce expenses, the artistic director and extra rehearsals were eliminated. If you want to be in ChoralFest you have to attend KEC Monday evening rehearsals.		
<b>City of Barrie Grant</b> – A \$5000 grant submission was made by Jan Aikins.		
<b>Groupanizer</b> - annual license has been renewed.		
<b>Job Description Manual</b> – has been posted on Groupanizer. Review – 2 years unless there is are significant changes		
<b>Storage Unit</b> - Our storage unit now has a new number and code. Keyholder's need to know this including the gate login. Keyholder document needs to be updated.		
<b>Draft Member At Large Application</b> - <i>deferred</i>		
Discussion	Christmas Show Charities	
Christmas Show Charity winners are Sick Kids & Terry Fox. If there are pictures of the winner's from the show, they will be used as long as we receive permission (both winners are minors). If pictures not available, a press release was discussed. Action: Sue Heath to pen letter to accompany cheques.		
Ticket winner will be contacted by Stephanie McMurren.		
Action Items	Person Responsible	Deadline
1. Pen letter to accompany cheques.	Sue Heath	ASAP
Discussion	Vision Meeting Schedule	
A tentative Vision Meeting Schedule for 2018 has been set. Every 3 <sup>rd</sup> Tuesday commencing Jan 30 <sup>th</sup> , Feb 20 <sup>th</sup> , Mar 20 <sup>th</sup> , Apr. 3, Apr. 17 <sup>th</sup> , May 1. Once Marianne's availability has been determined a final schedule will be confirmed.		
Discussion	Financials – Year to Date	
The Christmas show came in under budget except for programme. Overage due to increased ad sales which increased the number of pages plus more interior page colour ads purchased. There is an outstanding ad invoice which the Treasurer is following up on.		
Treasurer, Stephanie McMurren, is taking over the Bingo budget input. She feels it is more streamlined for her to do it rather than bookkeeper, Amy Lewis. Reconciling the books vs budget has been very time consuming. Stephanie to set up meeting with Amy and Jan Aikins to review changes.		
Bingo Projection is almost at the budgeted amount at this point in time. A big thank you goes out to our Bingo Coordinator, Flo Delkus, for taking on coordinating and working extra shifts that allows us to earn more money.		
Programme Ads – For the Spring show is was decided to challenge each Section to acquire one (1) ad each for Spring show. Christmas Ad challenge netted mostly full season ads but more are needed.		
Discussion	Review Plan for Spring Season	
<b>Learning Track Funds</b> – These tracks are very useful. It was decided to use a portion of sheet music budget to fund this and make this free of charge to members.		
<b>Fundraising and Sponsorship Targets/Ideas</b> -		
<ul style="list-style-type: none"> <li>• Pizza Night at Boston Pizza – B! gets a % of pizza revenue.</li> <li>• Value Village Donations - Apparently, we are able to take our/your stuff there and tell them Bravado! sent them. Bravado! would get funds from the weight of the items. As a one-time event this was felt to be a good idea. Jan Aikins will ask if Beth Allen could coordinate.</li> </ul>		
Action Items	Person Responsible	Deadline
1. Contact Beth Allen re: coordinating Value Village initiative.	Jan Aikins	ASAP
<b>Bravado for All Seasons – Spring Show</b>		
Discussion	Find a Stage Manager	
Names were discussed and Cath Hughes texted Jen Burns, a former B! member who is currently holds this position with KCP, if she is interested. Awaiting her response.		
Discussion	Georgian College Contract	
Jan Aikins is negotiating this.		

Discussion	Information Needed from Marianne Derow		
<ul style="list-style-type: none"> <li>Set list with song blocks</li> <li>Which songs are to be choreographed by Adele M., Etobicoke School of the Arts (ESA)</li> <li>Engage band</li> <li>Extra rehearsals/choreo rehearsal dates not determined but we need a full day choreo - ½ with Adele from ESA and ½ choreo review</li> <li>Her spin on the theme and how to tie it all together</li> </ul>			
Discussion	Theme – Scheme for Intros & Set Decorations		
Many ideas were discussed but no decisions were made.			
Discussion	Promo Tag Line - None determined yet.		
Discussion	Social Media Lead Needed		
A new lead is needed to take over for Cath Hughes who is stepping down.			
The need for a Bravado! to have a Social Media Policy was discussed. No decision was made but members are asked to see if there are any social media policy at their workplaces that could be reviewed.			
Action Items	Person Responsible	Deadline	
1. Approach members re: heading the committee.	Cath Hughes	ASAP	
2. Contact Choirs Ontario re: social media policy.	Jan Aikins	Next Meeting	
Discussion	Costumes		
Costume Committee presented their ideas. Working with basic black and adding a colour representing each season for accessorizing. Details were presented and discussed.			
<b>Future Gigs</b>			
Discussion	Salvation Army		
We agreed to perform with/for them in return for the excellent discounted hall rental fee at Christmas. If we do a performance, it should be after our Spring show. It was discussed that they could hire us or share proceeds. We need to have our expenses met (min bottom line for us is \$500).			
Action Items	Person Responsible	Deadline	
1. Contact Salvation Army re: Spring gig.	Stephanie McMurren	ASAP	
Discussion	Skyliners Collaboration		
Jan Aikins has not received a response yet but will contact them again.			
Discussion	OASS Convention Showcase & Keswick Spring 2018		
It was decided that we would no longer pursue these gigs.			
Discussion	Marianne's Project Ideas		
Jan Aikins shared Marianne Derow's project ideas that she shared with her after our post show meeting. Marianne is interested in establishing a children's choir; working with local special needs agencies in music therapy.			
<b>Meeting Adjourned – 10:35 pm</b>			
Next Meeting	Tuesday, January 30, 2018	7:15 pm	Ruttan Residence

Minutes submitted by Karen Flynn