

| Vision Committee | | | |
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| Tuesday, March 20, 2018 | | 7:15 pm | Hughes Residence |
| Attendees | Jan Aikins, Cath Hughes, Marie Keeler, Karen Flynn, Sue Heath, Stephanie McMurren, Jenn Burns (Stage Manager); Via Messenger Video - Marianne Derow, Mike Smith (Sound Technician) | | |
| Regrets | Mary Lou Ruttan, Beth Allen | | |
| Check In & Adoption of Minutes | | | |
| Discussion | February 20, 2018 Minutes | | |
| Motion to approve, without changes, made by Sue Heath and seconded by Cath Hughes. All in favour. | | | Passed |
| Suggestion Box | | | |
| <ul style="list-style-type: none">Could we start rehearsal at 6:50 and have just a 15-minute break? Discussion outcome – 7 pm remains the start time but we need to adhere to the break time. We all need to focus on the music.I thought it was helpful and beneficial when we were in a circle/horseshow around piano. I could hear all parts. Discussion outcome – Taken on advisement when learning part. | | | |
| General Administration & Financial | | | |
| Discussion | City of Barrie – Department of Culture Grant | | |
| Jan Aikins summarized the committee's comments re: our submission. We are receiving \$3500 of the \$4500 requested. Committee - very vibrant, sales good, would like to have a video or audio clip in the next proposal, we weren't clear on how we spent the money last year. | | | |
| Capturing Videos & Tracks – Starting with this show we will consciously create and track video/audio files from rehearsals and maybe shows for future submissions. | | | |
| New Clause in grant contract – If money is not used by Dec 1 st 2018, the money must be refunded to the City (spend it or lose it). Jan Aikins sent a message to Amanda Dyke re: our fiscal year doesn't align with their deadline and would be difficult to meet this new requirement. Awaiting her response. | | | |
| Action Items | | Person Responsible | Deadline |
| 1. Pick up cheque at Department of Culture. | | Jan Aikins | ASAP |
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| Discussion | Financial | | |
| Treasurer, Stephanie McMurren, reported that we are on track with our budget (Year-to-date) and doing well. As per statements emailed to Vision prior to the meeting for review. No questions arose. | | | |
| Member Dues & Refunds – All member dues have been received. Since Mary Lou Ruttan is not performing (attending rehearsals) this show she will be asked to pay the \$10 non-performing members fee. | | | |
| Pro-Rating of Members Fees discussed when members partially attends rehearsal then drops out of show. Check with other local Arts groups policy. | | | |
| Action Items | | Person Responsible | Deadline |
| 1. Approach Mary Lou Ruttan re: member fee. | | Stephanie McMurren | ASAP |
| 2. Check with local Arts groups re: policy of pro-rating. | | Jenn Burns | ASAP |
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| Discussion | ChoralFest Update – April 14, 2018 | | |
| Jan Aikins reported that we are still member on this committee. She has 20 tickets available for purchase plus a link has been posted to our public website. Note: this evening performance is on the same day as our day long choreo review rehearsal. | | | |
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| Discussion | Tear Down Matrix-Next Step | | |
| Marie Keeler will send this document, as is, to general membership for signup duties. It will be edited as we progress through the process. | | | |
| Action Items | | Person Responsible | Deadline |
| 2. eMail matrix to choir members. | | Marie Keeler | ASAP |
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| Discussion | Voices at Large (VAL) – Friday, April 13, 2018 | | |
| Sue Heath confirmed that Amica is available. Start time – 7:00 pm Call Time/Setup – 6:30. Sound equipment only and no risers. | | | |
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| Discussion | Christmas Theme – 2018 | | |
| A theme is needed for our 'save the date' ad for the programme. Suggestions from last meeting discussed – ChristmaStravaganza; Twisted Tinsel II (the sequel); Christmas Around the World; Comfy Christmas. | | | |
| ChristmaStravaganza was selected – glitz, glam, over the top, spectacle – lots of song choices. | | | |

| Action Items | | Person Responsible | Deadline |
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| 1. Forward theme choice to Graphic Artist. | | Jan Aikins | ASAP |
| Bravado for All Seasons | | | |
| Discussion | Welcome, Jenn Burns, Stage Manager | | |
| Jenn, who was in attendance tonight, was welcomed. It is great having someone who is so energized. | | | |
| Discussion | Theatre Contract | | |
| Contract has been completed and the tickets have been distributed. Jan Aikins to include handbills to box office for distribution with tickets. | | | |
| Discussion | Usher Agreement & Adult Usher Recruitment | | |
| Adult Only Ushers (18+) – City's new policy but put us in a bit of a bind because we have previously used high school students for volunteer hours. If we don't have 8, they charge us \$300 per show. Jenn to contact KCP Front of House person re: adult volunteers. Cath Hughes to contact Peg Williamson re: usher contact information. B! Front of House person we have had before is Karen Wilton (Kate Lapierre's Mom). | | | |
| Action Items | | Person Responsible | Deadline |
| 1. Contact the above-mentioned persons re: adult ushers. | | Jenn Burns Cath Hughes | ASAP |
| Discussion | Medical Form | | |
| Theatre Medical Form used by KCP (Kempfenfelt Community Players) is not a City requirement but a KCP has initiative. Jenn Burns explain the reasoning for this form. In a sealed envelope each choir member enters their name, Health Card number, medical conditions, if applicable. The sealed envelope is kept and only opened, in case of emergency, by Stage Manager only. | | | |
| Action Items | | Person Responsible | Deadline |
| 1. Share form with Vision and circulate with the membership upon approval from Vision. | | Jenn Burns | ASAP |
| Discussion | 'In Support of' Seasons Centre for Grieving Children –Local Charity | | |
| They will be setting up a display in the Lobby. After discussion it was decided that the sales of refreshments will be donated to them. B! will cover the cost. Refreshment Idea – Seasonal themed Food to be served. i.e.) Winter – apple cider; Spring- Easter eggs, Summer – popsicles, ice cream sandwiches. Fall – pumpkin/Hallowe'en cookies. Jan Aikins has initiated checking with the College, via Rita Kolpak, re: waiving the contract re: food sales. | | | |
| Discussion | Videographer Needed | | |
| Brian Backland is unavailable. Jenn Burns recommended Paul Webber (Dr. Spot) who KCP uses. She will contact him. He can create DVDs &/or file to copy to a jump drive. Honourarium – We sell DVDs to cover his cost. | | | |
| Action Items | | Person Responsible | Deadline |
| 1. Contact videographer. | | Jenn Burns | ASAP |
| Discussion | Honouraria Tally | | |
| Band: \$500 each Allan Halford, Paul Everett, Ralph Johnson. Budgeted: \$1300 Guest: Derryl Johnston - Flutist and Melanie Kappel, Cello - \$100 each Samba Dance Partner: Daniel Biron - \$100 | | | |
| Discussion | Choreo Day Venue – Saturday, April 14, 2018 | | |
| Venue – KCP Studio – 481 Welham Road, Unit 12, Barrie. Rental fee approx. \$150 Wear your 'show' shoes, no street shoes allowed. Midhurst United Church (MUC) to be cancelled. | | | |
| Action Items | | Person Responsible | Deadline |
| 1. Call MUC to cancel rental. | | Stephanie McMurren | ASAP |

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| Discussion | Head Shot – Date <i>Deferred</i> | |
| Set/Lobby Design | | |
| Discussion | Scaffolding Reservation | |
| Scaffolding Reservation from Kempenfelt Community Players (KCP) – Jenn Burns has reserved it for May 9 to May 13. \$125 (\$25 per day). Plus, if required, \$100 (\$10 per day) scrim; Coffin prop. | | |
| In lieu of rental fee, we will insert a ½ page black and white ad in show programme. | | |
| Action Items | Person Responsible | Deadline |
| 1. Advise KCP re: ad trade. | Jenn Burns | ASAP |
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| Discussion | Proposed Scheme – Lighting, Fly | |
| Jan Aikins met with Gavin Silberman (showed picture). Tree with branches for various seasons change out the canopy. Use corplas for tree and ‘fly’ in the tree ‘canopy’. Only theatre technician to change ‘fly’ (no one on stage while change done). Gavin will help to construct in his studio but can’t assemble at the theatre. | | |
| Lobby Design - 4 tall boards with season icons separately with slogan above TV which is in the centre. | | |
| Lighting Technician, Beth Elliot, to be asked to attend our April 3 rd meeting. | | |
| Load In Assistance - Walter Fischer has been asked, by Jan Aikins, to assemble the ‘set’ on load in day. | | |
| Action Items | Person Responsible | Deadline |
| 1. Contact Beth Elliot re: attending meeting. | Jenn Burns | ASAP |
| Set List Review | | |
| Discussion | Intro Scheme, Staging & Lighting Cues, Etc. | |
| Details noted in staging matrix and are not included in the Minutes. <ul style="list-style-type: none">Grand piano not being used in this show.Riser configuration to remain at 6 – what we have been learning choreography on.Sound Equipment Check at storage unit. | | |
| Monster Mash costumes –inform membership that it’s similar to Thriller but it must be easy to get in and out of it.– zombies, Rocky Horror, lab coats, etc. | | |
| Unable to complete a full review of set list. | | |
| Staging meeting set for Monday, April 2 nd pre-rehearsal 5:30 pm to 6:45 pm –Jenn Burns, Marianne & Mike Smith to attend. | | |
| Adjourned Messenger video with Mike Smith and Marianne Derow at 10 pm. | | |
| Stage Manager is researching availability of borrowing/renting equipment. | | |
| Action Items | Person Responsible | Deadline |
| 1. Email Monster Mash costume suggestions to choir. | Sue Heath | ASAP |
| 2. Research availability of equipment. | Jenn Burns | ASAP |
| 3. Meet at B! storage unit re: sound equipment. | Jenn Burns Mike Smith | April 6 |
| 4. Attend staging meeting – April 2 nd . | Jenn Burns Mike Smith Marianne Derow | April 2 |
| Promotion | | |
| Discussion | Seniors Complexes, Advertising Strategy, City Hall Display Case | |
| Seniors Complexes - Noella Robert-Kappel has created material for distribution to these places. | | |
| Advertising Strategies <ul style="list-style-type: none">Rita Kolpak reported that Curbex ads will start as soon as graphics are done. Locations: Georgian Mall and maybe downtown.Printed AD – Barrie Advance to be done but decided not to go with Barrie Today (online only) due to \$1000 cost.Deanne McCallum, Rogers TV, said our video will be aired next Monday (March 26th) and will send a link to post on our website and social media. | | |
| Barrie City Hall Display Case – available April 1 st . Feel this would be easy to decorate. April 2 nd or 3 rd . Jan Aikins, Marie Keeler to decorate. Members to be asked to bring season items in to next rehearsal. | | |
| Action Items | Person Responsible | Deadline |
| 1. Check with Walter Fischer re: City Hall availability dates. | Jan Aikins | ASAP |

| Programme | | | |
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| Discussion | Inclusions & Ad Sales Update | | |
| Ad Challenge Tally (1 new ad by section) – Soprano – 1; Alto - 1; Tenor – 0; Bass - 0 | | | |
| Member & Guest Bios Deadline – <u>April 16th</u> Ad Deadline – <u>April 23rd</u> | | | |
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| Discussion | <i>Deferred Agenda Items</i> | | |
| Future Gigs – Boston Pizza Fundraiser, Salvation Army, Skyliners Update | | | |
| Parking Lot – Social Media Guidelines, Member-at-Large Application Form, Spring 2019 Theme Decision | | | |
| Meeting Adjourned – 10:10 pm | | | |
| Next Meeting | Tuesday, April 3, 2018 | 7:15 pm | TBD |

Minutes submitted by Karen Flynn