

Vision Committee			
April 19, 2018		7:15 pm	Hughes Residence
Attendees	Jan Aikins, Marianne Derow (via Skype) , Cath Hughes, Marie Keeler, Karen Flynn, Sue Heath, Stephanie McMurren, Guest: Jenn Burns (Stage Manager), Beth Elliott (Georgian Theatre Lighting Technician)		
Regrets	Beth Allen, Mary Lou Ruttan		
Check In & Adoption of Minutes			
Discussion	April 3, 2018 Minutes		
Motion to approve, without changes, made by Marie Keeler, seconded by Cath Hughes. All in favour.			Passed
Suggestion Box			
Discussion	No Submissions - NIL		
General Administration			
Discussion	Tear Down Matrix - Next Steps		
Marie Keeler reported that members have been signing up no one is taking the 'lead' position. It was suggested that Board members take the lead.			
Marie will create a task flow chart to determine order of task priority to ensure a smooth tear down.			
Storage Unit Load Out Team Rotation – it was decided that this team should change for every show. i.e.) if you do it for this show you aren't required to do it for the next.			
Action Items	Person Responsible	Deadline	
1. Circulation the list at next rehearsal and create task flow chart.	Marie Keeler	Next Rehearsal / Tech Dress	
Discussion	Suzanne Viirre's Celebration of Life – April 22, 2018		
Rehearsal – Friday, April 20 th at Cath Hughes' residence.			
Ensure that we have the appropriate equipment/device to play music tracks on. Tracks to be played on Cath's iPhone.			
Costume – wear you own outfit.			
Discussion	Miscellaneous		
Charity Bingo Event – April 17th – B! won \$200 at this event which will be added to our April bingo pooling cheque.			
Postmedia Network Inc. – Stephanie McMurren announced that she was able to resolve the outstanding Barrie Examine invoice from the Christmas show. The amount to be paid is \$1009.84.			
Discussion	Choirs Ontario – Renewal		
Our membership is due at the end of April. After discussion, it was decided that we wouldn't renew it. Vision felt we didn't get enough from it to join up again.			
Bravado! For All Seasons			
Discussion	Set List		
Beth Elliot, Georgian Theatre Lighting Technician, was in attendance. Lighting and rigging options were discussed in detail. Backdrop (tree with leaves canopy that changes colour with the seasons) and rigging was discussed. Jan Aikins displayed the prototype canopy.			
Lighting Needs document provided by Marianne Derow also reviewed.			
Staging set list, distributed by Jenn Burns, reviewed and stage directions updated.			
Discussion	Set/Lobby Design		
Construction Update – Jan Aikins is working with Gavin Silberman re: availability of his workspace to build the sets.			
Load In - Mitchell Klemm & friends have been asked to help. No suggestions for volunteers from committee. Walter Fischer has truck and trailer for scaffold transporting.			
Storage Unit – submit needs to Jan Aikins and she'll compile list.			
Advertiser Logo for Sponsor Slide – Karen Flynn to send list of ad sponsor and their graphics to Jan Aikins.			
Monday, April 23 rd – Monster Mash Costumes & Headshots – reminder to be made at Saturday's rehearsal.			
Action Items	Person Responsible	Deadline	
1. Send sponsor logos to Jan Aikins.	Karen Flynn	ASAP	

Discussion	Admin	
<p>Children’s Agreement – Jenn Burns explained the process that was taken with Chuck Ruttan re: verbiage to get the final draft. Then Chuck Ruttan sent it to Paul Wessenger who suggested some amendments. Children required to sign in/out at rehearsals and shows. Making this a protocol outside of the agreement. Sign out when they leave at intermission. Jenn has 2 parent volunteers lined up.</p>		
<p>Usher Agreement – Thanks to Jenn Burns who rounded up 16 people to usher. Jan Aikins has a document which she will forward to Jenn Burns to pass onto the ushers. Programmes go to City of Barrie Front of House Manager who will assign distribution. Still need a couple of volunteers to help in the lobby. Sheila Crosby to be asked if she’s not doing follow spot.</p>		
<p>Refreshments – Rita Kopak forwarded her findings that acquiring refreshments from the College is not working to our advantage. They can supply cookies @ \$1; 50; ice cream sandwich@ \$1.09; apple cider @\$1.90</p>		
<p>Videoographer Update – Jenn Burns has had no success contacting her person. Josh Doerkson 647-966-7464 (cell) highly recommended by Beth Elliot.</p>		
<p>Weather Man rehearsal – April 23 set tentatively. Honourarium for Frank Hutcheson - \$75.</p>		
<p>Complimentary Tickets</p> <ul style="list-style-type: none"> • Lucy terVeld, winner of comp tickets from Christmas show, is deferring them to Christmas. Approved. • Golden Tickets – 4 to be given to Katie Pergau and 2 to Scott Boyer. • Storage Mart – as a sponsor they receive 8 tickets per show but have yet to use any of them. They are to be contacted re: number they would like. 		
<p>Volunteer Gifts – Stephanie McMurren is looking after these this show. Vista gift cards will be used. Remaining cards to be used: 15 Tim Hortons cards @ \$10 each, 2 Movie theatre cards @\$10 each and 6 Moxies cards @\$25 each.</p>		
Action Items	Person Responsible	Deadline
1. Circulate Children’s agreement to Parents via email.	Jenn Burns	ASAP
2. Forward usher names to Jan Aikins, Stephanie McMurren and Karen Flynn.	Jenn Burns	ASAP
3. Contact Josh Doerkson re: video.	Jan Aikins	ASAP
4. Contact Storage Mart re: number of tickets required.	Karen Flynn	ASAP
Discussion	Programme	
<p>Ads – Karen Flynn reported that 18 ads are in the programme and may have another possible submission.</p>		
<p>Christmas 2018 Save the Date Graphic – The graphic, send via email by Jan Aikins, was approved to use. Although, it was felt that it wasn’t ‘glitzy’ enough for use as poster graphic. Jan to contact Graphic Designer.</p>		
<p>Karen will also send a draft copy of the current programme to Vision to review for errors &/or omissions.</p>		
Action Items	Person Responsible	Deadline
1. Contact Graphic Designer, Brandyn Aikins, to go ahead with graphic.	Jan Aikins	ASAP
2. Send pdf copy of programme to Vision and Stage Manager for review.	Karen Flynn	ASAP
Discussion	Promotion	
<p>Seniors Residences –Noella Robert-Kappel has approached 4 so far. Amica – Sue Heath to contact them re: signup sheets for bus.</p>		
<p>Advertising – Media release out soon. Georgian Mall Curbex sign is up.</p>		
<p>Video Campaign – Weather Man (Frank Hutcheson) video skit was distributed by Jan Aikins, via email. Vision approved to go ahead with this video.</p>		
<p>FaceBook boost – Cath Hughes read reports – Snow Angel video over 4000 people have viewed it. Jan Aikins asked that the Spring video be posted and if there the Fall one is ready. Cath will check into this.</p>		
Action Items	Person Responsible	Deadline
1. Check for Fall video.	Cath Hughes	ASAP
<p>After Party</p>		
Discussion	Party Venue Offers	
<p>Scott Herman has offered his home for a party after the Saturday show and Pete Bogle has offered his home for Monday night. From member poll, it looks like Monday is the preferred night but Scott is still holding a party Saturday evening and everyone is welcome.</p>		
<p>Thanks to both Scott and Pete.</p>		
Discussion	Feedback Debrief Session	
<p>Since it looks the cast party will be on Monday evening it was decided that we should do this on Monday, May 28th at MUC. This is also a tentative rehearsal date for Celebrate Barrie (see below), if we go ahead with that event.</p>		

Future Gigs		
Discussion	Boston Pizza – Wednesday, May 30 th – North Barrie Location	
Boston Pizza will send template for promotional material.		
Potential Funds to Raise – if we bring 70 people we received 10% of entire restaurant service (excludes alcoholic beverages & tips on both amounts) or less than 70 only get 10% of our people’s service ☹️.		
Extra Activities –		
<ul style="list-style-type: none"> Name that Tune – need tracks downloaded on iPod – prizes – serenade at table OR Sing 1st line – they sing the 2nd line Silent Auction – bingo packages; ticket to Christmas show; gift certificates from member businesses; Dotti Potts; Blue Jays tickets (purchase or donated). 		
Discussion	Salvation Army Update	
They are looking at a 2018 Christmas event collaboration with us.		
Discussion	Skyliner Update - <i>Deferred</i>	
Discussion	Celebrate Barrie – Saturday, June 2, 2018	
Barrie Tourism, via Rita Kolpak, has contacted us re: an opportunity to perform at this event. Vision feels this a good opportunity for local exposure.		
Submission deadline is Monday April 23 and needs to include audio & visual clips. Contact Celebrate Barrie re: submission details.		
Choir to be polled at next rehearsal re: mandatory attendance, if this event is a go.		
Rehearsal (tentative) set for Monday, May 28 th which will include a Spring show de-brief.		
Action Items	Person Responsible	Deadline
1. Contact Tourism Barrie for more information and possible deadline extension.	Stephanie McMurren	ASAP
2. Search Music Library for sound clips & videos.	Cath Hughes	ASAP
Meeting Adjourned – 11:00 pm		
Next Meeting	Tuesday, May 1, 2018	7:15 pm Hughes Residence

Minutes submitted by Karen Flynn