

Vision Committee		
October 9, 2018		7:15 pm
		Ruttan Residence
Attendees	Jan Aikins, Marianne Derow, Cath Hughes, Marie Keeler, Mary Lou Ruttan, Karen Flynn, Sue Heath, Stephanie McMurren	
Regrets	Beth Allen	
Check In & Adoption of Minutes		
Discussion	September 19, 2018 Minutes	
Motion to approve, without changes, by Sue Heath, seconded by Cath Hughes. All in favour.		Passed
Suggestion Box		
No submissions		
Christmastravaganza 2018		
Discussion	Administration	
<p><b>Online Ticket Sales</b> – Steve Hughes presented a document and outlined the 3 options that B! could use for online ticket sales.                      1. TD Bank machine    2. Square    3. Paypal                      It was decided to use Square because it is more flexible for our needs and interfaces with our Wix public website.                      note: group tickets may not be available for online sales.</p>		
<p><b>Ticket Distribution</b> – Target distribution date is Oct. 15<sup>th</sup> rehearsal, if graphic approved, or Oct. 22<sup>nd</sup>                      Evening Show Tickets: \$25 &amp; Group of 10+ = \$22                      Matinee Tickets: \$18 = adult; \$7 = child; Family of 4 = \$45                      Outlet – MacLaren Art Centre</p>		
<p><b>Contract</b> – Collier St. United - Stephanie highlighted items from the signed contract.                      Piano cannot be moved off the platform only to the side.                      Rooms – Ladies – chapel &amp; Men take Ladies room instead. Need room for kids and handbell choir. Same rooms as last year with the exception of the change rooms above.                      Custodian need extra charge – Stephanie to find out amount.                      Rehearsal night must end at 10 pm sharp.</p>		
Refreshments by Church Group – Jan Aikins has contacted the group but hasn't had a response yet.		
Action Items	Person Responsible	Deadline
1. Contact Steve Hughes when ticket are ready.	Jan Aikins	ASAP
2. Distribute tickets to B! Kids.	Steve Hughes via Cath Hughes	When available
3. Arrange rental of additional rooms and custodial charge mount.	Stephanie McMurren	ASAP
Discussion	Promotion	
<p><b>Revised graphic</b> – Jan Aikins will send revision via email/Messenger. Need official name for handbell choir. Vision needs to review quickly to get tickets printed for distribution.</p>		
<p><b>Inclusions</b> – Charity Element – no donation this year (\$500 previously) due to reduced operating budget but will promote donations to one of these local charities: Christmas Cheer or Rock95 Toy Drive or Food Bank or Collier's Table.</p>		
<p><b>Bradford Greenhouse</b> Event - Glow Event – Nov 22nd to Jan 19th - Promotions committee to contact them re: what's the setup.</p>		
<p><b>Rogers TV</b> – Marianne reported that no date has been set yet. For best promotional results, video should be done just prior to show or at show. Downside, doesn't promote show but good for exposure. Videographer wants to check out church venue first. She also gave him Mike Smith &amp; Meaghan Ing's name.</p>		
<p><b>Susan Doolan Article</b> – Marianne has been contacted by her for an on-line article on Simcoe Review (simcoereview.com). Photo link is there already.</p>		
<p><b>Social Media Campaign</b> – create 4 vignettes to post once a week until showtime. Discussed contacting a local 'Griswold' decorated house.</p>		
<p><b>Head Shot Ideas</b> – no decision made.</p>		
<p><b>Barrie Santa Claus Parade</b> (mid November) – Rita Kolpak has been tasked with handing out of promotional flyer.</p>		
Action Items	Person Responsible	Deadline
1. Forward graphic for review.	Jan Aikins	ASAP
2. Contact Collier Street United re: charity donation to their project.	Stephanie McMurren	ASAP
3. Contact Rock95 re: Toy Drive details.	Sue Heath	ASAP

Discussion	Theme/Set List Order	
<b>Set List Review</b> – Finalized list will be posted on Groupanizer.		
<b>Choreo Designation</b> – Final Countdown & Hot Chocolate; some body movement will be incorporated into other pieces		
<b>Theme Elements</b> – Feliz Navidad -use of Mardi Gras puppets?; New Year’s focus for 12 Days After Christmas and Final Countdown; choir will be in audience during Set 2 sing along.		
<b>MC Scheme/Ideas</b> – Use Statler & Waldorf – the Muppets ‘old guys’. Set in a fake balcony with short and snappy comments only.		
Action Items	Person Responsible	Deadline
1. Send updated set list to Vision.	Marianne Derow	ASAP
2. Check with Roger Heath and George Jonescu to play Statler & Waldorf.	Sue Heath Jan Aikins	ASAP
Discussion	Matinee	
<b>Repertoire</b> – set list discussed and will be posted to Groupanizer.		
<b>Pre-Show Event Schedule</b> – 1 pm to 2 pm Mary Lou Ruttan will do crafts and sing along again. Rita Kolpak to be asked to assist with crafts. Beth Allen to be invited to do the pre-show sing along with Mary Lou and be Mrs. Claus.		
<b>Face Painting</b> – Contact Steingard (did it last year) and Mabel Moon too.		
<b>Crafts</b> – some items as last year.		
Action Items	Person Responsible	Deadline
1. Connect with Rita to confirm her assistance or recruit help from members.	Mary Lou Ruttan	ASAP
2. Invite Beth Allen to Matinee.	Sue Heath	ASAP
3. Contact Face Painters.	Jan Aikins	ASAP
4. Confirm Tom Aikins as Santa.	Jan Aikins	ASAP
Discussion	Costumes and Props	
Committee has met and is keeping within budget.		
<b>Women</b> – pursue using B! red dresses (3 styles) and add more sparkle. Committee will work on B! red dresses theme to determine if there are enough before asking members to purchase their own ‘ugly Christmas dress’. Links to these types of dresses sent to Vision via Messenger for perusal prior to meeting.		
<b>Men</b> – purple shirt presented but looking for something brighter; sparkle vest; sparkle bow tie		
<b>Props</b> – Staging Elements – use of noisemakers during Final Countdown – New Year Focus.		
Discussion	Programme	
<b>Ad Campaign</b> – each section will be challenged again to each obtain as many new ads as possible.		
<b>Current Ads/Sponsorship:</b>		
<ul style="list-style-type: none"> <li>Stephanie McMurren has obtained a \$500 sponsor from TD Bank – ½ page black &amp; white ad.</li> <li>Barriston Law, via Marie Keeler, will take a ¼ page black &amp; white ad for the season. Hot Chocolate – song sponsorship.</li> <li>Amy Lewis (Bookkeeper) – ½ page black &amp; white ad as part of \$600 comp for services.</li> <li>Storage Mart – in kind sponsorship comp – full colour back cover</li> <li>Mike Smith (Sound Technician) – ¼ page black &amp; white – comp</li> <li>Moving Art – ½ page black &amp; white – Christmas only. Comp for audition space.</li> </ul>		
Action Items	Person Responsible	Deadline
1. Announce ad campaign challenge to membership.	Marie Keeler	Oct. 15 rehearsal
Discussion	Stage Management	
Jen Burns to manage for the Christmas show only. She will start attending in November (currently involved with KCP show) and start the show grid then.		
<b>Crew Recruitment</b> – Former crew has been contacted - Mitchell Klemm has confirmed. Awaiting response from Elin Hughes. May need and additional person.		
<b>Apprentice</b> – The person who contacted us re: stage management has withdrawn her interest.		

Old Business		
Discussion	Old Business	
<b>Task List Review</b> – Jobs still outstanding:		
<ol style="list-style-type: none"> <li>bingo chair</li> <li>historian</li> <li>board member – 2 required</li> <li>programme ad sales;</li> </ol>		
Task list and job description manual to be taken to B! Kids at ticket distribution time – October 15 <sup>th</sup> .		
<b>Recruiting Board Members</b> – 2 positions are available – see notes above.		
<b>Storage Unit Keyholders</b> – Jan Aikins reported that all keys have been distributed and an updated list of keyholders posted on Groupanizer (Documents). Clean up has taken place along with the purchase of a ladder and storage boxes.		
Action Items	Person Responsible	Deadline
1. Email membership the outstanding jobs along with the job description manual.	Jan Aikins	ASAP
2. Take task list to B! Kids parents and have them volunteer. (Jan to forward doc to Marianne.)	Marianne Derow	October 15th
Administration		
Discussion	Bravado! Kids Agreement	
Discussed agreement sent, via email, by Jan Aikins. Wording changes and additions tracked. Addition: decisions need to be made by Vision/Board of Directors.		
Action Items	Person Responsible	Deadline
1. Update wording in Agreement.	Jan Aikins	ASAP
Discussion	City of Barrie – Culture Department Grant	
Jan reported that no response has been received re: whether or not we can submit a separate grant for B! Kids or have to combine it with ours. Note: we had to be incorporated before we were eligible.		
Financial		
Discussion	Year End Update	
Frank Hutcheson, Year End Financial Auditor, is preparing to do the audit.		
B! Kids Dues – 1 outstanding member		
Discussion	Set Annual General Meeting Date	
Jan to advise Frank Hutcheson, of Annual General Meeting (AGM) dates. 1 <sup>st</sup> choice: Monday, Nov. 5 <sup>th</sup> and 2 <sup>nd</sup> Monday, Nov. 12 <sup>th</sup> . B! Kids Parents can also attend AGM and will be invited via email.		
Action Items	Person Responsible	Deadline
1. Advise Frank of the AGM date(s).	Jan Aikins	ASAP
Discussion	Ratify Budgets – B! and B! Kids	
B! Kids Budget Discussion: Rehearsal accompanist – Marianne spoke with Meaghan Ing. She will only be needed for Past 3 O’Clock and doesn’t see her being used outside adult B! rehearsal time. T-Shirt – Marianne said it’s not required for this show. Kids show costume is in keeping with red and sparkly. Costume Committee will be involved with the final approval.		
Motion, made by Marie Keeler and seconded by Stephanie McMurren, to designate \$5000 from our reserve to be used in the 2018-2019 B! Kids operating budget. All in favour.		Passed
Motion to ratify both budgets made by Mary Lou Ruttan, seconded by Marie Keeler. All in favour.		Passed
Discussion	Sponsorships	
<b>TD Bank</b> - \$500 sponsor – Stephanie McMurren has agreement document to be formalized. Document given to Jan.		
<b>Storage Mart</b> (in kind sponsor) – Stephanie tasked with calculating the rental vs marketing to determine number of show tickets to be given to them. To date, none have been used.		
<b>Gryphon Guild Grant</b> - Marianne said that grant for B! Kids is being submitted. A copy to be forwarded to Jan prior to submission.		
Action Items	Person Responsible	Deadline
1. TD Bank document to be approved.	Jan Aikins	ASAP
2. Forward grant form to Jan Aikins.	Marianne Derow	Upon completion

<b>David Busby Gig</b>		
Discussion	Friday, November 2 <sup>nd</sup> – Barrie Country Club	
<b>Costume</b> – Women - Burgundy/velvet jacket, black bottom; Men - black pants, black stinky shirt and burgundy tie.		
<b>Repertoire</b> – No finalized set list yet. Marianne to contact them. Perform 3 to 4 songs max. List sent to them - Happy Christmas, Happy New Year, Seasons of Love, Final Countdown, Wintertime		
<b>Spring 2019</b>		
Discussion	Miscellaneous – Circus Theme	
<b>Ringmaster</b> – Roger Heath has volunteered for this.		
<b>Costume</b> - a la Cirque de Soleil style; colourful but doesn't have to be 'spandex'. Members to be tasked early to create/obtain their own. No costume changes during entire show.		
<b>Finalize Ideas</b> Before Christmas to commission graphic. Show titles discussed - Cirque de Bravado!: The Greatest Show & more. Initiate 'save the date' graphic. i.e.) The Circus is Coming (save the date title only) so to have more time to confirm show title.		
<b>Georgian College Rigging</b> – Marianne has not heard back from them yet.		
<b>Collingwood Circus Club</b> – find our more information about them re: venue, performance rates, brochure.		
Action Items	Person Responsible	Deadline
1. Commission a 'Save the Date' graphic teaser with 'The Circus it Coming'.	Jan Aikins	ASAP
2. Contact Circus Club.	Karen Flynn	ASAP
<b>Future Gigs</b>		
<b>October 23, 2018</b> Georgian College – O Canada -- Rita Kolpak and Sue Heath to perform on our behalf.		
<b>Sunday, December 9</b> – Salvation Army – perform 6-7 songs; Marianne to determine which tracks to use and advise Stephanie; Steph reported that promotional material is forthcoming. We will receive a small number of tickets but are not under any obligation to sell.		
<b>December 2018</b> – Asked to sing at Holly Days (Carol Sing at Holly Community Centre) – This is a no go. It is felt we are busy enough during the month.		
<b>Saturday, November 24</b> – Rama – no info yet.		
<b>Skyliners</b> - deferred		
<b>Meeting Adjourned – 11:15 pm</b>		
Next Meeting	Tuesday, October 23, 2018	7:15 pm Ruttan Residence

Minutes submitted by Karen Flynn