

Vision Committee		
Date	Time	location
Attendees	Jan Aikins, Marianne Derow via phone, Cath Hughes, Marie Keeler, Mary Lou Ruttan, Karen Flynn, Sue Heath, Stephanie McMurren, Chuck Ruttan (Guest)	
Regrets	n/a	
<b>Check In &amp; Adoption of Minutes</b>		
Discussion	October 9, 2018	
Motion to approve, without changes, by Marie Keeler, seconded by Mary Lou Ruttan. All in favour.		Passed
<b>Suggestion Box</b>		
Nil from general membership but Sue Heath suggested that once we know the music that we sing in groups of 4, one from section. Marianne to be consulted.		
<b>Old Business</b>		
Discussion	Bingo Chair	
Vera Cloes has offered to take over this position in January 2019. She will be trained this Fall while Flo Delkus is still on board.		
A big thank you goes to our retiring Bingo chairperson, Flo Delkus.		
Discussion – recruiting ideas for bingo volunteers within B!. Also discussed whether or not there is a need for a volunteer list from membership.		
<b>Finances</b>		
Discussion	Year-End Update	
Amy Lewis, bookkeeper, working on error corrections before Frank Hutcheson can audit. Reports ready for November 5 <sup>th</sup> Annual General Meeting.		
Year to Date report – no updates reported by Treasurer at this time.		
Steph has met with Amy once re: QuickBooks.		
Training contingency fund \$500 available for Treasurer to take a QuickBooks training, if needed.		
<b>Administration</b>		
Discussion	Voting Rights at Annual General Meeting	
Chuck Ruttan led discussion, after legal researching our By-Laws, re: inclusion of B! Kids parent (guardian) of voting and running for the Board.		
Decision made to defer ability to vote to next year and invite parents to participate with Vision. This decision is in line with the B! Kids agreement amendment that was distributed, via email, to Vision members.		
Thank you, Chuck, for researching this.		
Discussion	Bravado Kids Agreement – Revisions	
Taking into consideration the decision made re: B! Kids parents voting rights the agreement has been accepted as written.		
Discussion	City of Barrie Grant Application	
City replied re: that separate grant submission can be made. One for operating fund (shorted application) as well as project funds (B! Kids). Told to ensure that each application mentions exactly what we want. Advised to omit youth group reference in operating submission.		
Vision decided to apply on behalf of B! only for operating grant and look for other grant/fundraising opportunities for B! Kids.		
Action Items	Person Responsible	Deadline
1. Work on operating grant application.	Jan Aikins	December 1 <sup>st</sup>
Discussion	Gryphon Guild Grant Application	
Gryphon grant submitted for \$1000 by Marianne.		
Discussion	Board Nominations	
No new nominations received. Cath Hughes has agreed to run although she isn't able to attend meetings.		
Discussed approaching current and former members.		
Action Items	Person Responsible	Deadline
1. Contact members from discussion.	Jan Aikins Sue Heath	Oct. 29 <sup>th</sup> rehearsal

Discussion	Notice of Annual General Meeting (AGM) – Monday, November 5, 2018	
Official AGM 10 days notice is ready to go.		
Action Items	Person Responsible	Deadline
1. Email notice to membership.	Jan Aikins	Min. 10 days before Nov. 5
Discussion	AGM Agenda	
Review and Vote on Year End Audit. Amy Lewis, Bookkeeper, to review report. Auditor, Frank Hutcheson, is unable to attend.		
Spring show – Circus theme costumes. Collage of costume samples to be emailed to membership. Marie Keeler will reiterate at meeting.		
Board/Vision – Accomplishments and Internal Projects what we do at meetings and other ‘sundry’ duties – what’s new this year, job description, Messenger, learning tracks with words, Boston Pizza fundraising, ad sales with section, hired new director, on line ticketing, mobile payment.		
Action Items	Person Responsible	Deadline
1. Email what we do on the Board of Directors and at Vision meeting to Jan.	Vision Committee	ASAP
2. Review Year End audit at AGM.	Stephanie McMurren	AGM meeting
3. Costume samples to membership.	Marie Keeler	Before Nov. 5th
Discussion	New Member Approval	
Concerns discussed re: attendance/commitment and quality of sound. No action at this time.		
<b>Christmastravaganza</b>		
Discussion	Administration	
<b>Square</b> – app used to accept credit cards for online and in person ticket order. It went live October 20 <sup>th</sup> . 12 tickets have been purchased online so far. Deposit charge – TD bank allows 30 free transactions per month then \$1.25 each. Difference in transactions will be reviewed after the show.		
<b>Stage Management</b> - Jenn Burns has withdrawn as Stage Manager but will stay on as crew along with Elin Hughes and Mitchell Klemm. Sue Heath offered for this show but still need a permanent SM.		
<b>Sound Production</b> – Mike Smith is resigning after this show. Andrew Shropshire, via Jan, who has a lot of sound production experience has agreed to do our sound. Andrew will shadow Mike at this show and has agreed to assist prior to the Spring show. Will receive same honorarium as Mike		
<b>Sponsorship Agreement with TD Bank</b> - Jan forwarded the letter to Stephanie. Bank logo is needed for promotional material but no reply to email sent by Karen has been received yet.		
<b>Collier Street Contract</b> – extra room has been booked by Stephanie and deposit has been made.		
<b>Extra Rehearsal Space</b> Nov 4 <sup>th</sup> – 2pm to 5 pm - Band Rehearsal – Moving Arts \$497 (high fee) or SCDSB - Forest Hill Public School – Custodial charge of \$24/hr - \$250-275 Nov 17 <sup>th</sup> – 11:30 to 6 pm – Mandatory Choir Rehearsal - Salvation Army Hall – Stephanie to check availability and use Sanctuary space in prep for December 9 <sup>th</sup> combined concert		
<b>Call for Sound Tech, Stage Crew, Santa &amp; Mrs. Claus</b> Tech Dress Rehearsal – Lighting/AV 4:30; Choir 5:30 pm Dress Rehearsal – 5:30 pm Marianne to create show week schedule for everyone including guests.		
<b>Load In Volunteers</b> – Jan to ask for helpers.		
Action Items	Person Responsible	Deadline
1. Contact Kathleen Burnside, TD bank, re: logo to be sent to Karen Flynn and deliver agreement letter.	Stephanie McMurren	ASAP
2. Initiate rental of Forest Hill School via school board website.	Karen Flynn	ASAP
3. Create show week rehearsal schedule.	Marianne Derow	ASAP
4. Call out for load in helpers.	Jan Aikins	Next Rehearsal
Discussion	Promotion	
<b>Review Posters</b> - TD logo to be added; Kids poster similar to last year; Double sided (evening one side, matinee the other) add ticket prices for evening show; enlarge ‘festive dress’.		
<b>Food Bank Drive Prizes</b> – Matinee - stocking filled with crafts. Evening – outdoor festive arrangement.		

City Hall Display Case – We have it for the month of November (reserved by Walter Fischer) Marie Keeler and Mary Lou Ruttan to setup. Decoration ideas -snow, lights, bells and poster.		
<b>Glow</b> at Bradford Greenhouse – Christine still doesn't have details yet.		
<b>Social Media Campaign</b> – Lisa Hickling Miller is handling. FYI – Griswold like house lights up Nov 22 <sup>nd</sup>		
<b>Lobby Design</b> – Bravado! logo with lights (as in poster) <b>Head Shots</b> – on clothes peg light strand – grouped by section		
Action Items	Person Responsible	Deadline
1. Send poster revisions to Graphic Artist.	Jan Aikins	ASAP
2. Email membership re: decorations and assistance.	Marie Keeler	ASAP
Discussion	Theme/Set List Order	
Set list for evening and matinee discussed in detail. Sue, Stage Manager, took detailed notes re staging, entries, etc. Will update staging matrix.		
Evening Set List		
Act 1	Act II	
Christmas on Broadway – B! and Track	Christ For Unto Us a Child is Born – B! and Track	
Sleigh Ride – B! and Band	Still, Still, Still – B! and Piano	
Feliz Navidad – B! and Band	<b>Intro</b>	
Rudolph the Red-nosed Reindeer – B! Kids and Track	Frosty the Snowman – B! Kids and Track	
<b>Intro</b>	When I Fall In Love – B! Men and Piano	
The First Noel – <i>Audience Sing-along</i>	<b>Intro</b>	
<b>Intro</b>	Hark the Herald Angels Sing – <i>Audience Sing-along</i>	
Happy Xmas (War is Over) –B! and Band	<b>Intro</b>	
Hot Chocolate from Polar Express – B! and Band	Mary Did You Know – Small Group, Beatboxing and Percussion	
<b>Intro</b>	Can't Stop the Feeling – B! Kids and Track	
Go Tell It On the Mountain – Bell A'Peal Handbell Choir	<b>Intro</b>	
Past Three O'clock – B! Kids, Handbell Choir & Piano	Happy New Year (Abba) – B! and Band	
David of the White Rock – B!	Wintertime – B! Women and Piano	
Witness – Bravado	12 Days After Christmas – Quartet and Band	
<b>Intro</b>	<b>Intro</b>	
Christmas is Coming – B!, B! Kids, Handbell Choir and Band	Finale - Final Countdown – B!, B! Kids, Beatboxing and Percussion	
Matinee Set List		
For Unto Us a Child is Born – B! and Track		
Sleigh Ride – B! and Band		
<b>Intro</b>		
Rudolph the Red-nosed Reindeer – B! Kids and Track		
Frosty the Snowman – B! Kids and Track		
<b>Intro</b>		
Feliz Navidad – B! and Band		
Christmas On Broadway – B! and Track		
<b>Intro</b>		
The First Noel – Audience Sing-along		
Can't Stop the Feeling – B! Kids and Track		
Christmas is Coming – B!, B! Kids, Handbell Choir and Band		
<b>Intro</b>		
We Wish You a Merry Christmas – Audience Sing-along		
Discussion	Matinee	
Mabel Moon (Virginia Dennis) is available. Honourarium \$125.		
Usher/Helpers - Mary Lou to estimate number needed. Ang Wagner has agreed to help. Suggested that B! Kids help too.		
Discussion	Costumes & Props	
<b>Evening Show</b> Women's Costume – individual members are individually displaying costume – no parade.		
<b>Matinee</b> – Christmas attire.		
<b>Pinata Party</b> (Feliz Navidad props)– Sue to ask Donna Greatrix to create or head up group to do this.		
Action Items	Person Responsible	Deadline
1. Connect with Donna Greatrix re: pinata.	Sue Heath	ASAP

Discussion	Programme		
<b>Ad Campaign</b> – create flyer to enhance sales – Jan said that Kempenfelt Community Players have a nice ‘mini’ programme flyer to assist with ad sales. Suggested that we have the same thing for next season.			
<b>Ad Sales to date</b> – Section Challenge – Soprano 2; Alto 3 plus 1 sponsor; Tenor 0; Bass 2.			
Ad Deadline: Friday, Nov. 9 Print Deadline: Friday, Nov. 23.			
Action Items	Person Responsible	Deadline	
1. Contact previous ad people.	Karen Flynn	ASAP	
2. Research the creation of an ad campaign flyer.	Jan Aikins	Spring Season	
<b>David Busby Gig</b>			
Discussion	Friday, November 2 – Barrie Country Club		
<b>Call Times</b> – 5:30 sound check; performance window between 7 and 8 pm.			
<b>Advertising for our Show</b> – seek permission to advertise.			
Marianne is awaiting to connect with their sound technician.			
<b>Repertoire</b> – Seasons of Love, Orange Colored Sky, The Final Countdown.			
Action Items	Person Responsible	Deadline	
1. Ask if we can advertise and finalize sound equipment.	Marianne Derow	ASAP	
<b>Spring Show</b>			
Discussion	Circus Theme Review		
<b>Circus Theme</b> – Marianne to address choir at AGM re: Spring show theme.			
<b>Georgian College Rigging</b> – Marianne has yet to hear from Beth Elliot despite numerous contact attempts.			
<b>Collingwood Circus Club</b> – Karen reported that no pamphlet is currently available. Club links were sent. Awaiting studio rental rates.			
<b>Save the Date Graphic</b> – will be ready for Christmas programme with byline of ‘The Circus Is Coming’.			
Action Items	Person Responsible	Deadline	
1. Contact Georgian Theatre re: rigging specs & front row seat removal.	Marianne Derow	ASAP	
<b>Future Gigs</b>			
Discussion			
<b>O Canada at Georgian College</b> – Oct. 23 – Sue Heath, Rita Kolpak and Christine Crawley performed on our behalf. Sue reported that it went quite well.			
<b>Salvation Army</b> – Sunday, Dec. 9 <sup>th</sup> -			
<b>Rama</b> – Nov. 24 <sup>th</sup> – Marianne still has not heard back but will check. Previously, if we haven’t heard from the by this time, it’s a ‘no go’.			
<b>Skyliners</b> - <i>deferred</i>			
<b>ChoralFest</b> – is trying to get a wrap up meeting set for November 19 <sup>th</sup> , as per Jan’s report.			
<b>Meeting Adjourned – 10:35 pm</b>			
Next Meeting	Tuesday, November 6 <sup>th</sup>	7:15 pm	Ruttan Residence

Minutes submitted by Karen Flynn