

Vision Committee		
April 2, 2019		7:15 pm
		Ruttan Residence
Attendees	Jan Aikins, Marianne Derow (via audio link), Cath Hughes, Marie Keeler, Mary Lou Ruttan, Karen Flynn, Sue Heath Guest – Roger Heath, Stage Manager	
Regrets	Lisa Hickling Miller, Stephanie McMurren	
Check In & Adoption of Minutes		
Discussion	March 5, 2019 Minutes	
Motion to approve, with changes from discussion, by Mary Lou Ruttan, seconded by Sue Heath. All in favour.		Passed
Suggestion Box		
No submissions		
Cirque Musicale		
Discussion	Costumes & Makeup	
Update – Discussion from Virginia Dennis’ email re: whether faces should be unique or similar style (due to the uniqueness of individual costumes). It was decided that the members should choose their ‘face’. Marie to email members re: sending a sample of personal preference.		
Makeup Scheme – To speed up the makeup application process, it was felt that a makeup prep list is needed. Members could do their own prep prior to makeup application. Marie to consult Virginia.		
Face Painting Help – Jen Burns reached out to us whether her daughter could assist. It was felt that Virginia and her assistant has this under control. Marianne to email her with our decision.		
Action Items	Person Responsible	Deadline
1. Send email to members re: face paint design and consult Virginia.	Marie Keeler	ASAP
2. Email Jen Burns re: face painting help decision.	Marianne Derow	ASAP
Admin/Site Visit Update		
Discussion	Georgian College Contract	
Contract deposit made of 50% of the estimated total. Extra tech and overtime will be settled after the show. Finalizing contract has had a lot of challenges. The contract had major changes and city staff were not well versed when questions were asked.		
Contract-fee outline: (1) A base license fee of \$6,456.33 (\$5,713.57 plus HST), which includes the following: a. Venue Rental of \$6,275.53 (\$5,553.57 plus HST) which includes; i. Access to the facility from 9:00am to 11:00pm on non-event/show days ii. Access to the facility from 12:00pm to 11:00pm on event/show days iii. Use of the dressing rooms iv. Use of the loading dock, for loading in and out only, not for parking v. 37 of Tech assistance for set-up vi. 7 of Tech assistance for event/show vii. General cleaning of the facility b) Additional payment of \$180.80 (\$160.00 plus HST) must be made in full on the following estimates. Should either the Licensor or Licensee see an adjustment needed in the following estimates, written notification must be made and kept on file for settlement purposes: viii. Security – \$20.00 per hour when required ix. Additional Technical Personnel - \$32.47 per hour when required x. Equipment Rental – N/A xi. Ushers – Bravado Show Choir to provide adequate ushers as per the usher agreement xii. Piano Tuning – \$140.00 + HST when required xiii. Additional cleaning – N/A xiv. Additional City of Barrie Insurance Policy Opt-in – Not required –Bravado Show Choir will supply insurance B. A non-refundable holding deposit in the amount of \$2,776.79 is due by the Licensee by Friday March 22, 2019 in order to confirm your booking. C. A damage deposit in the amount of \$1,000.00 is due		
Discussion	A2D2 Cirque Centre	
Contract – Finalized today.		
Insurance – They will provide required certificate.		
Food Rider – Dinner to be provided by us. Going with a sandwich and veggie tray for 9 members.		
Invoice needed from them for Bingo fund reporting.		

Action Items		Person Responsible	Deadline
1. Ask A2D2 for an invoice.		Marie Derow	March 3
Discussion	Overtime – Venue and Technicians		
Extended rental period Wed & Thurs 9 am to 11 pm will cost us 3 hours @ \$118. Additional tech person (\$37) will be extra. Roger Heath, Stage Manager, doesn't think we need one.			
Roger is not sure show the lighting tech will be. It may not be Beth Elliot.			
See sound technician below for detail.			
Discussion	Sound System Revised/Technician		
Georgian Theatre (GT) has undergone a major sound system update. After his visit, Mike Smith, said we don't need our sound board or a snake. GT has their own sound board and technicians. Debbie Klemm, former B! member, will be assisting with solo prompting.			
Concern raised about solos and choral sound. Newly assigned sound tech is Matt. Mike Smith met with Mike. Jan to contact Mike Smith re: tech change to see if he has any concerns.			
Action Items		Person Responsible	Deadline
1. Contact Mike re: GT technician change.		Jan Aikins	ASAP
Discussion	New Lavalier Mics		
The four new ones have arrived and are in Jan's possession. We now have 5 body mikes in total plus 5 battery packs. New lavaliers mics are compatible with our existing battery packs. We have permission to use their head mikes too.			
Discussion	Run Through Dates – Sound Technician & Stage Crew		
Roger has sent Mike Smith the rehearsal schedule and wants him to come to the band rehearsal on Saturday, April 13 th Rogers to check with Mike re: availability on Monday, April 22 nd (rehearsal with band).			
Stage Crew – Schedule – Marianne plans on running the show each rehearsal. Props to be used as soon as we can.			
Crew - Flo Delkus, Sheila Crosby, Elin Hughes, Vera Cloes & Steve Hughes			
April 13 th – need stage crew for this date and all rehearsals after that.			
Action Items		Person Responsible	Deadline
1. Check Mike's availability on 22 nd .		Roger Heath	ASAP
Discussion	Tear Down Matrix		
Marie Keeler to do this.			
Action Items		Person Responsible	Deadline
1. Prep matrix and make available at next rehearsal.		Marie Keeler	Apr. 8 rehearsal
Discussion	Trailer Load In List		
A list of 'needs' from the storage unit is required now.			
Action Items		Person Responsible	Deadline
1. Put your thinking caps on, Vision!		Vision Committee	Ongoing to Load In
Discussion	Band Member – Drummer		
Due to medical reasons, Allan Halford, is unable to perform with us. Meaghan Ing is in charge of finding his replacement.			
Mary Lou Ruttan has a recommendation.			
Electronic drum set required. If new person doesn't have one, Tanner Greatrix does. If needed, he will be asked.			
Action Items		Person Responsible	Deadline
1. Send Meaghan drummer's name.		Mary Lou Ruttan	ASAP
Discussion	Stage Elements – Update		
Site visit and elements discussion led, in detail, by Roger.			
Items discussed – screen, backdrop, tented ceiling, tower/construction, band pit setup.			
Tent - broadcloth original idea but concern about light filtering through. Jan to price out organza (better light filter).			
Roger circulated a copy of the stage configuration as part of the update. Copy enclosed.			

Action Items	Person Responsible	Deadline
1. Price out tent material alternatives.	Jan Aikins	ASAP
Discussion Staging Workshop – Sunday, April 14 – Dotti Potts Studio		
Set Construction – headed up by Gavin Silberman (Mr. McGavin It to the rescue).		
Stage Decoration – Donna Greatrix working on bunting with lighted strings. Possible - Riser curtain's with 'star' cutouts and lighted from behind.		
Sign up list circulated at last and upcoming rehearsals.		
Discussion Change Room Allocations		
Sue Heath led a discussion of where to allocate the kids, choir and A2D2 troupe. The 9 troupe members to go in the 'alto' room. Kids will come dressed and in the green room.		
Set List Review		
Discussion Intro Scheme – Diana Kolpak (Our Clown MC)		
Diana's note circulated and reviewed in great detail. Notes taken by Jan, Marianne, Roger and Sue. Marianne to flesh out lighting cues, mic assignments, choral formation, etc.		
Jan to communicate changes to Diana & ask what props she provides and we provide.		
Marianne and Jan found Diana very accommodating and creative.		
Action Items	Person Responsible	Deadline
1. Flesh out lighting cues, etc.	Marianne Derow	ASAP
2. Contact Diana.	Jan Aikins	ASAP
Discussion Promotion		
Media Release , Curbex Change Out - <i>deferred</i>		
Social Media Plan – Videos - <i>deferred</i>		
Poster Handbill – time has been put on the online graphic and subsequent printed material.		
Rack Cards – due April 8 th rehearsal.		
Discussion Programme		
Bios/Theme (deadline) – Due to tight timeline only music team and guests will have bios. Karen to obtain updated and new bios from band members.		
Ad Push – Karen reported that the Sponsorship challenge between sections, as of Xmas, are a tie between soprano, alto and basses with 3 and tenor 1. Members asked to get more especially theme related sponsors. Ideas – tattoo parlour, gymnastic group, physiotherapist, make up or costume/party store.		
Action Items	Person Responsible	Deadline
1. Contact band members re: bios.	Karen Flynn	April 15
Discussion Other Stuff		
Lobby Decoration – reuse Bravado letters from Christmas show and add circus themed decorations. Patrons have their photo taken with circus related items supplied by us. Jan getting quote on rental of a photo booth.		
Refreshments – Ideas: Popcorn machine, cotton candy, water. No set fee – donation.		
Charity Tie In – The Gilbert Centre was discussed. Jan to contact them.		
Ushers – Ang Wagner and Sheri Lind are coordinating and hope to recruit B! Kids parents. Ushers 18+ are needed for Saturday show.		
Action Items	Person Responsible	Deadline
1. Contact Gilbert Centre and obtain photo booth quote.	Jan Aikins	ASAP
Discussion Admin		
Trailer Ownership – has now been transferred to B! from Jim Giffen. Two certificates reside with Brian Cloes and Jan Aikins.		
Financials – quick review done on the doc that was emailed prior to the meeting. Copy attached.		
Topics – use of \$4000 grant from City of Barrie – use of funds is at our own discretion and can be used this fiscal year, B! Kids budget has their own section listing which includes their own dues plus funds from B! (\$5,000) & Gryphon Guild grant (\$1,000). We are in an overbudget situation, if we do not sell more tickets than was budgeted. Sell, sell, sell!		
Any questions are to be directed to Stephanie, our Treasurer.		

QuickBooks Assistance – Mike Sullivan has offered to assist the Treasurer with this. Thanks, Mike, for the help and for reading the minutes so you know that help was needed.		
Fundraising Ideas – Non-Event Event / 50-50 draw at show - <i>deferred</i>		
Midhurst United Church (MUC) Request – as long-standing renters they have asked if we would be willing to make a donation towards the purchase and maintenance of an AED. Decision made to make a one-time donation of \$300.		
Action Items	Person Responsible	Deadline
1. Advise MUC of donation towards AED.	Jan Aikins	ASAP
Comfy Christmas 2018		
Discussion	Getting Ahead of the Curve	Dates: Nov 29 & 30th Venue: Collier Street United Church
Music Selection – theme has been chosen so Vision would like to get the selection process started now with the intent of having learning tracks created during the summertime. Choir will be asked for song ideas.		
Get your comfy PJs out, choir. This may be part of the costuming.		
Action Items	Person Responsible	Deadline
1. Email members re: songs selections.	Marianne Derow	ASAP
Spring Show 2020		
Discussion	Leslie Arden Commission	
Tentative theme is A Songwriter's Circle with focus on Canadians.		
Marianne spoke with her re: song composition for us. Her fee is \$1000 and we decide on the subject/theme. Leslie suggested using an existing poem or a new composition.		
Discussed theme of 'The Merits of Singing Music' (healing, respite from busy life). Jan mentioned that, B! member, Richard Pearson is a poet. She will approach him.		
Action Items	Person Responsible	Deadline
1. Contact Richard re: interest in composing.	Jan Aikins	ASAP
Meeting Adjourned – 11:03 pm		
Next Meeting	Tuesday, April 16, 2019	7:15 pm Ruttan Residence

Minutes submitted by Karen Flynn

Georgian Theatre Stage Configuration

April 2nd Vision Mtg.

