

Vision Committee			
Tuesday, April 16, 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, Stephanie McMurren, Lisa Hickling-Miller, Roger Heath (Stage Manager)		
Regrets			
Check In & Adoption of Minutes			
Discussion	April 2, 2019 Minutes		
Motion to approve by Cath Hughes, seconded by Marie Keeler. All in favour.			Passed
Suggestion Box			
No submissions.			
Administration			
Discussion	Volunteer Appreciation		
April is Volunteer Appreciation month. All non-B! member Bingo volunteers to be sent a thank you card and Tim's card \$20.			
Action Items	Person Responsible	Deadline	
1. Contact Bingo Chairperson, Vera Cloes, for addresses and purchase cards for distribution.	Cath Hughes	ASAP	
Discussion	Financials		
Refreshments for Cirque troupe (as per contract). No budget left in choir refreshments. Use honourarium funds for the 3 nights. Sandwich trays – try Fox's Bakery, possibly make veggie & fruit trays for them rather than purchase food and make on our own.			
Cheque - A2D2 Cirque Centre has been paid.			
Total costumes & makeup artists (\$678 Virginia and her assistant) \$865 Total \$943.00. Costume Committee – is under budget \$1500.			
Action Items	Person Responsible	Deadline	
1. Organize food needs.	Mary Lou Ruttan	Show Time	
Discussion	Help with Quick Books		
Stephanie mentioned that Mike Sullivan was mistaken about what we needed. He's well versed in setup and that has been done. Steph asked to research training videos. Jan sent links received from Marcel Lapierre to treasurer			
Action Items	Person Responsible	Deadline	
1. Research training videos, using links, send by Jan, from Marcel.	Stephanie McMurren	ASAP	
Discussion	Fundraising Ideas		
50/50 - deferred			
Non-Gala – Marianne is going to look through videos and select ones to use. Jan is putting a flyer together. Not enough time to do that this year.			
No fundraisers will cause a short fall in this budget area. Not sure if we will be involved in Kempenfest.			
Discussion	Dates for Spring 2020 – Georgian Theatre – May 1 st Phone In		
1st Choice - May 1 & 2 (16 rehearsals)		2nd Choice - May 8 & 9	
Jan to script spiel and send to volunteers.			
Action Items	Person Responsible	Deadline	
1. Email members for volunteers.	Jan Aikins	ASAP	
Cirque Musicale – Admin			
Discussion	Back Stage Refreshments		
Stephanie is arranging. Thanks, Steph.			
Discussion	Stage Manager Update		
Logistics - Change Rooms – (see attached) Beth Elliot, GT tech requested and received permission to give us a classroom for the kids – no charge.			
Lighting Instructions for on-shift techs – discussed in details. Notes taken by the appropriate people. ☺			
GT Techs on shift – Mike Brandon (sound) and Beth Elliot (lighting).			

Strike tape ordered by Marie.		
Discussion	Stage Decorations Elements Update	
Sunday, April 14 th was set building day – Gavin Silberman has constructed a sturdy tower. Stored at Jan’s but requires a truck to move and 2 strong people to load in/load out. Need transport band pit railing and hoop for ‘tent’. Swag hanging will have to be determined at theatre.		
Action Items	Person Responsible	Deadline
1. Send email asking for truck & volunteers.	Jan Aikins	ASAP
Discussion	Matrix Sign Up – Logistics of each Task	
Marie to update and make available next rehearsal.		
Logistics – meet with volunteers prior to show to familiarize process and task order. See Load In logistics below.		
Discussion	Trailer Load In List	
Roger to check Brian Cloe’s availability to drive trailer that day. Order of Set up - Jan led discussion on what should be done first and to follow. Needs discussed and noted by appropriate persons. Items can now be stored in our trailer.		
Mike Smith to make list of our sound needs.		
Discussion	Honourariums	
Andy Bruce (drummer) - \$500 Meaghan - \$350 Paul Everett (guitar) - \$500 Ralph Johnson (bass guitar) - \$500 Diana Kolpak - \$250 Baton Twirlers - \$100 (Satyne Ward) Stars United Baton Club Brian Backland \$600 - half and half Mike Smith – (none for Don Cameron) \$500 Gas Cards – Mike Smith - \$100 Brian Cloes - \$100		
Discussion	Gifts for Helpers	
Sheri Lind & Ang Wagner- have their budget and looking after purchases.		
Discussion	After Party	
Monday, May 6 th – MUC – kid’s party 4:30 to 5:30 – Steph to confirm with MUC Need party place volunteer for Monday evening adult party. Scott Herman is hosting a get together after Saturday show. Adult Party – May 6 & debrief May 13 th 6:30-8:30 pm		
Action Items	Person Responsible	Deadline
1. Email dates to Midhurst United.	Stephanie McMurren	ASAP
2. Email members re: volunteer for Monday evening adult party place.	Jan Aikins	ASAP
Discussion	Ticket Sales	
Tickets confirmed sold (money received) - Friday 103 & Saturday 56		
Complimentary – Gilbert Centre – 2 for each show Katie Pergau – 3 ‘gold’ tickets Refreshment Kids – 2 Scott Boyer – nil – unable to attend. Storage Mart – 6 each show but have never claimed any previously.		
Cirque – Costumes & Make Up		
Discussion	Update	
Dress Rehearsal – will be a true ‘dress’ all to wear full costume on the Thursday. Only one costume not been seen. Make Up Schedule: Kids’ make up – 5:30 start – discussed timing need to confirm who can be there at call time Adult Make Up – 5: 30 to 7:00. A few members doing their own. Need to see in advance and up to par with Vision. Marie is compiling a binder for Virginia’s use.		
Meaghan in costume – black with a colourful shirt (AKA Elton John costume?)		
Band – no costume except guitarist - Paul Everett – purple or black sparkly vest		

Cirque – Set List Review		
Discussion	Props Update	
Run through with props – most props are already being used.		
Discussed needs: ordered Sherlock Holmes hat; call for: stuffed animals, flashlights, megaphone, novel lighted balloon, wooden skewers, large knitting needles, medium sized lion, and more.		
Discussion	Finalize Intro Scheme/Staging	
Meeting with Diana Kolpak via Facetime Thursday 8:30 pm with Jan and Marianne.		
Run through opportunities to be confirmed with Diana.		
Discussion	Light & Mic Cues	
Marianne working on this. Roger has her list of mics and type (hand held, body) needs.		
Lighting Cues Meeting with Marianne & Beth – Marianne will be sending lighting cues later this week. She prefers Wednesday afternoon. Concern is when the rigging will be done. Alternate – Thursday morning – 9 am.		
Discussion	Load In Logistics	
Order of Setup – Considerations: sound, rigging, sign, band pit, tower, tented ceiling, light setting/check, risers, skirts, projector (Roger Heath arranging and Jan to send the slide presentation).		
Logistics – meet with volunteers prior to show to familiarize process and task order. GT technician will determine what is done first – then determine our order. i.e.) 1 st remove risers & tower; Fly curtain legs & cyc.		
Load In Help – truck needed.		
Cirque – Promotion		
Discussion	Update	
Cath is handling the social media aspect. Shout out via email.		
Update – Barrie Today (online) posted yesterday. Great media release by Rita.		
Tickets summary (sold/spoken for) for this Monday.		
Discussion	Creative Economy Newsletter (City of Barrie)	
Rita Kolpak sent a media release for inclusion in this newsletter. There is no charge for a submission.		
Celebrate Barrie – June 2 nd discussed but research found that deadline was April 12 th .		
Cirque – Programme		
Discussion	Update	
Draft Review – draft sent to Vision, via email, for omissions, etc. Suggestions noted and updated.		
Ads Summary – 17 ads placed in total. 3 comps were comps plus a full page acquired via B! Kids adult.		
Section Challenge – Soprano 5; Alto 5; Tenor 1; Bass 3. The Divas won this time!		
Print deadline set for April 26 th .		
Cirque – Other Stuff		
Discussion	Lobby Update	
Refreshments – Rita Kolpak has arranged rental of popcorn machine from Georgian’s Last Class pub. 2 days rental - \$100; Supplies \$170 includes popcorn, machine and bags. Servers need to be trained. Cotton Candy – to stay within budget ordering only 20 bags. Water Dispenser – need cups. Diaper Wipes for clean up.		
Gilbert Centre – setting up their display. Jan sent poster for promotion on their website. Proceeds from refreshments to go to them.		
Photo Booth – Rental is \$200 per night from Roth Media (comp ad being placed in programme). Patrons have a choice of receiving a digital photo via email or text. No paper is used. B! suppling the circus props.		
Action Items	Person Responsible	Deadline
1. Arrange server training on popcorn machine.	Jan Aikins	ASAP
Comfy Christmas ‘Comfort and Joy’ 2019 – Getting Ahead of the Curve		
Discussion	Music Selection	
Marianne sending email requesting songs.		

Pjay's/Onsies - deferred.		
Spring Show 2020		
Discussion	Next Steps	
Richard Pearson is thrilled to compose a poem. Marianne to send poem to Leslie Arden. Timelines to be determined.		
Action Items	Person Responsible	Deadline
1. Forward poem when composed to Leslie.	Marianne Derow	TBD
Meeting Adjourned – 10:45 pm		
Next Meeting	Saturday, June 1 st	Time – TBD Jan's Residence

Minutes submitted by Karen Flynn