

Vision Committee			
June 1, 2019		9 am	Hughes' Residence
Attendees	Jan Aikins, Marianne Derow, Cath Hughes, Marie Keeler, Mary Lou Ruttan, Karen Flynn, Sue Heath, Stephanie McMurren,		
Regrets	Lisa Hickling-Miller		
Check In & Adoption of Minutes			
Discussion	April 16 Minutes		
Motion to approve, without changes, by Sue Heath, seconded by Cath Hughes. All in favour.			Passed
Old Business			
Discussion	Cirque Review		
<p>Suggestions to Action - Sound at back of riser config needs attention. Deferred until Marianne can get a feel of the space (next year) before changes made.</p> <p>Talked about B!'s vision of our own studio/storage/rehearsal space (could be shared). Research how other local groups fund their own space. Marianne explained the rationale behind 'black box' spaces, like Five Points Theatre, it's easy to configure.</p> <p>Next Steps – 1. Available commercial space – ask Sam Wallace re: ball park rates.                  2. Kempenfelt Community Players (KCP) – Mary Lou to contact them.                  Currently, we spend approx. \$9000 a year for rehearsal space rental and storage fees.</p> <p>Debrief – Marianne is still organizing her notes</p> <p>A<sup>2</sup>D<sup>2</sup> sent an online survey to us. Marianne to send the questions for us to review but we will wait until we see the video before responding. It is noted that a large discount was given to us. This was brand new experience for them too. They have never performed as guests but did enjoy themselves.</p>			
Action Items	Person Responsible	Deadline	
1. Send Vision survey questions.	Marianne Derow	ASAP	
2. Contact KCP re: facility rental.	Mary Lou Ruttan	Next Meeting	
3. Contact Sam Wallace re: commercial space rates.	Jan Aikins	Next Meeting	
Discussion	Spring 2020 Dates – Georgian College Theatre		
We received our 1 <sup>st</sup> choice show dates of Friday, May 1 and Saturday, May 2 with Tech Dress, Wednesday, April 29 & Dress Rehearsal, Thursday, April 30. This is a reservation with rental forms to be done in January.			
Discussion	Curbex Renewal - Should we renew for 6 months?		
Curbex 6-month contract ends. Spring show ad at Georgian Mall (main back East entrance) will be removed as of June 5 <sup>th</sup> . Agreed to renew in August to promote auditions then switch out for Christmas show. Explore a 12-month rate and possible location change to front entrance.			
Action Items	Person Responsible	Deadline	
1. Contact Curbex re: rate and location.	Stephanie McMurren	ASAP	
Discussion	Extra Video Revenue		
Revenue is now at \$1025 and only \$600 budgeted. 41 DVDs have been ordered exceeding budgeted amount of 2. Discussed on how to handle this. Chuck Ruttan hasn't contacted Brian Backland yet. Decision made for Chuck to contact him first and see if he comes back with a different amount.			
Action Items	Person Responsible	Deadline	
1. Report Vision Committee decision to Chuck.	Mary Lou Ruttan	ASAP	
Discussion	Donation for Paul Aikins		
It was with great sadness that we heard that our mentor and fan, Paul, passed away unexpectedly last week. Vision decided to donate \$250 to the Paul Aikins Scholarship Fund for Etobicoke School of the Arts students.			
Action Items	Person Responsible	Deadline	
1. Donate \$250 to the fund.	Stephanie McMurren	ASAP	
Financial			
Discussion	Cirque Financial Review		
5-year Ticket data received, via email, from Steve Hughes, Ticket Coordinator. Spring 2019 doesn't include box office funds. Copy to be posted with minutes on Groupanizer. Steve's of highlights in the numbers for Spring shows: The most tickets sold in the last 5 years (up 48.52% on 2018)			

<p>The most revenue from any show in the last 5 years (up 46.79% on 2018)                  The second highest average tickets per member (0.01 behind the Vegas show)                  The most tickets sold by the box office (up 53.23% on 2018)</p>		
<p>Ticket money discussion, led by Stephanie &amp; Jan, re: received \$5213.45 from Ticket Pro (City Box Office).                  Ticket Pro total sales \$4111.60 added to Steve's total 2019 Spring Show ticket summary - 65% member sales; 10% kids; 25% online sales.</p>		
Action Items	Person Responsible	Deadline
1. Update YTD doc.	Stephanie McMurren	By June 30th
Discussion	Year End for Year to Date	
<p>YTD document to be posted with minutes.                  Notes: programme totals currently skewed – Stephanie is working on balancing.                  Ticket Sales from City of Barrie to be added (\$4111.30).                  Audience Refreshments total a little low – popcorn machine rental                  Operating Expense – Loss \$4267.88 – 2019 Kempenfest fundraising is no longer available to us. We also didn't meet current budgeted fundraising this year.                  Overall Net Income - \$1291.21 (made money) – but on financial statement it will appear as a loss.                  Treasurer is researching and updating, where applicable.                  Member Dues – one member still has \$100 outstanding. Discussed outcome/payment plan. Treasurer has already contacted member. Jan to write to member stating that the books are being closed as of June 30<sup>th</sup> and payment needed.</p>		
Action Items	Person Responsible	Deadline
1. Contact member re: outstanding dues.	Jan Aikins	ASAP
Discussion	City of Barrie Grant Deferral	
<p>City of Barrie Grant Deferral - Jan discussed the extra \$2000 from City grant that is budgeted (deferred) for 2019/20 but could be included in current 2018/19. That would increase overall net income.</p>		
Discussion	Budget 2019-2020 Priorities	
<p><b>Fundraising</b> – Jan Aikins let us know that Kempenfest is no longer an option for us.  <b>Sponsorship</b> – We may need to pay commission to find sponsorship. Who do we know?  <b>Grant</b> – discussion re: disbursement of funds. \$2000 will be deferred to 2019-20 season.  <b>Dues Structure</b> – adult membership fee remains the same. B! Kids the same but discount applied only at Fall startup. See B! Kids item below for detail.  <b>Misc</b> – <i>Audition Fee</i> – Marianne said that last year a lot of preparation work was done for a large number of no shows. On a professional basis this type of fee is charged. It was decided that a new audition process be implemented: auditionees register via google doc, \$25 audition fee charged which is applied to member fee, if accepted. Etransfer fee to Treasurer.                  Decrease adult membership to 25 from 30 for budgeting only; kids 20 (even though could be 25 to 30 kids).</p>		
Action Items	Person Responsible	Deadline
1. Set up audition fee process.	Marianne Derow	Prior to Auditions
<b>Bravado! Kids</b>		
Discussion	Review of Season & Next Steps	
<p>Review - Funds leftover approx. \$4300 from original \$5000 B! donation. B! Kids loss of \$691.02.                  Would like to hear more songs with harmony.                  Auditioning is currently on an inclusive basis but would change as it grows.                  Next Steps - Rehearsal Accompanist – Marianne would like one occasionally but not on a regular basis.                  High school volunteer help would be an asset.                  Number of Songs to Perform – 2 to 3 at evening and focus more performing at a matinee (Christmas).                  Parent Liaison on Vision – to promote inclusivity and increase communication between Kids and Adults. Recruit 1 to 2 parents now.                  Budgeting - Dues - \$125 per season/\$225 year – discount only at the beginning of the year.                  \$5000 fee for Marianne.</p>		
Action Items	Person Responsible	Deadline
Contact:		
1. Meaghan Ing re: rehearsal accompanist names.	Marianne Derow	ASAP
2. Meaghan, Katie Pergau, Mary Tamburri (St. Joseph's HS music teacher) re: student volunteer help.		
3. Contact B! Kids parents re: Vision Liaison.	Marianne Derow	ASAP

Staffing Vacancies		
Discussion	Stage Manager	
What about using other people from other groups i.e.) South Simcoe Theatre mentioned; ask Beth Elliot, GC tech, for possible names or Flo Delkus for Christmas only. Mention it is a pro bono position.		
Action Items	Person Responsible	Deadline
1. Contact Flo & Beth.	Sue Heath	ASAP
Discussion	Sound Tech	
We may have to pay a professional company. Mike Smith knows someone who would be interested but would have to pay more. Georgian College has their own sound tech but need an assistant that knows solo cues.		
Discussion	Accountant & Bookkeeper	
Accountant – Frank Hutcheson resigned and will not be doing our year end. He recommended Lindsay Langlois, BDO. Contact her re: fee for a not for profit corporation.		
Bookkeeper – Amy Lewis, via Jan Aikins, has given 2 months’ notice as of today. Financial statement is required by the City. For budgeting purposes, her leaving will increase the QuickBooks fees. Approach Sheila Crosby, former member.		
Action Items	Person Responsible	Deadline
1. Contact Lindsay Langlois & Sheila Crosby.	Jan Aikins	ASAP
Discussion	Promotion	
Transition process from Rita Kolpak to incoming Promotion Coordinator (unknown at this time) is being worked on by Jan Aikins.		
Promotional Invoice from Barrie Events Guide – Invoice \$50 + tax received. Given to Treasurer by Jan.		
Discussion	Auditions – Membership Targets	
Membership Targets: Audition: High soprano, more altos, tenors and basses. Brandyn Aikins to put together audition graphic for Curbex using a revised version of last year’s audition graphic. Send info to Lisa for social media boosting.		
Audition Space: Moving Art would be good. Date: Sunday, September 8 <sup>th</sup> . Marianne to coordinate. Choir Start: September 9 <sup>th</sup> .		
Action Items	Person Responsible	Deadline
1. Contact Meaghan re: audition space/her availability.	Marianne Derow	ASAP
2. Arrange graphic revision and send to Curbex and social media posting.	Jan Aikins	ASAP
2020 Season		
Discussion	Comfort & Joy – Christmas 2019	
Marianne is reviewing selections from choir members. Final selection will be ready prior to summer for ordering and learning tracks.		
Discussion	Spring 2020 ‘Songwriters’ Title	
Favoured title – ‘They Wrote the Songs- Hits from Mozart to Maroon Five’		
Discussion	Flesh Out Spring Concepts	
Ideas abounded during lunch discussion.		
Discussion	Direction for Commission from Leslie Arden	
Richard Pearson has agreed to write the lyrics.		
Karen Flynn relayed to Richard Pearson that Marianne to provide him with scope of lyrics.		
Discussion	Music Distribution & Learning Tracks	
Song list will be ready for summer ordering/collating by Music Librarian and creation of tracks by Meaghan Ing.		
Action Items	Person Responsible	Deadline
1. Finalize Xmas song list for summer learning track prep.	Marianne Derow	June/mid July
Discussion	Prep for Local Summer Publications	
Graphic for May Court and Tourism Barrie Event guide. Use rendition of the Spring show programme ad or Curbex.		

Discussion	Season Tickets Subscriptions	
Decision made to offer subscription tickets for evening shows. For budgeting purposes, adult fee proposed at \$30 per show. Subscription rate \$50 - \$10 savings. Vouchers will be given at time of purchase for Spring show.		
Discussion	Choreography vs Moving – Next Step	
How to ensure individual comfort level with choreo vs staging moves was discussed. i.e.) simplify steps for some members; have groups with more complex moves (like signing up for an ensemble).		
Meeting Adjourned – 3:00 pm		
Next Meeting	TBD	September after Choir Start Up

Minutes submitted by Karen Flynn

The following documents are posted on Groupanizer with minutes.

- Spring Ticket Data Analysis YOY-2019
- YTD 2018-2019 Budget-June 19, 2019