

Vision Committee		
September 17, 2019		7:15 pm
		Ruttan 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 th & June 1 st	
Check In – All members were asked how their summer was.		
Motion to approve both minutes, with no changes to April 16 th and changes to June 1 st from discussion, by Sue Heath, seconded by Cath Hughes. All in favour. Passed		
Meeting Schedule/Activity Calendar – important dates plotted on flipchart calendar by Marie Keeler. Dates to be added to digital copy.		
<i>Vision Meeting Dates:</i>		
	October 15	October 29
	February 11	March 10
		November 12
		April 7
		December 10
		April 21
		January 14
		May & June TBD
Barriston Law Gig – Dec 7 th . Marie Keeler is waiting for confirmation.		
Voice at Large (VAL) – November 1 st – Venue – contact Tollendale.		
Closure of The Music In Me – Mary Lou Ruttan received all of their costumes and some music from Margot Hamilton. We don't have enough room to store all of this. Costume committee will look through the costumes and offer to KCP.		
Action Items	Person Responsible	Deadline
1. Transcribe dates to digital calendar.	Marie Keeler	Next Meeting
2. Contact Event Coordinator at Tollendale.	Sue Heath	ASAP
3. Determine costume needs received from Margot and offer to KCP.	Costume Committee/ Mary Lou Ruttan	Ongoing
Financials		
Discussion	Bookkeeper and Accountant Recruiting	
Amy Lewis referred us to Gordon Robertson, Orillia, who sent an estimate of his fees (July email). Bookkeeping & Accounting - \$4000 to \$5000; Accounting only \$1200 to \$1500.		
Stephanie contacted former member, Sheila Crosby, and Sheila suggested she could serve in an advisory role. Steph & Sheila to converse with this Thursday. Sending her the job description prior to call.		
Chuck Ruttan referred Stephanie to the BDO bookkeeping department. BDO can give us a price but they need a lot of info. We do need someone to do our Financial Statement for upcoming AGM. Amy will be needed to confer with accountant to prep this. Awaiting outcome of discussion with Sheila before contacting BDO re: filling out their required forms. Tentative AGM – November 4 th .		
Action Items	Person Responsible	Deadline
1. Contact BDO after discussion with Sheila.	Stephanie McMurren	ASAP
2. Send Sheila bookkeeper job description prior to call.	Stephanie McMurren	ASAP
Discussion	Year End Highlights	
Brian Backland's Supplemental Fee - \$900 paid instead of \$600 due to increase in demand for DVDs.		
Final Cirque Review – received additional funds from the City which put us in the black at \$1701. Bravo!		
Discussion	2019-2020 Draft Budget Review	
Stephanie McMurren distributed 2019-2020 budget which both she and Jan Aikins worked on over the summer. Also included last year's for reference. Thanks, Girls.		
Stephanie taking notes and sending update to Vision. Ratify at next meeting.		
B! Kids Due Increase – Amount increased to \$175 per show. ** 18 kids but awaiting some to confirm by registration.		
Action Items	Person Responsible	Deadline
Discussion	How to Mitigate Deficit – Highlights from Discussion	
Prior to discussion, budgeted deficit stands at \$5126. Note: We have a reserve but we don't want to go there. We have been very responsible but we may have visit this. * City of Barrie grant only \$2000 from last year. We will be asking \$5000 again this year. * Fundraising budget \$1400 + Kempenfest shortfall - \$5000 shortfall if we don't raise funds.		
Discussion Items:		
<ul style="list-style-type: none"> • Sound Technician - \$2000 budgeted – no person yet. Ang Wagner asked her contact and awaiting his response. We can offer 		

<p>\$500 honourarium for Xmas. Budget amount higher in case we have to go professional.</p> <ul style="list-style-type: none"> MUC rent to be increased. We won't know until next week what the amount is. Alternate rehearsal spaces – Jan contacted Samantha Wallace, over the summer, giving her our fee range, which is approx.- \$600 to \$750 per month (Midhurst United Church rental, Storage Mart expenses, trailer storage). Follow up resulted with Sam not having an immediate suggestion but will reach out to her colleagues. <p>Mary Lou contacted Kempenfelt Community Players (KCP) re: collaborative sharing of their rehearsal space and storage. Outcome: would end up being more than we pay now. \$100 first 3 hours. Consolidate costumes, set, sound equipment, etc.</p> <ul style="list-style-type: none"> Need storage for trailer. Bertram's is selling the business and in the new year we will need to find a new home for it. Costume – reduce Xmas from budgeted \$1000; Spring show – rely on a theme – and members do their own thing? Props – combine with costumes Refreshment Reduction – only serve tea & coffee. Ask members to provide snacks on a rotating basis. Show Night – snacks only – nothing for tech and dress rehearsals. This would reduce to half budgeted amount. Programme printing – reduce quantity; reduce number of printed pages, if ad sales permit Advertising – reduce paid and increase use of social media and free community ads <p>Managed to reduce deficit considerably.</p>		
Action Items	Person Responsible	Deadline
1. Update budget and circulate to Vision for review.	Stephanie McMurren	ASAP
Discussion	Ticket Price Increase/Subscription	
<p>Marie Keeler checked local organizations - \$30 Huronia; other choirs \$25; \$20 Lyrica. Vision feels we don't have a consensus to raise the amount to \$30 & offer subscription of \$25 for Xmas/Spring shows. Xmas to remain at \$25. Spring – we can determine whether we need to raise it to \$27 or \$30.</p>		
Action Items	Person Responsible	Deadline
1. Advise membership that Christmas ticket price will remain at \$25.	Vision Committee	Next Rehearsal
Bravado! Kids		
Discussion	T Shirt Update	
<p>Marie reported that a test print is currently being done. Tee shirt sizing is a concern. Shirt is black with blue/white B! Kids logo. A friend of Sam Wallace's doing the printing. Tee shirt price \$25 (\$23 to print). Sample should be available for next Monday's rehearsal.</p>		
Action Items	Person Responsible	Deadline
1. Advise B! Kids and parents that they are coming and cost is \$25.	Marianne Derow	Next Rehearsal
Discussion	Parent Representative	
<p>Infrastructure Plan – Rather than creating a Parent Board Rep position who would 'run' for the position and possibly reduce the number of B! committee members it was decided that the rep would be invited to attend the portion of the meeting that concerns them. Much like a Stage Manager. Get their input and they are responsible to pass on to the rest of the parents. Have volunteer(s) drop in at the next Vision meeting – October 15.</p> <p>Job Description – creation of this dependent upon tracking assignments on what the volunteer Parent(s) does through the year.</p>		
Discussion	Rehearsal Accompanist Recruitment; Fees	
<p>Marianne has found a rehearsal accompanist, Jayden McDonald – scheduled for 8 rehearsals for the fall @\$20/hrs. (1 rehearsal- 2 hrs. & 7 rehearsals - 1.5 hrs. (1.5 hrs. = \$30)) Spring yet to be determined by Marianne. Contract required, Jan to send a sample to Marianne. Marianne will edit for approval then get her to sign.</p>		
Action Items	Person Responsible	Deadline
1. Send sample accompanist contract to Marianne for editing.	Jan Aikins	ASAP
2. Get the contract signed.	Marianne Derow	ASAP
Discussion	Grant Writing	
<p>Starting earlier in October. Marianne will submit to Gryphon Guild again once 2019-20 info posted on website. She has also contacted Kathy Burnside at TD Bank (Mapleview Dr branch) re: another \$500 sponsorship. Awaiting response.</p>		
Strategic Planning		
Discussion	AGM/All Members Meeting	
<p>AGM date to be set when Financial Statement is ready. Tentative date – Monday, Nov. 4th</p> <p>An All Members Meeting is highly recommended so that new members can become more familiar with B!'s direction. Tentative date: January 18th, 2020.</p> <p>Note: Members Manual on Groupanizer needs to be updated. Marie Keeler to update and have it reposted.</p>		

Action Items		Person Responsible	Deadline
1. Update document received from Cath Hughes.		Marie Keeler	ASAP
Discussion	Fundraising Events		
We need to net \$5000.			
Ideas from Marianne – solicit pledges from our patrons and then we perform, free of charge, at local senior homes, palliative care, etc. i.e.) bring Comfort & Joy to others. Allows us to raise funds and reach out to the community. Each member could collect pledges (\$100) December 14/15 – tentative dates set on calendar. Jan to poll the group.			
Spring – perform an adult only (burlesque like) show. Marianne expanded on her idea. Combined fundraising event with i.e.) Legion and us. Use known material, small ensemble, duets. Possible date – Saturday, Feb. 15 th .			
B! Parent’s Involvement in Bingo – Vera Cloes, Bingo Coordinator, to be asked to reach out to them.			
Ang Wagner suggested Flip It (online shopping) - % of \$\$ goes to us. Similar to Vista card fundraiser.			
B! Online ticket sales – add a Donate button suggested by Marianne. Cath to look into feasibility on website and FaceBook.			
Action Items		Person Responsible	Deadline
1. Ask Vera to contact B! Parent rep. re: bingo.		Jan Aikins	ASAP
2. Poll membership re: Christmas pledge shows & February event.		Jan Aikins	ASAP
3. Get more info from Ang Wagner.		Jan Aikins	ASAP
4. Check website/FaceBook re: donate button.		Cath Hughes	Next Meeting
Discussion	Extra Gigs		
Barriston Law Christmas Gig – tentative date of Saturday, December 7 th . Awaiting confirmation.			
Fundraising dates noted in previous item.			
Discussion	Plot Out Activities Calendar		
VAL – Nov 1 st – Sue Heath contacting Tollendale re: venue (see above).			
AGM – Nov 4 th			
Members Meeting – January 18th			
Fundraising – All Adult Show (no kids) – tentative date – Saturday, February 15 th ;			
Tentative Barriston gig – December 7 th .			
Staffing			
Discussion	Stage Manager		
One of our auditionees, Stephanie Auger, who decided not to perform has offered to stage manage for us. Marianne has given her important rehearsal dates and will invite her to a Vision meeting. Need 3 stage hands along with manager. Jan to poll membership for suggestions and to contact Mike Howe too.			
Action Items		Person Responsible	Deadline
1. Poll membership re: stage hands.		Jan Aikins	ASAP
Discussion	Sound Tech Needed		
Ang Wagner has spoken with Chase (he’s worked with B! before) the sound tech at her church. Waiting to hear back re: honourarium.			
Steph received information from Collier Street United. They are installing a projection system and a new sound board. Eastview has a program and could be an option for us. She has the teacher contact name.			
Professional Sound – Marianne to contact Celebrate Barrie sound tech.			
Action Items		Person Responsible	Deadline
1. Contact teacher at Eastview re: sound tech students.		Stephanie McMurren	Next Meeting
2. Contact sound tech.		Marianne Derow	Next Meeting
Discussion	Bookkeeper/Accountant		
See notes under Financials.			
Discussion	Promotion – Next Steps		
We have some interest from Chuck Ruttan (Rita Kolpak sent her notes to him) & new member, Myschel Pajuaar.			

Discussion	Trailer Management		
With Brian Cloes not singing with us this season due to medical reasons, we will check with him to see if he's able to use his vehicle. Otherwise, we need to find a tow vehicle.			
Action Items		Person Responsible	Deadline
1. Contact Brian re: trailer towing.		Stephanie McMurren	Next meeting
Discussion	Auditions		
We could still use 'a few good men'. Jan to send an ad to the Gilbert Centre (our Spring 2019 Charity) and ask them to post our ad. Mary Lou to approach KCP re: posting of ad. Jan to send ad to Mary Lou.			
Audition Fee, although discussed at June 1 st meeting wasn't charged this year. However, Marianne shared rehearsal schedule prior to audition which helped weed out those who would find it too daunting.			
Another good idea to help manage time wasted with no shows is a synopsis of our expectations prior to audition so they can determine if they are the right fit for us.			
Action Items		Person Responsible	Deadline
1. Contact KCP re: audition ad posting.		Mary Lou Ruttan	ASAP
2020 Season			
Discussion	Christmas 2019 - Comfort & Joy		
Song Lyrics – Do they know it's Christmastime - contentious lyrics being reviewed by Vision.			
Collier Street United is booked, no deposit required yet. Jan is contacting their refreshments person.			
Outline Concepts – many ideas discussed Living room setting instead of risers. Integrate musicians within the choir. i.e.) stage set like a 'King Family Christmas' think back to mid 20 th century folks			
Charity Tie In – too early to determine yet. Need a more firm story line.			
Set List – needed for next meeting to help determine concept/setup.			
Tag Line Needed – why we are in pajamas? Submit ideas via messenger.			
Sound Recording - Ryan Harper contacted and charges \$565 in total – will come with his equipment to record sound only. Sound tech is in budget.			
Guests – Meaghan Ing has a line on a flute/sax player. Honourarium of \$200 – can play in more than one song.			
Matinee Theme Ideas – Santa & Grinch; 'Elf' – Jan to approach Mike Howe, former member, to play the elf.			
Action Items		Person Responsible	Deadline
1. Set List		Marianne Derow	Next Meeting
2. Send tag line ideas via Messenger.		Vision Committee	ASAP
3. Reach out to Mike Howe.		Jan Aikins	ASAP
Discussion	Spring – They Wrote the Songs		
Leslie Arden Update & Concept Highlights – Leslie & Richard Pearson worked over the summer but Leslie unable to complete the project.			
Alternative - Richard forwarded lyrics to Marianne.			
1.) Marianne suggested that we respond to Leslie saying we are still interested in partnering in a future consult.			
2.) Go ahead with Richard's lyrics and perform in the Spring. Have Marianne and Michael Viera (former ESA teacher) create music/band chart, etc. Fee structure: Marianne no fee; Michael \$500 to \$600 honourarium.			
3.) Guest Artist – Carly Aikins – similar to a Choir, Choir, Choir event where an artist is brought in as a lead and group learns harmony. Have Carly Aikins be the lead and then teach it to the audience. Carly needs to know definite timelines.			
4.) OR feature clips from well-known artists and how they came up with their process.			
Action Items		Person Responsible	Deadline
1. Contact Michael V.		Marianne Derow	ASAP
Meeting Adjourned – 10:45 pm			
Next Meeting	Tuesday, October 15	7:15 pm	Ruttan Residence

Minutes submitted by Karen Flynn