

Vision Committee		
October 15, 2019	7:15 pm	Ruttan Residence
Attendees	Jan Aikins, Marianne Derow, Cath Hughes, Marie Keeler, Mary Lou Ruttan, Karen Flynn, Sue Heath, Stephanie McMurren, Lisa Hickling Miller Guests: Donna Henderson, Amanda Redgate (B! Kids Parent Liaison); Chuck Ruttan (Promotions Coordinator)	
Regrets	n/a	
Check In & Adoption of Minutes		
Discussion	September 17, 2019	
Motion to approve, with changes from discussion, by Cath Hughes, seconded by Stephanie McMurren. All in favour. <span style="float: right;">Passed</span>		
Discussion	Welcome B! Kids Parent Representatives	
A warm welcome and Vision member introduction was given to Donna Henderson and Amanda Redgate who volunteered to be our first Parent liaisons.		
Administration		
Discussion	Old Business	
<b>B! Kids Shirts</b> – Marianne has them and has shown the kids. Kids will receive them at October 21 <sup>st</sup> rehearsal. \$25 each.		
<b>Barriston Christmas Gig</b> – it's a no go of December 7 <sup>th</sup> .		
<b>Distribution of Recruitment Poster</b> – Jan send a copy to Gilbert Centre. Mary Lou to send to Kempenfelt Community Players (KCP).		
<b>Midhurst United Church (MUC) Rental Increase</b> - \$5 per night for Adult and no increase for kids. Saturday rentals \$200 flat rate. Note: Contract now states use of Sanctuary and Kitchen.		
<b>B! Kids Rehearsal Accompanist Contract</b> – has been finalized with help from Chuck Ruttan.		
Action Items	Person Responsible	Deadline
1. Send recruitment poster to KCP.	Mary Lou Ruttan	ASAP
Discussion	Saturday, October 19 <sup>th</sup> Rehearsal at MUC	
<b>Risers/Trailer</b> – Risers would be good however, unable to transport risers via our trailer. Brian Cloes, Trailer Coordinator, is on leave and unable to bring it and no one on Vision has a vehicle with a trailer hitch. Due to tight timelines it was decided not to use them. <i>Note:</i> Amanda Redgate offered the use of a pick-up in the future. <i>Storage:</i> Stephanie mentioned that Currie's, via Dan McMurren, may be able to store the trailer once Bertram's closes.		
<b>Lunch Prep</b> – Members to bring their own but Stephanie will bring buns and some luncheon meat. Cath Hughes has some desserts.		
<b>Advertising Brainstorm at Break</b> – Section groups to meet re: who (local businesses) is being approached for programme ads.		
<b>Recording for Dropbox &amp; Social Media</b> – Cath Hughes to bring iPad and Marianne will record chore videos. Cath to post to Dropbox.		
Action Items	Person Responsible	Deadline
1. Announce Ad brainstorming to take place during lunch break.	Jan Aikins	Oct. 19th
Discussion	Mapleview Community Church - Rehearsal Logistics – October 21 <sup>st</sup>	
MUC unavailable on this date due to federal election polling station. Ang Wagner has arranged for us to use this venue. Need: keyboard (in storage) & stand, speaker, cables, etc.		
Action Items	Person Responsible	Deadline
1. Pick up keyboard and accessories from storage unit.	Cath Hughes	Oct. 21 <sup>st</sup>
Discussion	New Members Confirmed	
Marianne confirmed that Myshel Pajuaar, Diane Thatcher, Todd McDonald and Lindsay Stephen have joined the family.		
Discussion	Jo Description Manual – Revisions	
Jan said that some edits have been received. Stephanie, Treasurer, asked to create a Bookkeeper role. Karen to edit manual and post after Vision approval.		
Action Items	Person Responsible	Deadline
1. Create bookkeeper job description.	Stephanie McMurren	ASAP
2. Edit manual and post.	Karen Flynn	ASAP

Discussion	Melody In Me Costumes	
Costume Committee has seen them. Said the they are good for musical theatre company but not suitable for our use. Kempenfelt Community Players (KCP) to be contacted to see if they could use them.		
Action Items	Person Responsible	Deadline
1. Contact KCP.	Mary Lou Ruttan	ASAP
Discussion	Voices at Large (VAL)	
<b>Fall</b> - Friday, November 1 <sup>st</sup> confirmed at Amica Retirement Home. Keyboard, speaker and stand needed but no mics (Amica can provide these) and extension cords. Sue to liaise re: our needs.		
<b>Spring</b> - Venues discussed: Mall not the best showcase. Retirement facility the best scenario (good community service). Library (Amanda to check), Georgian Mall, Barrie Country Club (Amanda- festive - includes kids; Easter time – Bradford Greenhouse (MLR)- Spring session – Jan to April – 1 hr to 1/5 hr.		
Action Items	Person Responsible	Deadline
1. Contact Amica.	Sue Heath	ASAP
2. Contact Barrie Library and Barrie Country Club.	Amanda Redgate	Next Meeting
3. Contact Bradford Greenhouses.	Mary Lou Ruttan	Next Meeting
<b>Staffing Update</b>		
Discussion	Stage Manager & Crew	
Stephanie Auger is our Stage Manager. Crew – Flo Delkus has declined, Mitchell Klemm not confirmed, Sheri Lind’s son a possibility. Jan ask Linda Blom who has worked with us before.		
Stage Manager to be asked to attend November 12 <sup>th</sup> meeting and November 16 <sup>th</sup> rehearsal.		
Action Items	Person Responsible	Deadline
1. Ask choir re: stage crew volunteers (family &/or friends) & contact Linda Blom.	Jan Aikins	Next Rehearsal
Discussion	Sound Tech	
Chase Godmere has agreed with Jan replying to his questions.		
Marianne talked to Dave Dickinson (his quote \$350 per performance & \$250 per rehearsal – setup amount not known) and his is willing but has a conflict on one of our evening shows. She has asked for recommendations. Asked to keep following up with him until Chase is confirmed.		
Collier Street United Church has a new sound board. Stephanie asked to contact re: details.		
Debbie Klem is confirmed for Tech Assistant.		
Action Items	Person Responsible	Deadline
1. Continue follow up with professional sound tech guy.	Marianne Derow	Ongoing
2. Continue communication with Chase.	Jan Aikins	Ongoing
3. Contact Collier St Church re: sound board.	Stephanie McMurren	ASAP
Discussion	Accountant	
Gord Richardson to review year-end financial statement. \$1500 budgeted.		
Discussion	Trailer Management	
<b>Storage</b> – Bertram’s is selling the business so we need another place to store the trailer. Stephanie said that Dan McMurren has approached his employer, Currie Truck Centre, regarding storage.		
<b>Hauling</b> – is an issue due to Brian Cloes’ injury. See October 19 <sup>th</sup> agenda item for detail.		
<b>Fundraising</b>		
Discussion	Christmas Caroling – Sunday, December 15 <sup>th</sup>	
<b>Venues</b> - Mapleview, 9:30 to 11:30; 2 to 3 more in afternoon include kids; Barrie Hospice; Barre Public library; Waterford.		
<b>Performance Length</b> – ½ hr for kids; 45 minutes for adults - 1 kids & 2 adult performances.		
<b>Pledge Collecting Logistics</b> Online needed – investigate GoFundMe; Wix (website) – donation button available & other apps. Pledge sheet for October 21 <sup>st</sup> – ready for Saturday, if possible. Include pledge form with ticket sales and include in programme as an insert. Approach local Real estate agents.		

<b>Member Target</b> - \$5000 needed - \$2500 target – 40 @ \$50 (62.50) each (Donna & Amanda to have Groupanizer access) – JA to give the document		
<b>Marketing Strategy</b> (what’s the hook?) – a spin on our mandate ‘Creating Community Through Music’ by spreading Comfort & Joy to the community who are unable to get out.		
<b>Promotion Graphic</b> – Jan to ask Myschel Pajuaar to create this.		
<b>Action Items</b>	<b>Person Responsible</b>	<b>Deadline</b>
1. Create pledge sheet.	Marie Keeler	October 21 <sup>st</sup>
2. Investigate online pledge platforms: <ul style="list-style-type: none"> <li>• GoFundMe Lisa Hickling-Miller</li> <li>• Wix (our website) Donate button Cath Hughes</li> </ul>	←	ASAP
3. Contact venues: <ul style="list-style-type: none"> <li>• Barrie Hospice – ask Donna Greatrix to contact. Lisa Hickling-Miller</li> <li>• Barrie Library Amanda Redgate</li> <li>• Waterford Retirement Sue Heath</li> </ul>	←	ASAP
4. Pledge sheet in programme.	Karen Flynn	November 27
5. Ask Myschel to create promotion graphic.	Jan Aikins	ASAP
<b>Discussion</b>	Valentine Adult Show – Saturday, February 15 <sup>th</sup> - tentative	
<b>Scope of Event</b> – adult only show with alcohol served. Outline expectations to members. Marianne to announce on October 19 <sup>th</sup> . Opener & Closing song – all B! to participate in Do own small groups, solos but needs to be vetted by Marianne.		
<b>Venue</b> - donated would be good, they keep the bar receipts. Moving Art – has liquor permit – Action: MD approach them, Legion, Kensington on Bryne Drive – Lisa to ask her friends Ferndale Banquet Hall - Sue Chocolate Buffet – Amanda – need details - \$1500 budget		
<b>Price Point</b> - \$2500 target – ticket sales-\$25 with buffet		
<b>Repertoire</b> – small groups, solos, and some choir pieces.		
<b>Action Items</b>	<b>Person Responsible</b>	<b>Deadline</b>
1. Outline show expectations to members.	Marianne Derow	October 19 <sup>th</sup>
2. Scout venues: <ul style="list-style-type: none"> <li>• Moving Arts Marianne Derow</li> <li>• Kensington Lisa Hickling-Miller</li> <li>• Ferndale Sue Heath</li> </ul>	←	ASAP
3. Chocolate Buffet – obtain quotes when more detail is available.	Amanda Redgate	When venue confirmed
<b>Discussion</b>	FlipGive – Online Fundraising	
Ang Wagner sent details to Jan who shared with Vision via email. It’s similar to Vista gift card program. People (members and friends) would download the app and use a unique code to direct funds to us.		
<b>Action Items</b>	<b>Person Responsible</b>	<b>Deadline</b>
1. Ask Ang Wagner to coordinate.	Jan Aikins	ASAP
<b>Discussion</b>	Grant Writing	
<b>Gryphon Guild</b> – available soon. Marianne is monitoring.		
<b>City of Barrie</b> – is now open online. Myschel Pajuaar to attend October 16 <sup>th</sup> City of Barrie grant writing workshop.		
<b>Discussion</b>	Sponsorship for Spring Cycle	
Amanda Redgate to scope out. She will be sent the sponsorship grid document.		
B! Kids Parent Liaisons to have access to Groupanizer for document access. Send Sponsorship grid to them.		
<b>Action Items</b>	<b>Person Responsible</b>	<b>Deadline</b>

1. eMail Sponsorship doc to liaisons & grant access to Groupanizer.		Jan Aikins Cath Hughes	ASAP
<b>Promotions Update</b>			
Discussion	Revised Budget		
<b>Promotion Committee Budget</b> -Chuck Ruttan distributed and summarized the proposed budget. Current budget is \$2500 - \$2890.94 proposed. Looking for an increase to \$3000 to accommodate additional ads. Chuck also recommended placing show ads in other arts group programmes. Amanda Redgate to check out our current ad value with Curbex. She's familiar with their personnel. She is to report back to Chuck.			
'Elf' promos - Mike Howe has agreed to be our ELF. Promo videos to track his journey from North Pole to Collier. 4 videos – posting to start first week of November. Lisa to spear head & Scott Herman willing to assist with social media.			
Vera Cloes has agreed to do his costume.			
<b>Action Items</b>		<b>Person Responsible</b>	<b>Deadline</b>
1. Coordinate productions of promo videos.		Lisa Hickling-Miller	ASAP
2. Contact Andree Day at KCP.		Chuck Ruttan	ASAP
3. Contact Curbex.		Amanda Redgate	ASAP
<b>Financials</b>			
Discussion	Year End Update		
Accountant, Gord Richardson, will review our Year End.			
Discussion	Final Review of Budget – Ratification Vote		
A review of the updated 2019-2020 Budget was done. Revisions: Elf costume to come out of Props budget. Promotion to be increased to \$3000. A motion to ratify this budget including an increase to promotion budget from \$2500 to \$3000 was made by Mary Lou Ruttan and seconded by Lisa Hickling-Miller. All in favour. <span style="float: right;">Passed</span>			
<b>Comfort &amp; Joy – Christmas 2019</b>			
Discussion	Venue Update – Renovations		
Collier St United Church – has a new sound system.			
Discussion	Refreshments		
Jan has sent an email to Liane Patterson, Collier's Table Coordinator, re: serving refreshments at intermission again. No response yet.			
Discussion	Charity Tie-In		
Jan suggested - Give and Get – a local group that has a store front in downtown Barrie and provides clothing, outerwear and more, free of charge, to those in need.			
<b>Action Items</b>		<b>Person Responsible</b>	<b>Deadline</b>
1. Follow through with this group.		Jan Aikins	ASAP
Discussion	Tickets and Promotional Material - Inclusions		
Jan presented the poster graphic mock up for review. Items to add - Charity inclusion, featuring B! Kids, PJ factor – wear your PJs (prize 2 Spring tickets), font changes. October 21 <sup>st</sup> – distribution.			
<b>Action Items</b>		<b>Person Responsible</b>	<b>Deadline</b>
1. Work with graphic designer re: changes/additions.		Jan Aikins	October 21 <sup>st</sup>
Discussion	Programme Update		
Karen reported that programme setup has begun. Printing currently done by Tom Aikins. Future Note: Amanda Redgate has connections in this area and may be able to get the cost donated. Keep in mind for Spring.			
Discussion	Guest Honourariums		
Sax player - \$200	Mike Howe (Elf) - \$75		
Discussion	Rogers TV Taping		
Rogers TV is interested in taping our show again this year. Marianne to clarify if being done for one or both nights. Videographer needs set list. Media waiver needed for kids (individual) & adult (group).			

Action Items	Person Responsible	Deadline
1. Continue working with Rogers.	Marianne Derow	ASAP
Discussion	Video Recording – Pay Structure	
Brian Backland is on board. \$1000 budgeted. Discussion resulted in paying him \$700 for 28 videos & anything above \$25 a copy. Cash up front from members must be down this time. A huge hassle for Chuck trying to collect after CD received for Spring show.		
Discussion	Costumes Update	
Sue spoke on behalf of the committee. Propose 2 sets of costumes – Pyjamas for opening set ‘to open gifts’. Set 2 – casual Christmas party wear – no colour scheme mandated. Discussed possibility of flipping the costumes. No final decision made.		
Discussion	Staging Ideas	
Marianne would like to see a human Christmas tree using the risers on 4 levels.		
Use of a comfy Christmas living room furniture with fireplace, tree, etc.		
Sue provided an excellent stage dimensions chart. Feasibility of fitting the above-mentioned ideas is still being worked on.		
Discussion	<i>Deferred to Next Meeting</i>	
<i>Set List – Intro Breaks</i>		
<i>Intro Scheme</i>		
<i>Matinee Storyline with Elf</i>		
Due to the lateness of the meeting, it was decided to discuss these items at an interim meeting on Saturday, October 19 <sup>th</sup> before choreo rehearsal.		
<b>Deferred – They Wrote the Songs – Agenda Items</b>		
<b>Meeting Adjourned – 10:50 pm</b>		
Next Meeting	(Interim) Saturday, October 19 <sup>th</sup> (Scheduled) Tuesday, October 29 <sup>th</sup>	8:30 am 7:15 pm Midhurst United Church Location TBD

Minutes submitted by Karen Flynn