

Vision Committee		
October 29, 2019	7:15 PM	Ruttan Residence
Attendees	Jan Aikins, Marianne Derow, Cath Hughes, Marie Keeler, Mary Lou Ruttan, Karen Flynn, Sue Heath, Lisa Hickling Miller Guest – Stephanie Auger, Stage Manager	
Regrets	Stephanie McMurren	
Check In & Adoption of Minutes		
Discussion	Stage Manager Introduction	
Welcome, Stephanie, we are thrilled to have you join us.		
Discussion	October 15 th & October 19 th	
Motion to approve, without changes, by Cath Hughes, seconded by Marie Keeler. All in favour.		Passed
Suggestion Box		
<ul style="list-style-type: none"> Riser position to be clear sooner, please. Next rehearsal - riser position taping to be done. 		
Administration		
Discussion	AGM – Financial Statement; Accountant	
Gordon Robertson will have it ready October 31 st and finalized in time for AGM on Monday, November 4 th .		
His fee is \$1600.		
Currently there are no new nominations other than the 8 standing members.		
Discussion	Request from MacLaren – Thursday, December 12 th – 6:15 pm	
MacLaren has requested a 30-minute gig - Marianne to use Doodle poll to ask choir re: availability.		
No confirmation for Meaghan yet.		
Action Items	Person Responsible	Deadline
1. Create poll for MacLaren gig.	Marianne Derow	ASAP
Discussion	Voice at Large (VAL)	
Friday, November 1 st – Amica - Logistics – keyboard, amp, etc. – Amica has mic with 6 ft cord, Cath has keyboard and will bring.		
Spring Date/Venue – Bradford Greenhouse – <i>deferred</i>		
Discussion	B! Kids Tee Shirt Donation - \$400	
Anonymous donation has been received to cover the cost. Marie stated that this helps but doesn't cover it completely so ask \$5 for each child. Need 3 adult sized for 2 high school (volunteers) assistants and rehearsal accompanist. Marianne to find out sizes.		
Action Items	Person Responsible	Deadline
1. Get adult tee shirt sizes.	Marie Keeler	ASAP
Discussion	Rehearsal Schedule After Show	
Midhurst United Church Notice – Another group is sharing the church with use but we are the keyholder. MUC needs to know our post show schedule.		
December 2 ^{dn} is our last schedule. Marianne to respond to MUC.		
Action Items	Person Responsible	Deadline
1. Advise MUC.	Marianne Derow	ASAP
Fundraising		
Discussion	Christmas Caroling Fundraiser	
Venues, Schedule – Waterford has opted out but Whispering Pines can accommodate us at 2 pm. Hospice Simcoe –no time specified.		
Equipment – Marianne to ask Tanner re: use of his system.		
Promotion – graphic review – everyone is in favour. Add venues to it – Mapleview Church, Whispering Pines, Hospice Simcoe		
Money Collection Logistics – Cath waiting for graphic and info and will set up PayPal (business) then. Week of Nov 5 th should be set. Cath to notify Treasurer re: online donations.		
Deadline – January 13 th rehearsal		
Doodle Poll – Marianne to send out to see who's available.		

Action Items		Person Responsible	Deadline
1. Ask Tanner re: using his sound system.		Marianne Derow	ASAP
2. Create Doodle poll re: availability.		Marianne Derow	ASAP
Discussion	Valentines Show		
Venue/Catering Options - Ferndale Banquet Hall – Sue said it’s not available on Feb 15 th . Moving Art – Marianne hasn’t contacted them yet. Lions & Legion – (no rental fee, bar fees) – Sue reported. Parkview Centre – need license – but good location. Jan – ask Brenda from Community Give and Get if she knows of other venues.			
Price point - \$25 is current amount.			
Buffet – Amanda Redgate, B! Kids parent rep, got \$1500 quote for chocolate fondue and dessert buffet from a Jenny Elliott. (detail in email Oct. 23 rd).			
Action Items		Person Responsible	Deadline
1. Continue seeking out venues.		Sue Heath	Ongoing
2. Contact Brenda.		Jan Aikins	ASAP
Discussion	FlipGive Online Fundraiser - <i>deferred</i>		
Staffing Update			
Discussion	Stage Crew		
Stage Manager – Stephanie Auger has been sent our rehearsal schedule by Marianne and will be asked to attend Nov. 4 th rehearsal.			
Mitchell Klemm unable to crew but will help with Wednesday load in.			
Narrator – Roger Heath – to attend November 16 th rehearsal.			
Action Items		Person Responsible	Deadline
1. Contact Stephanie Auger to join us at next rehearsal.		Marianne Derow	ASAP
Discussion	Sound Technician		
Chase Godmere hasn’t provided an affirmative response. Didn’t reply in time for tonight’s meeting so go with professional. Marianne to send email to Dave to confirm his services. Jan to ask Mike Smith, former B! sound tech, to chat with Dave. Jan to ask Mike.			
Professional Quote – Dave Dickinson - \$1864.50 includes 3 rehearsal, 2 show, load in and 3 rd show is free. Recommends that we get Dave to be in contact with Terry, Collier St Sound person. Sue to initialize contact.			
Action Items		Person Responsible	Deadline
1. Contact professional sound tech.		Marianne Derow	ASAP
2. Contact Mike Smith.		Jan Aikins	ASAP
3. Contact Collier St. United sound person.		Sue Heath	ASAP
Discussion	Trailer Management		
Storage – risers need to be loaded.			
Hauling to MUC – Check with them re: parking close to door. Need a tow vehicle. Logistics of loading, unloading, to & from storage is a nightmare. Ask B! Kids parents.			
Brian Cloes has sent in trailer hitch/lock.			
Action Items		Person Responsible	Deadline
1. Ask B! Kids parents re: tow vehicle to bring risers for Nov. 4 th rehearsal & contact MUC re: trailer storage.		Jan Aikins	ASAP
Promotions			
Discussion	‘Elf’ Promos with Mike Howe		
Almost ready to go for first social media posting.			
Discussion	Media Release		
Chuck Ruttan is putting the finishing touches on this.			

Discussion	Programme Ad Campaign	
Karen reported that ad sales aren't as good as in previous seasons. Deadline: Monday, November 18 th . Print Deadline (tentative): Friday, November 22 nd .		
To assist the Treasurer in tracking payments it was decided that ads are to be paid by November 20 th or it's not in the programme.		
Action Items	Person Responsible	Deadline
1. Advise Treasurer of ad payment deadline.	Karen Flynn	ASAP
Comfort & Joy		
Discussion	Admin Update	
Refreshments – Collier St group is on board for intermission.		
Sound Equipment – Sue summarized stage layout plug ins, has WIFI but they have no one to operate it. See Sound Technician above for detail.		
Cues for Sound Board – Debbie Klemm to mark up score on Monday, November 18 th . – Jan		
Lighting Cues – Brian is the lighting person. Marianne to write up basic cues.		
Charity Idea – Donation tree in lobby with person from charity. Donation Announcement – social media, newsletter, website		
PJ Promo/Contest – Ushers to select/judge winners during intermission.		
After Party – Sunday, December 15 th after Caroling. Jan to email members.		
Action Items	Person Responsible	Deadline
1. Contact Debbie Klemm.	Jan Aikins	ASAP
2. Write lighting cues.	Marianne Derow	Tech Dress
3. Email members re: after party date.	Jan Aikins	ASAP
Discussion	Matinee	
Face Painter – Mable Moon to be asked to do this again. There is enough in honourarium budget to cover her fee.		
Crafts - Mary Lou to check out last year's stock. There are still lots of plastic balls.		
Sing Along Logistics – Beth Allen to be asked to lead this Action: Sue Heath contact Beth Allen. Ask - Meaghan play piano		
Reserved same room in basement.		
Action Items	Person Responsible	Deadline
1. Contact Mable Moon.	Jan Aikins	ASAP
2. Contact Beth Allen.	Sue Heath	ASAP
Discussion	Charity Tie In – Donation Scheme	
Patrons and choir members are asked to bring travel sized toiletries, socks and mittens for the donation tree in lobby. A donation box will be available too and monitored by ushers.		
Discussion	Costume Parade	
There is some confusion among members as to what the 'Party' attire is supposed to be – tacky or festive fun. Committee to advise that it's a fun theme but no kitschy costume wear. i.e.) elf ears, etc.		
Action Items	Person Responsible	Deadline
1. Clarify of costume theme.	Sue Heath	Next Rehearsal
Discussion	Staging	
Riser/staircase placement, etc. discussed. Thanks to Sue for staging layout.		
Discussion	Intro Review	
Evening & Matinee (previously distributed by Jan via email) was reviewed in detail and changes noted. Great work, Jan.		
Discussion	In & Outs, Props. Lighting Cues	
Detailed discussion, noted by Stage Manager, using intro/set list.		
They Wrote the Songs – Spring 2020 - Deferred		
Items	Concept Highlights, Graphic for Christmas Programme, Music Selection/Ordering, Contract with City of Barrie	

Meeting Adjourned – 10:00 pm			
Next Meeting	Tuesday, November 12, 2019	7:15 pm	TBD

Minutes submitted by Karen Flynn