

Vision Committee		
January 14, 2020	7:15 m	Heath Residence
Attendees	Jan Aikins, Marianne Derow (audio link), Marie Keeler, Karen Flynn, Sue Heath, Stephanie McMurren, Lisa Hickling Miller, Mary Lou Ruttan	
Regrets	Cath Hughes	
Check In & Adoption of Minutes		
Discussion	November 12, 2019 Minutes	
Motion to approve, without changes, by Mary Lou Ruttan, seconded by Stephanie McMurren. All in favour.		Passed
Check In – What’s Goin’ On in 2020 for each of us. Round table comments made.		
Suggestion Box (November, December and January 6 Rehearsals)		
<ul style="list-style-type: none"> • Bravado Kids take up a lot of valuable rehearsal time. • Don’t place Dan on a riser in front for choreo. Place him in the back. • Coming into rehearsal at 6 pm is difficult to many, however it’s necessary. The larger issue is the amount of good quality rehearsal time in 2 hours with the children amounts to about 40 minutes. Also, rehearsal didn’t get started till 6:25. • Once choreo has been taught we need to review @ rehearsal each week till show time. • More difficult songs like ‘That’s Christmas To Me’ need to be: 1) learned earlier 2) sang in our parts. • If Marianne wants to change key she should. She is the director. • I so love that Scott’s back. Scott’s back? 		
The items above have been reviewed and concerns duly noted.		
<ul style="list-style-type: none"> • There is a real negative vibe this season which could be cause by the lack of organization. Some positive feedback from the director would be helpful. We realize that there are some ongoing organizational issues. To be discussed at upcoming Strategic meeting. 		
Admin Stuff		
Discussion	Last Thoughts re: Comfort & Joy Concert	
Some thought sound was an issue - choir sound was okay without choir mics but band was not as good. Overall, we are please with the sound technician, Dav Dickenson.		
Videographer Payment - have been distributed. \$700 budgeted - \$350 paid but not many B! Kids parents ordered. Inform membership that we lost money due to lower number ordered.		
Next year’s Christmas dates - Dec. 11 & 12 th (Collier St. United booked for Dec9, 10, 11, 12). Title - Christmukka		
Discussion	Annual General Meeting (AGM) Documents – November 4, 2019	
The corporate AGM meeting documents were signed by Jan Aikins, President and Karen Flynn, Secretary.		
Discussion	Auditions	
There have been 2 auditionees – 1 soprano and 1 alto. The alto decided to not join due to time commitment (our B! lifestyle) but Sandy, a soprano, has accepted. There is a possibility of another male auditionee.		
Discussion	Year to Date Budget Review	
Stephanie, Treasurer, led the discussion. Highlights – Overall Net Income is \$8000.09. Fall Show Netted \$7892.94 profit, Operating Expenses at a loss (-\$9926.51) but B! Kids income is \$1095.98. Note: copy of budget to be posted with Minutes.		
Jan mentioned that our bingo budget many come a little under budget because two new charities have been added the Delta Bingo group. This means there are no longer extra shifts to earn more money.		
Member Dues:		
<ul style="list-style-type: none"> • Pay back arrangements have been made with some members. • B! Kids – Marianne said that we need to increase promotion of B! Kids outside the Forest Hill school (Midhurst) area. • Adult Payment Deadline: Discussed ‘Why do the adults have more time for payment while kids have to pay right away?’. Historically adults have always had time to pay dues but to make it easier to reconcile dues process, it was decided that, in September, the deadline will be shortened to 2 weeks after start-up rather than a month. Installment payments remain the same. 		
Guests & Honourariums Budget– Spring Show		
String player \$200		
Irish Dancer (choreo for Bandyrowe) \$50 - \$200 max.		
Choreo for Footloose by Adele – already budgeted		
Note: \$2000 budget from sound tech can be used if extra funds needed.		
Commission for Michael \$800 (bingo funds can be used). Marianne to get invoice. Remaining commission funds to be determined		

<p>once City of Barrie grant has been awarded. Carly Aikins can perform in the shows but is only available for dress rehearsal. \$750. Invoice needed. Jan to confirm number of solo songs she will perform.</p>		
Action Items	Person Responsible	Deadline
1. Increase B! Kids promotion for next season.	Vision Committee	Spring 2020
2. Confirm number of songs with Carly.	Jan Aikins	Next Meeting
<p>Discussion Bookkeeper Update</p> <p>Stephanie said that without a bookkeeper the treasurer's position was very stressful. Discussed that QuickBooks online is NOT being used since our former bookkeeper, Amy Lewis, finished it off. After meeting with Sheila Crosby, it was determined that B! stop using QuickBooks online (very difficult to use without extensive training) and use desktop version. Sheila is willing to help setup desktop version. Desktop is a one-time purchase approx. \$500 vs online \$40/month. Decision made to move forward with using desktop and review at year end. Budget for desktop purchase - take from equipment.</p>		
Action Items	Person Responsible	Deadline
1. Contact Sheila re: decision and purchase desktop software.	Stephanie McMurren	ASAP
<p>Discussion Visa Use Document</p> <p>This document is now listed under Loan Agreements in Groupanizer Documents folder.</p>		
<p>Discussion Job Description Manual – Update</p> <p>Updates and changes made by Karen Flynn earlier this month are fine. Bookkeeper job description to be added with a title of 'Under Construction'.</p>		
Action Items	Person Responsible	Deadline
1. Update manual and post on Groupanizer.	Karen Flynn	ASAP
<p>Discussion Thank You to Bertram's</p> <p>Decision made to send a thank you card with a gift card enclosed to Steve Bertram thanking him and his business for storing our trailer for many years.</p>		
Action Items	Person Responsible	Deadline
1. Purchase \$100 gift card at Bradford Greenhouse.	Stephanie McMurren	ASAP
<p>Discussion Strategic Planning Meeting – Saturday, January 25 – 10 – 12:30</p> <p>Topics for Discussion</p> <ul style="list-style-type: none"> Fundraising Ideas – sheets of paper for ideas and check one they like and slip into groups and how to put into practice How do we get B! out there/noticed? Advance notice to members needed to come with ideas. Consensus Decision Making – communication. Ideas discussed – use of Directions/Colours/Animal. Jan to check online for ideas. Lisa to assist in presentation. <p>Choreo Prep – Afternoon 1 pm to 6 pm need risers – 2 sets of 20" and 10". Marianne working on riser placement. Challenge is transporting the trailer.</p>		
Action Items	Person Responsible	Deadline
1. Check online for consensus decision making ideas.	Jan Aikins	ASAP
2. Assist with presentation.	Lisa Hickling-Miller	ASAP
<p>Discussion Staffing – Stage Manager, Trailer Management</p> <p>Stage Manager – Steph Auger unable to do it in the Spring but Marianne to reach out to her with an official request. Members to be asked for suggestions too.</p> <p>Trailer Management – risers are currently in the trailer which is at Currie. Vision members do not have access to a truck with a hitch and driver with towing experience. Discussed rent a truck. Choir to be asked if they have/know of someone with a vehicle with a hitch to bring risers to Saturday rehearsal and the 8th. Trailer Action: leave trailer at Lions Gate hall overnight after the show. Steph to check with Dan re: access to locked storage yard.</p> <p>Bingo Volunteers Needed – Vera Cloes, Bingo Coordinator, says we need a minimum of 2 more volunteers. Volunteers only participate once every 3 months for 2 hours on a Saturday afternoon (3 pm – 5 pm) plus an initial 2 hour training session.</p> <p>Marianne to ask B! Kids for parent volunteers and Jan to ask choir.</p>		
Action Items	Person Responsible	Deadline
1. Contact Steph Auger.	Marianne Derow	Next Meeting.
2. Poll members for Stage Manager suggestions.	Jan Aikins	ASAP

3.	Ask Dan McMurren if Currie’s yard would be open for Feb. 9 th drop off.	Stephanie McMurren	ASAP
4.	Bingo volunteers.	Marianne Derow Jan Aikins	ASAP
Discussion Equipment Inventory			
Vision agreed to hire Dav Dickenson to redo inventory (35 hr/min. 4 hours). He said the current list is too vague. Will list value and specific details too. Timeline: Marianne to contact him re: June dates. She will cc Vision.			
Action Items		Person Responsible	Deadline
1.	e-mail Dav re timeline.	Marianne Derow	ASAP
Discussion Voices at Large (VAL) Spring Date -			
Mary Lou Ruttan has not heard back from Bradford Greenhouses. She will contact them again with tentative dates of April 3 or 17 th .			
Action Items		Person Responsible	Deadline
1.	Contact Bradford Greenhouses.	Mary Lou Ruttan	ASAP
Fundraising			
Discussion Christmas Caroling Fundraiser - Review			
Raised \$868.51 with most of the donations coming directly from choir members rather than patrons. The Community give back and performances were well received. Some found that it was hard to ‘sell’ the fundraising for the choir to sing to others. Fundraising Suggestion: Perform at large businesses Christmas parties and solicit them now rather than waiting to the Fall.			
Action Items		Person Responsible	Deadline
1.	Solicit local large businesses.	Vision Committee	Parking Lot Item
Discussion Grant Update			
Gryphon Guild awarded us another grant of \$1000 for B! Kids. Cheque replacement needed because it’s made out to B! Kids not B! Show Choir. Steph is working on that.			
City of Barrie – The process is more efficient so should have a decision late February/March			
Valentines Show Fundraiser – Saturday, February 8th – Lions Gate Hall – Barrie			
Discussion Costumes			
Basic black with red/pink accent – not casual – Action: let members know Expectation: Women - little black dress concept with red/pink accent; black skirt/pants & blouse, Men – you are ‘back in black’ with sparkle vests provided by B!.			
Action Items		Person Responsible	Deadline
1.	Advise members.	Costume Committee	ASAP
Discussion Graphic and Promotion			
Chuck Ruttan, Promotion Coordinator, has done change out with Curbex, KCP programme ad. No funds budgeted for this so relying on heavy use of social media – daily posts and FB event. Marie to create/print flyers.			
Action Items		Person Responsible	Deadline
1.	Create/print flyers.	Marie Keeler	ASAP
Discussion Set List & Agenda			
Set List –approx. 75 minutes of entertainment – 14-15 songs.			
Agenda discussed - Walked through process in detail. Choir Help – ticket sellers, organize silent auction, etc.			
Action Items		Person Responsible	Deadline
1.	Enlist choir help for ticket sellers, organize silent auction, venue setup, etc.	Jan Aikins	ASAP
Discussion Tickets Distributed			
Karen Flynn gave out tickets at Jan. 13 rehearsal. All members given 6 tickets even those not participating since this is a choir fundraiser.			
Table Reservations - No discount but reserve tables of 10 (20 tables in total). Reserved subject to availability. Karen to tell choir reservation of 10 available. Write on ticket submission to reserve.			
Action Items		Person Responsible	Deadline
1.	Advise choir of reservation policy. Note on ticket submission form.	Karen Flynn	Jan. 20 Reh.

Discussion	Venue Visit – Set Up Requirements		
Discussed during other items.			
Discussion	Master of Ceremony (MC)		
Lindsay Stephen has agreed to do this. Each performing group writes own intro. Marianne to ask her re: improv 'Love is.'			
Action Items	Person Responsible	Deadline	
1. Speak with Lindsay re: improv.	Marianne Derow	ASAP	
Discussion	Refreshments Logistics		
\$1000 budgeted. Jessica, caterer, says liquor license requires 'substantial' food – more than fruit trays. Chocolate fountain – 15 lbs @ \$5 /lb Merton's from Bulk Barn. Karen to scope out where to get chocolate. Sue to query re: if we can provide Costco food and they provide fruit. Karen to order/pickup Costco food, if needed.			
Setph to purchase cinnamon hearts & chocolate kisses at Bulk Barn. Red cocktail napkins at dollar store.			
Action Items	Person Responsible	Deadline	
1. Contact caterer re: food.	Sue Heath	ASAP	
2. Purchase candies & napkins.	Stephanie McMurren	ASAP	
3. Check chocolate sources for fountain use.	Karen Flynn	ASAP	
Discussion	Silent Auction / 50-50 Tickets		
Sell: 50/50 tickets, carnations			
Silent Auction – items needed. Sue to ask Myshel Pajuaar: paint night for 4 – B! to provide supplies. Steph to approach Dotti Potts & Jenny Wren.			
Action Items	Person Responsible	Deadline	
1. Approach Myshel re: silent auction event.	Sue Heath	ASAP	
2. Contact Dottie Potts & Jenny Wren.	Stephanie McMurren	ASAP	
Discussion	Decorations - Tablecloths, Centerpieces & More		
Centre piece – Donna working on it. Discussed in detail additional decorations - Use Twinkle lights, \$\$ store valentine items, tablecloths and more.			
Tablecloths – Sue & Jan to pick up tablecloths from storage for laundering. Suggested to create a committee. Sue has names of potential assistants that she will approach.			
Dance area available.			
Action Items	Person Responsible	Deadline	
1. Approach members re: committee.	Sue Heath	ASAP	
2. Pick up tablecloths from storage.	Sue Heath Jan Aikins	Before Show	
Discussion	Load In Logistics		
Risers & Bose system. Marianne checking with Meaghan re: 4 mic hookup with Bose. XLR cable, 4 mic stands. Purchase 4 plug in mics - \$200 budgeted and approved by Vision and will charge to Spring show expenses – Marianne arranging. Keyboard, stand, speakers needed.			
Trailer to be left overnight at hall after the show, if able to.			
Action Items	Person Responsible	Deadline	
1. Purchase mics from Long & McQuade.	Marianne Derow	ASAP	
They Wrote the Songs – Spring 2020 Show			
Discussion	<i>Deferred</i>		
Rental Documents, set list order, guests and band, narrative – no discussion.			
Meeting Adjourned – 11:00 pm			
Next Meeting	Tuesday, February 11, 2010	7:30 pm	Location TBD

Minutes submitted by Karen Flynn