

Vision Committee		
April 21, 2020	7 pm	Via Zoom Meeting
Attendees	Jan Aikins, Marianne Derow, Marie Keeler, Mary Lou Ruttan, Sue Heath, Stephanie McMurren, Lisa Hickling Miller	
Regrets	Karen Flynn	
Check In & Adoption of Minutes		
Discussion	Check In	
Checking in on how everyone is doing with the Covid 19 'lockdown'.		
Discussion	March 16, 2020 Minutes	
Motion to approve by Lisa, seconded by Mary Lou. All in favour.		Passed
Covid-19 Plan		
Discussion		
<p>Clarify Meaghan's Pay – as per March minutes – clarification how to proceed with paying her for May and June rehearsals. Currently, Vision feels that face to face rehearsals will not happen for the rest of the season. Stephanie to contact Meaghan and ask her invoice us for rehearsal times in May and June.</p> <p>Dues for 20-21 Season – Continue with same rate scale. Marianne mentioned that a former member has rejoined us for the remainder of the season. From discussion, that Steph to contact member and ask for a prorated fee of \$70 (\$35 month for May & June). Special circumstances payment to be given, if needed.</p> <p>Auditions – to be held in June to prep for November show. Auditionees to send video performing their favourite song. Concern about newbies being prepared sufficiently to perform all songs & choreo was made. Access to be given to learning tracks & videos to over the summer. Marianne to discuss with potential auditionee re: how well prepared they could be. Social Media Posts & Promotions – start mid-May. Announcement inclusions – looking for singers (similar to 'a few good men graphic). Lisa to script for social media and send a copy to Cath Hughes for website.</p>		
Action Items	Person Responsible	Deadline
1. Contact member re: dues and ask Meaghan to invoice for May & June.	Stephanie	ASAP
2. Create audition post for social media and forward copy to Cath for website.	Lisa	Mid-May
Administration		
Discussion	Financial	
<p>Sheila Crosby's Resignation – received via email and forwarded to Vision. She's not familiar with QuickBooks Online software. We need to consider hiring a bookkeeper.</p> <p>Catch Up for Year End – Steph reported that the bookkeeping portion is way behind. We also need someone to review the year end. Search Ideas: 1) Contact Amy Lewis re: bookkeeper professor at Georgian re: student recommendations (Steph). 2) Jan to follow up with Pete Bogle re: existence of a local volunteer listing to try. 3) Marie to investigate posting to 'job' sites. Ad creation – drafting job description in manual. Steph to take the lead, with Jan's assistance, in drafting job description.</p> <p>Calculate Loss – Item included because the City of Barrie Culture Dept. sent survey how or whether would can live up to grant requirements. See City of Barrie – Grant Requirements item.</p>		
Action Items	Person Responsible	Deadline
1. Check with Pete Bogle re: local volunteer job board.	Jan	ASAP
2. Investigate sources for bookkeeper as specified above.	Stephanie, Jan, Marie	ASAP
3. Draft bookkeeper tasks.	Stephanie & Jan	ASAP
Discussion	Thank You(s) to Auction Sponsors	
<p>Only sponsors outside of B! to be thanked. Marie to send list members who procured outside of B! donations. Lisa to create list from those and send out.</p>		
Action Items	Person Responsible	Deadline
1. Send notes out.	Lisa	ASAP
Discussion	City of Barrie Survey – Grant Requirements	
<p>Jan recently received, from City of Barrie Creative Economy (Culture) Dept. a survey asking if we can live up to grant specifications plus what their role to support us could/would look like. We will need assistance. Survey has been completed and returned by Jan.</p>		

Discussion	Volunteer Appreciation Week	
Thank you notes to be sent to our volunteers – bingo primarily. Tim Horton gift cards. Bingo list from Vera and show assistants.		
Action Items	Person Responsible	Deadline
1. Send names and addresses to Jan.	Vision	ASAP
2. Send gift cards.	Jan Aikins	ASAP
Discussion	Zoom Subscription	
Staging our rehearsals via Marianne’s personal subscription (\$20/month). Compensating her for April, May & June - \$60.		
Action Items	Person Responsible	Deadline
1. Send \$60 to Marianne.	Stephanie	ASAP
Staffing Issues		
Discussion	Bingo Volunteers – Update	
4 Volunteers have found – Diane Thatcher and husband, Jeff; Jan’s Mom, Grace; Karen’s friend, Gayle, as long as she is partnered with her.		
Discussion	Stage Manager (SM)	
Roger Heath has agreed to manage the November show. <i>Yay, Roger!!You Da Man!!</i>		
Marianne asked if anyone else had heard from their inquiries – nada. Marianne will approach Stephanie Auger re: being ASM for November show.		
Other avenue to check is Beth Elliot at Georgian theatre re: SM contact. Sue did send an email back in the winter but has received no response. We need a long-term SM.		
Action Items	Person Responsible	Deadline
1. Approach Stephanie Auger re: ASM position interest.	Marianne	ASAP
Discussion	Fundraiser Hire	
Outline – Scott Herman has agreed to head the committee. Timeline – Hire to start in September 2020.		
Subcommittee – Jan to ask members re: interest in volunteering.		
Recruiting – Need job description (bullet points) for resume. Position is twofold – entails marketing (branding) & fundraising. Send ideas to Jan. Contract & pay rate with fundraising bonus is person raise X dollars.		
Action Items	Person Responsible	Deadline
1. Email member for volunteer & how they see what our brand is.	Jan	ASAP
2. Send job description ideas to Jan.	Vision	ASAP
Christmas 2020 and Beyond		
Discussion	Matinee with Mabel Moon	
The main theme is for Mabel Moon to be the focus with B! as the backup. Crafts to be offered before. Jan to get in touch with her.		
Dates – Saturday, December 12 & Sunday December 13 – 2 matinees.		
Venue – Collier Street United booked for Dec. 11 & 12. Or change to Lions Gate Hall. Sue to contact hall.		
Spring 2021 – Year 25 Anniversary – Jan hasn’t had any response from members re: ideas. Need decision soon. Poll? former members & audience – favourite B! song over the 25 years. We did this for the 15 th anniversary show. Ideas tossed about – keep thinking about it, folks!		
Action Items	Person Responsible	Deadline
1. Contact Mabel Moon (Virginia Dennis).	Jan	ASAP
2. Contact Lions Gate Hall.	Sue	ASAP
Refrain		
Discussion	Honourarium for ‘Refrain’ - Music (Marianne Derow) & Lyrics (Richard Pearson)	
The Vision Committee, on March 29 th via conference call held an impromptu discussion outside of the Messenger app due to Marianne’s involvement with this piece.		
After discussion, it was deemed that the song is ‘intellectual property’ and would involve such entities as SOCAN, etc. It was agreed Marianne and Richard be given a one-time honourarium of \$500 each. Cheque to be sent to Marianne and include Zoom fees discussed above.		
Virtual Choir Video - 16 people have uploaded (April 20 deadline) so far.		

Discussion	Launch Timeline		
Launch on the date of our original show – May 1 st . Ryan Harper is on time with this date.			
Discussion	Promotion		
Media Release – this is an original and a lot work has been done by everyone including members. We should be really proud of ourselves. Should start week of April 27 th . Chuck Ruttan, Promotion, to write the release. In addition to social media post, members to be encourage to also send via email.			
Teaser Campaign – Virtual Choir – we commissioned the song. Posts to spur interest prior to May 1 st release. Use quarantine type hashtags. Quote from Richard re: meaning of lyrics.			
Action Items	Person Responsible	Deadline	
1. Create teaser campaign ideas.	Lis Hickling-Miller Jan Aikins	ASAP	
2. Ask Chuck to create media release.	Jan Aikins	ASAP	
The Wrote the Songs – What can we do to be ready?			
Discussion	Task Timeline		
What can we do to get ready for November show? Work on set list.			
Discussion	Venue Booking		
Georgian College booked – November 17 to November 21 – show dates 20 th & 21 st . 5 day rental period – discount.			
Discussion	Ads Cancelled - Done		
Discussion	Book Band		
Marianne to rebook – Allan Halford, Ralph Johnson and Paul Everett for November.			
Action Items	Person Responsible	Deadline	
1. Contact band.	Marianne	ASAP	
Discussion	Book Videographer		
Chuck Ruttan to be asked to ensure Brian Backland is aware of postponement and reserve him for November.			
Action Items	Person Responsible	Deadline	
1. Advise Chuck.	Mary Lou	ASAP	
Discussion	Set List Order – Insert Breaks		
Next time we meet we will work on the list sent out in March by Marianne.			
Discussion	Narrative Theme		
Scott’s Idea – Jan shared his idea which is a play on the K-Tel record complication theme.			
Original thought – use videos featuring composers.			
Discussion	Staging – Shell Panels		
Sue has contact for an acoustic shell – Barrie County Chordsmen (BCC). This would be a rental not a loan. Sue to send email with detail.			
Are there places to rent? Sue to investigate			
Action Items	Person Responsible	Deadline	
1. Contact BCC re: riser size and shell rental.	Sue	ASAP	
Meeting Adjourned – 9:00 pm			
Next Meeting	Tuesday, May 19 th	7:00 pm	via Zoom

Minutes submitted by Karen Flynn