

REGINA LITTLE THEATRE SOCIETY, INC.

MINUTES of the Annual General Meeting

Tuesday, September 6, 2005

At the theatre of the Regina Performing Arts Centre
 Regina Performing Arts Centre (upper level)
 1077 Angus Street (at 4th Avenue), Regina SK S4T 1Y4

ATTENDANCE: 20 9 Executive members: Ken Spencer (President), Pat Wilson (Vice-President), Fred Gallagher (Treasurer), Bonnie Senger, Shanna-Marie Tice, Colleen Hawkesford (Acting Secretary), Cathy Moberly, Warren James, Nora Berg

Plus 11 regular members, including: Dennis Hughes, Dave Johnson, John Egarhos, David Storey, Faye Daborn, Dorothy Gallagher, Linda Clark, Pam McMartin, Nevin Danielson, Carol Krieser and Bernadette Tice.

REGRETS/ABSENT: 2 Executive Members: Meghan Pederson, Andrea McNeil

1. Call to Order

Ken Spencer called the meeting to order at 7:39 p.m.

2. Approval of the Agenda

MOTION: Nora Berg/Dennis Hughes

THAT THE AGENDA BE APPROVED.

CARRIED

3. Minutes of the last annual general meeting.

MOTION: Bonnie Senger/Faye Daborn

THAT THE MINUTES BE APPROVED.

CARRIED

4. Business arising from the minutes

- a. Pursue the use of billboard ads in the upcoming season: We will continue to consider as a possibility.
- b. Continue to purchase cookies from Cathedral Bakery: We did continue to use Cathedral Bakery and we will continue to use Cathedral Bakery.
- c. Explore the options of using alternative spaces for one-act plays: we did use an alternate space (Northview Community Church at 744 Sangster Blvd) for the Spring, 2005 one-act plays and we may consider using an alternate venue such as the church again.
- d. Budget for greenroom supplies as a separate expense: This was not done but will be done in the 2005/06 season.
- e. Consider increasing the funding or find alternative options for the Greenroom: We did that in the 2004/05 season.
- f. Review possibility that customers might pay more for seats in the risers: we did not explore this option.
- g. Use a dark ink on newsletters: we did this.
- h. The Board will look into the appointment of a one-year term position: The board appointed Andrea McNeil to a one-year term on the board.

5. Reports by Executive Members

- a. Fred Gallagher, Treasurer

MOTION: Fred Gallagher

THAT THE FINANCIAL REPORT BE ADOPTED AS WRITTEN.

CARRIED

Highlights:

- Auditor C.L. Phillips on the accrual basis shows a net profit of \$3980.80.
- Present financial status is very good and by applying good management principles your Board of Directors hopes to keep it that way.

- b. Fred Gallagher, Carpentry Shop

MOTION: Fred Gallagher

THAT THE CARPENTRY SHOP REPORT BE ADOPTED AS WRITTEN.

CARRIED

Highlights:

- Double doors were installed on the shop, making it easier to get set pieces in and out.
- New racks were constructed for storage.
- Undertaken renovations to RLT space and Theatre Regina space.
- Steady and dedicated work force consisting of Harold Woodward, Rick Harvey, Rod McLeod, Barry Uncles, Harvey Friess, Pat Wilson and Fred Gallagher.

- c. Colleen Hawkesford, Marketing, Promotions & Website

MOTION: Colleen Hawkesford

THAT THE MARKETING, PROMOTIONS & WEBSITE REPORT BE ADOPTED AS WRITTEN.

CARRIED

Highlights:

The RLT Extreme Makeover Sub Committee implemented the following initiatives:

- full-colour posters for all mainstage shows;
- refreshed look of advertising materials;
- refreshed look of mainstage programs, including the use of actor & crew headshots in the programs
- a volunteer party at the end of the season to thank all active members for their participation, and to announce the winner of the SJ Goodfellow Award (the Sammy) and the upcoming season.

The Website has been refreshed and revamped as per research/suggestions by sub committee.

Recommendations:

- Continue to look at methods of promoting RLT to youth, as well as those aged 30-50.
- Do not use the radio (Z99) to advertise the plays, as we have not seen an increase in the number of attendees and it is a substantial cost (\$4900 per year).
- Rely on the prairiedog to advertise events moreso than the Leader Post (but not exclude LP entirely), as the Leader Post is more expensive, and the prairiedog hits our target audiences.

d. Nora Berg, Costumes & Props

MOTION: Nora Berg

THAT THE COSTUMES & PROPS REPORT BE ADOPTED AS WRITTEN.

CARRIED

Highlights:

- Costume and props sale is scheduled for October 22;
- Numerous school productions rented costumes and/or props including Thom Collegiate, Campbell Collegiate and University of Regina.

Thanks:

- All donors, throughout the year;
- Margie Sandison, who donated some of her husband Jonnie's tuxedos
- Jean Taylor, for cleaning and organizing the costume room;
- Fred Gallagher, for assisting with the rental of props and set pieces;
- the ladies who worked on costumes for productions over the year, and for their help in keeping the room working well and looking good.

e. Nora Berg, Play Selection Committee

MOTION: Nora Berg

THAT THE PLAY SELECTION COMMITTEE REPORT BE ADOPTED AS WRITTEN.

CARRIED

Recommendations:

- I suggest the new RLT executive brainstorm to see if a better system of play selection can be developed.

Thanks:

- to the dedicated group of individuals on the play selection committee for their efforts, and especially to Bonnie Senger who helped me with the task given my novice status in regards to this committee and its process.

f. Shanna-Marie Tice, Promotions & Give aways

MOTION: Shanna-Marie Tice

THAT THE PROMOTIONS & GIVE AWAYS REPORT BE ADOPTED AS WRITTEN.

CARRIED

Highlights:

- donated to multiple organizations in the hopes of raising funds for well deserving societies including the U of R's Cougar Athletics, the Canadian Paraplegic society, The Rainbow Youth Center, Regina Lyric Light Opera, Theatre Saskatchewan, Saskatchewan Express and even The Women of Distinction Awards

g. Warren James, One-Act Producer

MOTION: Warren James

THAT THE ONE-ACT REPORT BE ADOPTED AS WRITTEN.

CARRIED

Highlights:

- Overwhelmingly positive reaction to the fall one-act plays. Total attendance was 227.
- Black Comedy, directed by Tony Cuyllé, went to festival, where Jadon Rempel won the award for best actor.
- Second set of plays (spring) was held in Northview Community Church. Customers quite enjoyed seeing the spring one-act plays in such an intimate setting.

Suggestion:

- Should we pick one-act plays and assign directors to them, as is done for the mainstage productions? If brand new directors are assigned, this could become part of a formal training process for new directors. I would be interested in hearing what members think of this idea.

Thanks:

- Christine Haider for her assistance at the spring one acts.

h. Andrea McNeil, Bar and Greenroom

MOTION: Pat Wilson/Faye Daborn

THAT THE BAR & GREENROOM REPORT BE ADOPTED AS WRITTEN.

CARRIED

Highlights:

- Each mainstage show averaged \$231.57 in sales, and the one act plays averaged \$289.52 per night.
- Will obtain a commercial liquor licence in place for January 2006 to allow for the opportunity to offer bar service on more than one night during the run of a mainstage play, as well as reduce the yearly cost for liquor permits.

Recommendations:

- The expenses for bar and greenroom be separated in order to provide an accurate accounting of activities in both categories.

Thanks:

- To all people who helped with the bar this season: Vince Medak, Dave Johnson, Constance Hammermeister, Brent Mihalcea, Chris Greyeyes and Sabrina Cataldo.

i. Andrea McNeil, Volunteer Party Report

MOTION: Pat Wilson/Dennis Hughes

THAT THE VOLUNTEER PARTY REPORT BE ADOPTED AS WRITTEN.

CARRIED

Highlights:

- First-ever volunteer party was held on June 25 and 49 people attended.
- The board handed out 36 Lt. Governor's Appreciation of the Arts pins.
- The new season was announced, and the Sammy Award was presented to Pat Wilson.

Recommendations:

- Make the volunteer party an annual RLT tradition.

Thanks:

- Dana Wilson for helping with bar.

j. Bonnie Senger, Scholarships and Awards

MOTION: Bonnie Senger

THAT THE SCHOLARSHIPS & AWARDS REPORT BE ADOPTED AS WRITTEN.

CARRIED

Highlights:

- Ryan McLeod was awarded a scholarship, using the funds for an audition workshop.
- The Sammy Award was given this year at the first annual Volunteer Party to Pat Wilson for her outstanding commitment to RLT this year.

k. Cathy Moberly, Front-of-House Report

MOTION: Cathy Moberly

THAT THE FRONT-OF-HOUSE REPORT BE ADOPTED AS WRITTEN.

CARRIED

Highlights:

- Average sales for the Main Stage Performances was \$571.84. Inventory remaining on hand at the end of the 2004-2005 season totaled \$71.83.

Recommendations:

- The average cost of juice has risen to approximately \$.41 per box. It is recommended that the sale price for juice be increased to \$1.00 per box for the 2005-2006 season. This is the same sale price as the other beverages.

Thanks:

- Our appreciation is extended to the following Corporate Sponsors that provided supplies at no or reduced cost: Red Carpet Coffee Services – Coffee, filters, cups, creamer and sugar and Cathedral Bakery – Cookies.
- A warm thanks is extended to the volunteers who assisted with Front of House during the year: Heather Anderson, Heather Bohach, Tressa Bosley, Gail Brookes, Debby Castle, Paul Euteneier, Teri Grimard, Christine Haider, Darren Hehn, Colleen Hawkesford, Brenda Hutch, Andrea Insley, Trevor Insley, Dave Johnson, Andrea McNeil, Sharon Medak, Sig Moberly, Twila Parcher, Patrick Pelletier, Charmaine Sawchyn, Pat Wilson and Ken Spencer.

l. Pat Wilson, Mainstage Play Producer

MOTION: Pat Wilson

THAT THE MAINSTAGE PLAY REPORT BE ADOPTED AS WRITTEN.

CARRIED

Highlights:

- The 2004-5 season was a successful one for Regina Little Theatre. The plays selected for this season provided a well-rounded selection and were all well received. *Little Women* was a particular crowd favourite, but we received favourable comments on all of the productions.
- In addition to the regular season, we attended festival this year with *Unity (1918)*. More information about festival will follow in my Festival Apprentice Report.

Thanks:

- Thanks to our resource people for the last season: those people who give of their time and expertise to help RLT produce our mainstage plays:
 - Bernadette Tice: make-up and hair designs, volunteers, and supplies
 - Shawn Fulton and Riley Richter: Regina Performing Arts Centre technicians during the season, who provided RLT with lighting and sound expertise and guidance.
 - The staff of Regina Performing Arts Centre including Val Stuckey-Maher, Maxine Berg, Shanna-Marie Tice and others.
 - The men of the RLT carpentry shop including Fred Gallagher, Rick Harvey, Rod McLeod, Barry Uncles, Harold Woodward, and Harvey Friess who provided their set building expertise as well as hard work to assemble our sets.
 - Jean Taylor and Nora Berg for all the hard work they put into organizing and maintaining our costume room.
- And, of course, the myriad of people who participate in the individual productions, and to their spouses, children, friends, and family who share them with us.

m. Ken Spencer, Newsletter

MOTION: Ken Spencer

THAT THE NEWSLETTER REPORT BE ADOPTED AS WRITTEN.

CARRIED

Highlights:

- Six issues of the newsletter, *Masks and Faces*, were printed and distributed during 2004/05.
- Paper colour and ink colours for each issue were chosen to coordinate with the same colours used in the poster and/or the printed program for each mainstage show.

Recommendations:

- I recommend that RLT continue to use Business Printers and Prairie Advertising Distribution for our newsletter printing and distribution.
- I recommend that RLT provide to Prairie Advertising Distribution a copy of our RLT envelope with the logo on it, for them to reproduce for our mailings.

Thanks:

- To Charlie and Jim Leibel and their attentive staff at Business Printers – their responses and turn-around times were always timely.
- To Kelly Dorge and her staff at Prairie Advertising Distribution

n. Ken Spencer, Box Office & Memberships

MOTION: Ken Spencer

THAT THE BOX OFFICE & MEMBERSHIPS REPORT BE ADOPTED AS WRITTEN.

CARRIED

Highlights:

- Theatre Regina has been reorganizing its pricing structure. This has resulted in an increase in the cost of box office services for 2005/06, coming to \$4625 for the year, which was agreed to by the RLT board. This price is a compromise between what RLT paid last year and what Theatre Regina would really like to receive from RLT for box office services.

Recommendations:

- For RLT's 2006/07 season the RLT budget include \$5500 as the amount RLT will pay to Theatre Regina for RPAC box office services; this reflects the amount that Theatre Regina said in 2005 that they would like to receive from RLT for box office services for the year.

Thanks:

- To RPAC box office managers Val Maher and Shanna-Marie Tice for their hard work, and to all other RPAC staff members who worked at the box office during 2004/05.
- To all the RLT volunteers who helped out at the box office during 2004/05: Faye Daborn, Nils Clausson, Bonnie Senger and Dallas Castle.

o. Ken Spencer, President

MOTION: Ken Spencer

THAT THE PRESIDENT'S REPORT BE ADOPTED AS WRITTEN.

CARRIED

Highlights:

- Our 79th season was a good one, and our season of main stage plays showed our versatility.
- This year our membership in Theatre Saskatchewan resulted in grants to RLT for our participation in The One-Act Play Festival in Strasbourg in November of 2004, and for TheatreFest 2005, the full-length play festival, held in Weyburn in April of 2005. Congratulations and thanks to all RLT members who participated in those festivals, and a special congratulations to our festival trophy winners, Jadon Rempel, Nora Berg, and Mark Claxton.

Recommendations:

I recommend that next year's board look for additional funding sources, including grants and corporate sponsorships, so that RLT can continue to provide high quality community theatre to Regina and area.

Thanks:

Thanks to all members of the RLT board of directors for their work this year:

- Thanks to Patrick Pelletier and to Tony Cuyllé, who each stepped down from the RLT board earlier this year.
- Thanks to our members-at-large who have completed their terms on the board: Warren James, Andrea McNeil, Cathy Moberly, Meghan Pedersen, and Bonnie Senger
- Thanks to our members-at-large who are continuing on the board into the 2nd year of their terms: Nora Berg, Fred Gallagher, Colleen Hawkesford, and Shanna-Marie Tice.
- Thanks to our Vice President: Pat Wilson
- Thanks to all those who stand for election to the next RLT board of directors.

6. Reports by Special Interest Representatives

- a. Theatre Saskatchewan – no report
- b. Theatre Regina – Bernadette Tice gave thanks to RLT for the work that has completed on the building.
- c. RLT Goodfellow Endowment Fund – no report

7. Election of Executive Members

- a. President
 - i. Pat Wilson had previously agreed to let her name stand for election.

MOTION: Faye Daborn

THAT NOMINATIONS CEASE.

CARRIED

Pat Wilson was acclaimed as President for a two-year term.

- b. Vice President
 - i. Faye Daborn was nominated for election.

MOTION: Pam McMartin

THAT NOMINATIONS CEASE.

CARRIED

Faye Daborn was acclaimed as Vice-President for a two-year term.

The following members, with thanks, respectfully decline a nomination from the floor:
Nevin Danielson, David Storey.

- The following RLT Executive members continue into the second year of their terms: Nora Berg, Colleen Hawkesford, Shanna-Marie Tice, Fred Gallagher.
- Warren James, Bonnie Senger, Sharon Medak, Cathy Moberly, Andrea McNeil were acclaimed to two-year terms as members-at-large. A one-year term remains unfilled.

MOTION: Carol Krieser/John Egarhos

THAT THE BOARD OF DIRECTORS BE AUTHORIZED TO APPOINT THE ONE-YEAR TERM AS SOON AS POSSIBLE.

CARRIED

A motion for destruction of ballots was unnecessary.

8. Festival Apprentice Report

- a. RLT is submitting applications for apprenticeship to the one-act festival Nov 2-3, 2005 in Moose Jaw.

9. Awards & Presentations

- a. Honourary Life membership – presented by Bonnie Senger
 - i. Recipients: Faye Daborn and Dennis Hughes

10. Notice of future meetings

- a. The next Annual General Meeting will be Tuesday, September 5, 2005
- b. The next directors meeting will be Sunday, September 25, 2005.

Adjournment

MOTION: John Egarhos

THAT THE MEETING BE ADJOURNED.

CARRIED

The meeting was adjourned at 10:09 p.m.

Respectfully submitted,
Colleen Hawkesford

ATTACHMENTS:

- Financial Report
- Carpentry Shop Report
- Marketing, Promotions & Website Report
- Costumes & Properties Report
- Mainstage Producer's Report
- Front-of-House Report
- Play Selection Committee Report
- Scholarships & Awards Report
- Honourary Life Membership Report
- One-Act Producer's Report
- Greenroom and Bar Report
- Volunteer Party Report
- Promotions & Give Aways Report
- Box Office Report
- President's Report