

TQ Steering Committee Meeting
Wed., April 12, 2016

Agenda:

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| 1. Call to order and previous meeting minutes acceptance | Linda |
| 2. Financial updates | Darcy |
| 3. Take Ten Producers Update | Darcy |
| 4. 2016 Take Ten Encore Update | Doni and Darcy |
| 5. QCC Storage Proposal | Linda |
| 6. Fall 2016 Pay scripts and reading update | Allen |
| Other new Business: | |
| 7. QCC AGM | |
| 8. May Day float | |

1. Meeting called to order by Linda at 5:28 Seconded Doni. Previous minutes accepted.

2. Financial update: approx. \$13,800 in the bank

3. Rehearsals going well, as per comments. 50% have submitted requirements for the producers meeting on Saturday, Apr. 15. Tsa Kwa Lutén still coming together. Tickets are ready to print. Billboard was found—Candace will update it, will put it at the bank until other spot is available after beach clean-up. John submitted article to CR Mirror, marketing plan is on track.

4. Berwick is on board, date to be confirmed. John will confer with director and cast re which Friday in June they can commit to. Suggested plays: Customer Service, Mandate, Misfortune.

5. Submit proposal for storage at QCC meeting, Tuesday April 19. Discussion held on the TQ requirements. Linda will draft a proposal re the requirements we need, to submit to QCC

6. Fall play scripts—4 scripts will be read, April 20 and 27 at the Bay View Room at the HBI.

7. QCC AGM

--Letter of engagement for committees include drivers of volunteers would carry \$2,000,000 liability on car insurance

--Criminal Records check must be completed and on file with QCC. Going forward, as part of casting, it is a requirement. Directors to check with QCC to see if potential cast have a CRC on file. If not, it must be completed.

--Theatre curtains have been installed

--lighting replacement is underway for this year (2016/2017)

--a new 16 channel sound system was purchased

8. There is a measure of interest in having a May Day float

--Rocky --directors and cast are interested

--Take 10

Linda will search for trucks and a flat bed. John will work on poster production

(Discussion re location of Take Ten after party—upstairs at QCC. TQ will provide
chees and fruit platters. Cast and crew bring own beverages and additional snacks.

Next meeting: Saturday, May 28, 4:00 Allen's house 3030 Granite Bay Rd.

John called meeting at 7:15. Linda Seconded.