

T.Q. Steering Committee Minutes. Monday February 9th, 2015

Meeting Commenced @ 7 p.m.

Present: Doni, Linda L., John, Candace, Darcy, Linda C., Barb.

Absent: Julie, Naomi

Previous minutes clarification: regarding conversation on strategic financial planning.

Previous minutes passed by Doni, seconded by Linda L.

Spring Production - Bananafish Day

Cast is in place, including a puppeteer.

Stage hands are in place.

Rehearsals are being held at private homes, the Legion or at the H.B.I. Rehearsal time at the Community Centre has been booked, time for tech rehearsals will be built into this schedule.

Estimated budget for the rental of the hall will be between \$250 and \$300.

Vic is willing and wanting to train more lighting people.

Publicity/communications/marketing

This committee has kindly offered to distribute posters for Chris Thompson's upcoming youth theater play, to people on our mail out list.

John will talk to Naomi and Rebecca (Community Centre) about the bulletin board at the Community Centre.

Promotion for Bananafish Day will include a prize of 2 tickets to our Spring Production. The competition will run on our website.

John will do promotional posters for upcoming play readings and will distribute them in the usual places.

Play selection committee

Play readings for our Fall play will take place at the Legion on the following dates @ 7 p.m.:

March 16th - Calendar Girls and La Cage aux Folles

April 13th

May 25th

Strategic financial planning ideas

How do we manage the budget on productions?

- Create a detailed budget
- Budget must be approved by the T.Q. Steering Committee
- Producer and Director monitor spending
- Producer, Director and department heads hold regular meetings
- Spending milestones
- Department heads give a generous estimate of costs and then monitor spending
- Limit people on Quadra Builder's account
- Book more tech rehearsal time into schedule
- T.Q. Steering committee to monitor spending

New Business

The joint purchase of a keyboard with the H.B.I. was approved by the Steering Committee.

Linda C. will contact Doug at the Music Plant.

We will gather a list of all capital expenditures we would like to make. List will be drawn up at our April Meeting. Ideas so far are:

- Lighting equipment - Linda L. will talk to Sam W. and Vic to get a list of what is needed.
- Curtains
- Microphones
- Speakers

We might be eligible for a grant from our Regional District.

Darcy put the idea forward of having a good quality banner : "Theatre Quadra PResents:" Darcy will look into this.

Next meeting: Monday March 9th @ 7

Meeting commenced @ 8:35 p.m.