

T.Q. Steering Committee Minutes. Wednesday January 14th, 2015

Meeting Commenced @

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

Absent: Julie, John, Candace, Naomi

Minutes from December 2014 meeting accepted by Linda C. and seconded by Doni.

Spring Production - Bananafish Day update

Chris - Director

Darcy - Co- Producer

Linda - Co-Producer

Budget still to be finalized

Audition process is underway

Publicity/communications/marketing

All communications and promotions are up to date (to our mailout lists and FB sites), with regard to 'Bananafish Day', 'Take 10' and 'The Smell of Money'. Joerg and John have also updated the website. Naomi will invite our fans to have a peek and peruse the full gallery of fab photos from 'Jack and the Beanstalk', as well as catch up on other TQ news. We don't have many hits on the site, so it's a good idea to drive some traffic in that direction.

The idea of having a bulletin board for the TQ with photographs of previous productions at the Community Centre along side other user group's boards, was floated, it was agreed that we would like to have one. We are awaiting for someone to volunteer to put one together. One possibility is to ask Jean and Dom Mottershead if they would like to take this on. We also need to check in with Rebecca from the Community Centre, who would provide the board?

Education and Training

'Take 10' update - June 12th, 13th & 14th.

3 Venues have been booked -

Friday night - A Cabaret - At the Legion

Saturday night - Dinner and 3 plays - 3 Courses/3 Plays - At the H.B.I.

Sunday Afternoon - A Family Event - At the Community Centre

February 11th is the deadline for submissions

Rehearsal space has been booked

The H.B.I. has agreed to do the publicity and tickets for the festival.

We will provide staging and possible screens to the H.B.I.

Children's Theatre Workshops. 3 Workshops will be held in March for children at the Community Centre. These workshops will conclude with a performance.

Doni continues to play tag with the Principal at Quadra Elementary, regarding doing theatre work with the children.

Play Selection

Play readings will be held during March, April and May at the Legion. Dates to be announced, possibly one every five weeks. Possibility of different people hosting the event.

Schedule for the Fall Play is as follows -

June - Auditions

Sept. Oct. Nov. - Rehearsals

Play - End of November

With play submissions give the potential director 2 weeks to organize a production crew. TQ. will help the director in this process, using our volunteers/membership contact list.

Year End Financial Report

Report was put together and submitted by Darcy. Linda C. accepted and Doni seconded.

What do we have to have in the bank to fund a year of productions?

What would we like to do with extra funds if they are available?

The idea of a scholarship was floated.

Insurance

Linda L. is still working out the details of the insurance for TQ.

Curtains

Quadra Rec. has not budgeted for the purchase of new curtains for the stage in their upcoming financial year. We are interested in meeting with them to get some clarification on this matter.

We have the following questions - How much revenue do we give Q. Rec. on an annual basis and what do we get, as a group under their umbrella, for that revenue? What is Q. Rec's strategic financial plan? When are they planning on budgeting for new curtains.

New Business - Strategic Financial Planning

How can we do a better job of keeping our production costs on budget?

How do we establish the costs?

How do we create the check points to keep us on budget during production?

Problems have arisen during previous productions which have concluded in costs which have exceeded a set budget.

What system could be put in place to avoid this problem in the future?

Extra costs are often incurred with the production of the sets.

Some suggestions were:

Set designer to submit set design at an early date to give set builders enough time to solve any problems which fit within the budget.

Director will set rehearsal schedule and stick to it. (Create an atmosphere with cast which promotes a positive environment. Cast will commit to being off book by a date to be set by director).

Producer has the last word regarding the budget. Any requests for additional funds must go through the producer.

Please bring any ideas regarding strategic spending to our February meeting.

A.G.M. June 20th. Doni will host at her home. Linda L. will help with planning.

New Business for February

Set storage Party

Next Meeting Date - February 9th @ 7 pm

Meeting adjourned 8:55